

COUNCIL AGENDA

## Council Meeting

Notice is hereby given pursuant to the provisions of the Local Government Act, 1999, that the next Meeting of Unley City Council will be held in the Council Chambers, 181 Unley Road Unley on

***Monday 28 February 2022 7.00pm***

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

A handwritten signature in black ink, appearing to be 'P.S.', followed by a long horizontal line extending to the right.

**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**

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Councillor J. Dodd	
<b>1.3 CONFLICT OF INTEREST</b>	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 31 January 2022	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
1.5.1 Adjourned Item: Notice of Motion from Mayor M. Hewitson re: Proposed purchase of artwork "Epoch Archivers 'Time Capsule'"	7
<b>2. PETITIONS/DEPUTATIONS</b>	
Nil	
<b>3. REPORTS OF COMMITTEES</b>	
To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	
3.1 Minutes of Audit Committee	12
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#### **4. REPORTS OF OFFICERS**

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4.2	2021-22 Quarter 2 Financial Performance Report	37
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#### **5. MOTIONS AND QUESTIONS**

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

5.1.1	Notice of Motion from Councillor J. Russo Re: Greenhill Road Corridor Uplift	175
5.1.2	Notice of Motion from Councillor P. Hughes Re: Support to the Preservation of the Gosse Building at Highgate Park	177

##### **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 February 2022 179

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

- 6.2.1 Deputy Mayor's Report for Month of February 2022 181

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### **6.4 CORRESPONDENCE**

- 6.4.1 Correspondence 188

## **7. CONFIDENTIAL ITEMS**

- 7.1 Confidentiality Motion for Item 7.2 - Confidential Minutes of Audit Committee 198

- 7.2 Confidential Minutes of Audit Committee 199

- 7.3 Confidentiality Motion to remain in confidence for Item 7.2 - Confidential Minutes of Audit Committee 207

- 7.4 Confidentiality Motion for Item 7.5 - Lease Unley Community Sports Club Inc, 166 Unley Road, Unley 208

- 7.5 Lease Unley Community Sports Club Inc, 166 Unley Road, Unley 209

- 7.6 Confidentiality Motion to remain in confidence for Item 7.5 - Lease Unley Community Sports Club Inc, 166 Unley Road, Unley 215

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Review of Councils By-Laws 2022	
Unley Road Public Realm Design Guidelines	
Joint Use Agreement Renewal	
Review of Caretaker Policy	
Audit Committee - 2020 Presiding Member's Report	
Mainstreet Association Marketing Funding Requests 2022/23	
Increase Full Time Equivalent Resources for Environmental Projects	
Clarence Park Community Centre Partnership Agreement	
Nominations for the Libraries Board of SA	
Disability Access and Inclusion Plan	
Draft Ridge Park Master Plan	
Road Closure and Sale of Land	
Unley Central Litigation - Legal Expenditure Approval Sought	

## **NEXT MEETING**

Monday 28 March 2022 - 7.00pm

Council Chambers, 181 Unley Road Unley

## DECISION REPORT

<b>REPORT TITLE:</b>	ADJOURNED ITEM: NOTICE OF MOTION FROM MAYOR M. HEWITSON RE: PROPOSED PURCHASE OF ARTWORK "EPOCH ARCHIVERS 'TIME CAPSULE'"
<b>ITEM NUMBER:</b>	1.5.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. PHOTOGRAPH OF ARTWORK ENTITLED EPOCH ARCHIVERS

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### 1. **EXECUTIVE SUMMARY**

At the Council Meeting on 22 November 2021 Council resolved the following in relation to Item 5.1.3 — Notice of Motion from Mayor M. Hewitson re: Proposed purchase of artwork “Epoch Archivers ‘Time Capsule’”:

*The question be adjourned for discussion until the next quarterly budget review to enable consideration of budget impacts.*

*Resolution No. C0662/21*

The adjournment of the item is a formal motion and requires that consideration of the matter resume at the point of interruption. This report returns the matter to Council for consideration, noting that if Council does resolve to purchase the artwork. The cost of the paintings will be included in the 2021-22 Quarter 3 Budget Review.

Item 4.3 2021-22 Quarter 2 Budget Review, Council Meeting 28/02/2022 sets out that Council should have regard to the information contained within that Item in determining a position in relation to the proposed purchase of the artwork.

### 2. **RECOMMENDATION**

That:

1. Staff be authorised to purchase the artwork titled “Epoch Archivers ‘Time Capsule’” by Thom Buchanan, displayed as part of the Unley 150th exhibition at the Unley Museum, at an unbudgeted cost of \$8,750.00, with the matter of allocation of funding to be considered at the next quarterly budget review.
-

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

- 1. Community Living
- 1.4 Our Community is proud to be part of our City.
- 4. Civic Leadership
- 4.1 We have strong leadership and governance

### **4. BACKGROUND**

Mayor M. Hewitson placed a Notice of Motion on the Agenda for the Council Meeting held on 22 November 2021, proposing that Council purchase the artwork “Epoch Archivers ‘Time Capsule’” by Thom Buchanan, featured in the 150 Sesquicentenary Exhibition at the City of Unley Museum.

A formal motion to adjourn the question until the next quarterly budget review to enable consideration of budget impacts was carried at that meeting.

Formal motions are procedural and do not constitute an amendment to a substantive motion. A motion to adjourn a question requires that the matter being considered be set aside for the time being, but debate can be resumed at a later time (at the point of interruption). This means that a member who has spoken in the debate requires leave of the meeting to speak again and the mover of the motion retains the right of reply.

The following is a summary of contributions to the debate prior to the adjournment of the question:

- Mayor Hewitson – Mover
- Cr Anastassiadis – Seconder, reserved right to speak
- Cr Dewing – asked a question regarding possible contribution from Friends of the Unley Museum. The question was answered by GM Berghuis.
- Cr Dewing – spoke to the motion
- Cr Wright – spoke to the motion
- Cr Anastassiadis – spoke to the motion
- Cr Hughes – spoke to the motion
- Cr Russo – spoke to the motion

### **5. DISCUSSION**

The matter is now returned to Council for consideration. Debate on the item should resume at the point it was interrupted. Should Members listed as having spoken to the motion above wish to speak for a second time, they will need to seek leave of the meeting in order to do so.

The Mayor, as the mover, retains the right of reply to close debate on the item.



In determining its position in relation to the Motion, Council should have regard to Item 4.3 2021-22 Quarter 2 Budget Review which provides information relating to budget impacts arising from a decision to either purchase, or not, the artwork. It is noted that if the decision is to purchase the artwork, then this will be reflected as part of the 2021-22 Quarter 3 Budget Review.

The artwork is a quadtych, which is a presentation of four (4) pictures as per Attachment 1. one (1) major piece with three (3) supporting smaller pieces. The artist offers the entire package for \$8,750.

*Attachment 1*

It is noted that since this item was adjourned it has been confirmed that the Friends of the Unley Museum have agreed to contribute \$4,950, which is the cost of the major piece. The artwork will be added to the Museum collection, and available for display.

Should Council wish to purchase the three small artworks to complete the set, an unbudgeted sum of \$3,800 will need to be allocated as part of the quarter 3 budget review. Whilst the major piece clearly depicts Unley, the three (3) smaller pieces have direct reference to the City of Unley Sesquicentenary, with numbers 1, 5 and 0 reflected in the artwork.

The artist Mr Thom Buchanan has confirmed that he would sell the major piece of artwork without the three (3) smaller pieces. However, as the purchase of the artwork is to mark the sesquicentenary of the City of Unley, the larger piece on its own, while certainly creating dialogue about the history of Unley in general, does not make reference specifically to the sesquicentenary, which the four (4) pieces of artwork do together.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. Staff be authorised to purchase the artwork titled “Epoch Archivers ‘Time Capsule’” by Thom Buchanan, displayed as part of the Unley 150th exhibition at the Unley Museum, at an unbudgeted cost of \$8,750.00, with the matter of allocation of funding to be considered at the next quarterly budget review.

This option sets out the Notice of Motion originally placed on the Council Agenda by Mayor M. Hewitson and endorses the purchase of the artwork. The motion includes consideration of the required funding to be allocated as part of the 2021-22 Quarter 3 budget review. Council when making the decision to purchase the artwork, should have regard to the 2021-22 Quarter 2 budget review.

Option 2 –

1. The report be received.

This option receives the report and does not endorse the purchasing of the artwork.

**7. RECOMMENDED OPTION**

The matter is for council to determine.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- The total cost to purchase the artwork is \$8,750. The Friends of the Unley Museum have since committed to contributing the sum of \$4,950. If Council decides to fund the remaining \$3,800 it will result in a small reduction of the forecast surplus at the 30 June 2022.

**8.2 Legislative/Risk Management**

- Nil

**8.3 Staffing/Work Plans**

- Nil

**8.4 Climate/Environmental Impact**

- Nil

**8.5 Social/Economic**

- The paintings will provide social benefit as they may bring happiness to many, they tell a story important to the fabric of City of Unley and may open the viewers eyes to new ideas.
- The artwork will be displayed in the Unley Museum exhibition *1 5 0*, which celebrated the City of Unley Sesquicentenary in 2021.

**8.6 Stakeholder Engagement**

- Nil

**9. REPORT CONSULTATION**

Karen Paris, Museum Curator

Rebecca Cox, Manager Community and Cultural Centres

Nicola Tinning, General Manager Business Support, and Improvement

**10. REPORT AUTHORISERS**

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

Attachment 1 – Photograph of artwork, entitled Epoch Archivers ‘time capsule’ by Thom Buchanan



## REPORT OF COMMITTEE

<b>REPORT TITLE:</b>	MINUTES OF AUDIT COMMITTEE
<b>ITEM NUMBER:</b>	3.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	1. MINUTES OF AUDIT COMMITTEE MEETING 7 DECEMBER 2021

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### 1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee Meeting held on Tuesday 7 December 2021 are presented for Council's consideration.

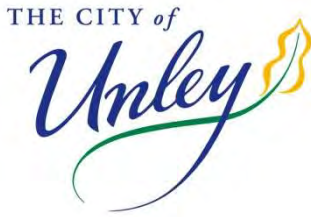
### 2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 7 December 2021, be received and the following recommendations contained therein be adopted by Council
  - (a) Item 2.1 – Business Continuity Plan
    1. The report be received.
  - (b) Item 2.2 – Internal Audit Report – Petty Cash
    1. The report be received.
  - (c) Item 2.3 – Strategic Risk Register
    1. The report be received.
  - (d) Item 2.4 – Operational Risk Register Update – High and Extreme Risks
    1. The report be received.
  - (e) Item 2.5 – External Audit Agreed Actions Status Update
    1. The report be received.
  - (f) Item 2.6 – Audit Committee Workplan - Update
    1. The report be received.
  - (g) Item 2.7 – Audit Committee Meeting Schedule - 2022
    1. The report be received.

2. Endorse the City of Unley Audit Committee meeting schedule for the 2022 calendar year, with meetings to be held at 181 Unley Road Unley commencing at 6:30pm on the dates set out below:
    - Tuesday 15 February 2022 (Centennial Park Cemetery Authority Long Term Financial Plan and Asset Management Plans)
    - Tuesday 15 March 2022
    - Tuesday 17 May 2022
    - Tuesday 16 August 2022
    - Tuesday 18 October 2022
  
  3. The Chief Executive Officer be authorised, after consulting with the Presiding member of the Committee, to:
    - 3.1. Reschedule the date and/or time of an Audit Committee meeting;
    - 3.2. Convening the meeting electronically due to the implications of COVID-19; or
    - 3.3. Cancel an Audit Committee meeting, if it is clear that there is no business to transact for that designated meeting.
-





**Minutes of the City of Unley  
Audit Committee Meeting  
Tuesday, 07 December 2021, 6:30pm  
Council Chambers  
181 Unley Road Unley**

**1 PRESENT**

Presiding Member D Powell (Presiding Member)  
Councillor M Rabbitt  
Councillor M Broniecki  
Independent Member N Handley  
Independent Member A Martin

**2 OFFICERS PRESENT**

General Manager Business Support & Improvement, Ms N Tinning  
Manager Finance and Procurement, Mr A Brown  
Principal Risk Management Officer, Mrs L Cataldi  
Executive Assistant, Ms L Blyth

**3 GUEST**

**4**

**5 ACKNOWLEDGEMENT**

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

**6 1. ADMINISTRATIVE MATTERS**

**1.1 APOLOGIES**

Nil

**1.2 LEAVE OF ABSENCE**

Nil

**1.3 CONFLICT OF INTEREST**

Nil

**1.4 MINUTES**

**ITEM 1.4.1**

**MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD  
WEDNESDAY, 27 OCTOBER 2021**

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The minutes of the Ordinary Audit Committee held on Wednesday, 27 October 2021 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0060/21***

**ITEM 1.4.2**

**MINUTES OF THE SPECIAL AUDIT COMMITTEE MEETING HELD  
WEDNESDAY, 10 NOVEMBER 2021**

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The minutes of the Special Audit Committee held on Wednesday, 10 November 2021 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0061/21***

**1.5 DEFERRED / ADJORNED ITEMS**

Nil



**7 2. REPORTS**

**ITEM 2.1**

**BUSINESS CONTINUITY PLAN**

MOVED Councillor M Rabbitt

SECONDED Independent Member A Martin

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0062/21***

**ITEM 2.2**

**INTERNAL AUDIT REPORT - PETTY CASH**

MOVED Independent Member N Handley

SECONDED Independent Member A Martin

That:

1. The report be received.
2. The recommended actions and timeframes contained in the Internal Audit Report be noted.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0063/21***

**ITEM 2.3**

**STRATEGIC RISK REGISTER**

MOVED Councillor M Broniecki

SECONDED Councillor M Rabbitt

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0064/21***

**ITEM 2.4**

**OPERATIONAL RISK REGISTER UPDATE - HIGH AND EXTREME RISKS**

MOVED Independent Member A Martin

SECONDED Councillor M Rabbitt

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0065/21***

**ITEM 2.5**

**EXTERNAL AUDIT AGREED ACTIONS STATUS UPDATE**

MOVED Independent Member N Handley

SECONDED Councillor M Broniecki

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0066/21***

**ITEM 2.6**

**AUDIT COMMITTEE WORKPLAN - UPDATE**

MOVED Councillor M Broniecki

SECONDED Independent Member A Martin

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0067/21***

**ITEM 2.7**

**AUDIT COMMITTEE MEETING SCHEDULE - 2022**

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The report be received.
2. Endorse the City of Unley Audit Committee meeting schedule for the 2022 calendar year, with meetings to be held at 181 Unley Road Unley commencing at 6:30pm on the dates set out below:
  - Tuesday 15 February 2022 (Centennial Park Cemetery Authority Long Term Financial Plan and Asset Management Plans)
  - Tuesday 15 March 2022
  - Tuesday 17 May 2022
  - Tuesday 16 August 2022
  - Tuesday 18 October 2022
3. The Chief Executive Officer be authorised, after consulting with the Presiding member of the Committee, to:
  - 3.1. Reschedule the date and/or time of an Audit Committee meeting;
  - 3.2. Convening the meeting electronically due to the implications of COVID-19; or
  - 3.3. Cancel an Audit Committee meeting, if it is clear that there is no business to transact for that designated meeting.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0068/21***

**8 3. OTHER BUSINESS**

**9 NEXT MEETING**

Tuesday 15 February 2022 - 6.30pm

**10 CLOSURE**

The Presiding Member closed the meeting at 7.40 pm.

.....  
**PRESIDING MEMBER**

## REPORT OF COMMITTEE

<b>REPORT TITLE:</b>	MINUTES OF AUDIT COMMITTEE
<b>ITEM NUMBER:</b>	3.2
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	1. MINUTES OF AUDIT COMMITTEE MEETING 15 FEBRUARY 2022

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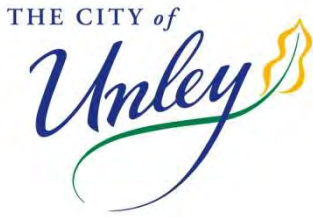
### 1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee Meeting held on Tuesday 15 February 2022 are presented for Council's consideration.

### 2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 15 February 2022, be received and the following recommendations contained therein be adopted by Council
    - (a) Item 2.1 – Operational Risk Register
      1. The report be received.
    - (b) Item 2.2 – Internal Audit Report – Cash Handling
      1. The report be received.
-



**Minutes of the City of Unley  
Confidential Audit Committee Meeting  
Tuesday, 15 February 2022, 6.30pm  
Via electronic means using Zoom**

**1. PRESENT**

Presiding Member D Powell (Presiding Member)  
Councillor M Rabbitt  
Councillor M Broniecki  
Independent Member A Martin

**2. OFFICERS PRESENT**

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

**3. GUEST**

Janet Miller, Chief Executive Officer, Centennial Park Cemetery Authority  
Nadia Andjelkovic, Manager Corporate Services, Centennial Park Cemetery Authority

**4. ACKNOWLEDGEMENT**

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

**5. 1. ADMINISTRATIVE MATTERS**

**1.1 APOLOGIES**

Independent Member, Mr N Handley

**1.2 LEAVE OF ABSENCE**

Nil

**1.3 CONFLICT OF INTEREST**

Nil

## 1.4 MINUTES

### ITEM 1.4.1

#### MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD TUESDAY, 7 DECEMBER 2021

MOVED Councillor M Rabbitt

SECONDED Councillor M Broniecki

That:

1. The minutes of the Ordinary Audit Committee held on Tuesday, 7 December 2021 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

**Resolution No. AC0069/22**

## 1.5 DEFERRED / ADJORNED ITEMS

Nil

The Presiding Member sought leave of the meeting to bring forward Confidential Item 4.2 – Centennial Park Cemetery Authority Draft Long Term Financial Plan and Asset Management Plan, and leave was granted.

## 6. 4. CONFIDENTIAL ITEMS

7. The meeting entered into confidence at 6.36pm.

### ITEM 4.1

#### CONFIDENTIALITY MOTION FOR 4.2 - CENTENNIAL PARK CEMETERY AUTHORITY - DRAFT LONG TERM FINANCIAL PLAN AND ASSET MANAGEMENT PLAN

MOVED Councillor M Broniecki

SECONDED Independent Member A Martin

That:

1. Pursuant to Section 90(2) and (3) 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:
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 the Audit Committee to consider Centennial Park Cemetery Authority's Long Term Financial Plan and Asset Management Plan, both of which contain commercially sensitive information, without compromising the commercial position of Council and the Centennial Park Cemetery Authority.

On that basis, the public's interest is best served by not disclosing 4.2 Centennial Park Cemetery Authority - Draft Long Term Financial Plan and Asset Management Plan, 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 and representatives from the Centennial Park Cemetery Authority.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0073/22***

Item 4.2, page(s) 4, is confidential and has been removed from public minutes



**ITEM 4.3**

**CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR 4.1 -  
CONFIDENTIALITY MOTION - CENTENNIAL PARK CEMETERY  
AUTHORITY - DRAFT LONG TERM FINANCIAL PLAN AND ASSET  
MANAGEMENT PLAN**

MOVED Councillor M Broniecki

SECONDED Independent Member A Martin

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 4.1 Confidentiality Motion - Centennial Park Cemetery Authority - Draft Long Term Financial Plan and Asset Management Plan, considered at the Audit Committee Meeting on 15 February 2022:

- Minutes
- Report
- Attachment

remain confidential

*until 1 July 2031*

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.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0075/22***

The live stream of the Audit Committee Meeting recommenced at 7:28pm.

**8. 2. REPORTS**

**ITEM 2.1**

**OPERATIONAL RISK REGISTER**

MOVED Councillor M Broniecki

SECONDED Councillor M Rabbitt

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0071/22***

**ITEM 2.2**

**INTERNAL AUDIT REPORT - CASH HANDLING**

MOVED Independent Member A Martin

SECONDED Councillor M Rabbitt

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0072/22***

**9. 3. OTHER BUSINESS**

**10. NEXT MEETING**

Tuesday 15 March 2022 - 6.30pm

**11. CLOSURE**

The Presiding Member closed the meeting at 8:13pm.

.....  
**PRESIDING MEMBER**

## DECISION REPORT

<b>REPORT TITLE:</b>	'HISTORY OF UNLEY' PUBLICATION - PROJECT SCOPE
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	MARCIA MUDGE
<b>JOB TITLE:</b>	TEAM LEADER COMMUNITY & CULTURAL DEVELOPMENT
<b>ATTACHMENTS:</b>	1. PROJECT SCOPE HISTORY OF UNLEY BOOK

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### 1. **EXECUTIVE SUMMARY**

The year 2021 marked the 150th Anniversary, or Sesquicentenary, of the formation of the Corporate Town of Unley. To celebrate and commemorate this significant milestone, the City of Unley has staged a range of activities, programs and events which have been well received and attended by the community.

The final initiative yet to be delivered within this program of activities is the publication of a book to document the history of the City of Unley.

At the 22 November 2021 Council meeting (Item 4.3), it was resolved in part that:

2. *The production of a comprehensive publication documenting the City of Unley's history for the period 1871 – 2021 be endorsed.*
3. *An additional of funding allocation of \$35,000 be considered as part of 2021-22 Budget Review 2 in February 2022.*

*Resolution No. C0655/21*

The timing for this initiative is deliberate, to capture the celebrations and activities of the Sesquicentenary year.

Given the range of views as to what might be incorporated in this publication, a Project Scope has been developed and is now presented to Council for endorsement prior to going to Tender. Once this is endorsed, the scope will be confirmed, noting that any changes to the scope may result in a requirement for additional funding, and may have timing and resource implications.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. Subject to the outcome of consideration of Item 4.3 – 2021-22 Quarter 2 Budget Review the Project Scope for the History of Unley publication as set out in Attachment 1, Item 4.1, Council Meeting 28/02/2022 be endorsed.

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

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

Additionally, this proposal supports the City of Unley's Culture Plan 2021-2026, acknowledging that the history of our City, heritage and people are vital to the cultural fabric of the community and honours and preserves local heritage and traditions.

## **4. BACKGROUND**

The year 2021 marks the 150th Anniversary, or Sesquicentenary, of the formation of the Corporate Town of Unley, which occurred when 2,000 signatories to a petition from residents of Unley, Parkside, Black Forest, Goodwood, and Fullarton requested that the Governor allow them to form their own municipality and thus sever from the District Council of Mitcham.

At the Council meeting on 29 April 2019, the Sesquicentenary Celebration Working Group was established to consider the most appropriate way to acknowledge the 150th anniversary of the formation of the Corporate Town of Unley. At this meeting Council resolved in part as follows:

2. *The Sesquicentenary Celebration Working Group, comprising five (5) elected members, with administrative support, be established to develop recommendations for consideration of Council as to the most appropriate way to acknowledge the sesquicentenary of the formation of the Corporate Town of Unley.*
3. *The following five elected members be appointed to the Sesquicentenary Celebration Working Group:*  
*Councillor D Palmer*  
*Councillor N Sheehan*  
*Councillor M Hudson*  
*Councillor S Dewing*  
*Councillor J Dodd*

*Resolution No. 1462/2019*

At the 23 September 2019 Council Meeting, the Working Group presented a range of activities that could be pursued to mark the Sesquicentenary in 2021. At this meeting it was resolved in part that:

2. *Staff be authorised to investigate options and develop cost estimates for activities to mark 2021 as the sesquicentenary, or 150th anniversary, of the formation of the Corporate Town of Unley.*

*Resolution No. C0103/19*

At the 22 November 2021 meeting (Item 4.3), it was resolved in part that:

2. *The production of a comprehensive publication documenting the City of Unley's history for the period 1871 – 2021 be endorsed.*
3. *An additional of funding allocation of \$35,000 be considered as part of 2021-22 Budget Review 2 in February 2022.*

*Resolution No. C0655/21*

Please note that proceeding with the publication project is contingent upon Council approving the additional \$35,000 (as stated above) as part of Budget Review 2 considerations.

## **5. DISCUSSION**

Following the Council Meeting on 22 November 2021 (Resolution No. C0655/21), the Administration has developed the attached Project Scope for this publication for Council endorsement, prior to going to Tender.

*Attachment 1*

The Project Scope has taken onboard feedback received during and following the Council meeting on 22 November 2021 and incorporates the following key inclusions for the History of Unley publication:

- Must document the City of Unley's history for the period 1871 – 2021 (including activities and events held in 2021 to celebrate the Sesquicentenary).
- Provide a respectful, sophisticated title in keeping with the auspiciousness of the Sesquicentenary milestone.
- Acknowledgement of country and reference to the Kaurna people of Adelaide Plains and their strong connection to the land.
- Include a section/chapter on First Nations History and recent/modern indigenous history, e.g. reconciliation activities, Heywood Park links, totem poles at Fullarton Park Community Centre.
- Feature a section/chapter on Women's History including suffrage movement in Unley, and commemoration of the 125th anniversary of women's suffrage in South Australia.
- Detail the history of migration into the City of Unley (e.g. Greek, Italian, Chinese, Indian, etc).

- Include Council decisions of significance, e.g. first council in South Australia to reduce speed limits to 40km, first Age Friendly City, achieving Welcoming City status, environmental leadership, commitment to action on Climate Change.
- Highlight the future vision (referencing the City of Unley's Community Plan).
- Sesquicentenary Celebrations: include chapter/section featuring how the City of Unley celebrated Unley's 150<sup>th</sup>.

In addition, the following inclusions will be required:

- The publication to be printed in an ethical/sustainable way (e.g. no plastic covers, use of recycled paper, soy-based inks).
- Council administration must have the opportunity to review the book and request edits.
- Indigenous information is to be checked by Reconciliation SA or other appropriate groups.
- The copyright of the work would remain with the City of Unley, however the proceeds from sale will be negotiated as part of the contract of works.
- Images to be sourced that complement written content.
- The print version of the book to be of the quality to recognise the auspiciousness of the milestone and be given as mementos fitting the occasion.
- Publisher to manage all aspects including: foreword, introduction, Kurna acknowledgement, index, ISBN, copyright/editing, design/layout, and print.
- A print run of 200 copies to be made available to Council.
- Provision of a word electronic copy for research use only.

The Tender will also include request options for digital copies for now or in the future.

## 6. **ANALYSIS OF OPTIONS**

### Option 1

1. The report be received.
2. Subject to the outcome of consideration of Item 4.3 – 2021/22 Quarter 2 Budget Review the Project Scope for the History of Unley publication as set out in Attachment 1, Item 4.1, Council Meeting 28/02/2022 be endorsed.

This option enables a clear scope to go out to Tender for the production of a comprehensive, high-quality book that documents the history of Unley to mark the Sesquicentenary of the City of Unley.

## Option 2

1. The report be received.
2. Subject to the following amendments and the outcome of Item 4.3 – 2021-22 Quarter 2 Budget Review, the Project Scope for the History of Unley publication as set out in Attachment 1, Item 4.1, Council Meeting 28/02/2022 be endorsed  
*- [Amendments requested to be inserted here]*  
*- [Amendments requested to be inserted here]*

This option provides Council the opportunity to alter the scope of works prior to Tender to incorporate other/alternative preferences in the publication.

## Option 3

1. The report be received.
2. The development of a History of Unley publication be ceased and the \$40,000 allocated for the production of the ‘Sesquicentenary publication’ within the overall Sesquicentenary Celebrations budget be returned to Council’s operating surplus.

This option would result in no further work occurring in relation to the development and publication of a book to capture the history of the City of Unley.

Should Council choose to endorse Option 3, the \$40,000 currently allocated for the production of a history book would be reallocated to Council’s operating surplus and the repayment of Council’s borrowings.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- \$40,000 funding was allocated to this project within the Sesquicentenary Project in the 2021-22 Annual Business Plan and Budget as an operating project to produce a History of Unley publication.
- As per Resolution No. C0655/21, an additional funding allocation of \$35,000 will be considered as part of 2021-22 Budget Review 2.
- Please note, if approval is not given for this additional funding through Budget Review 2, the publication will not proceed in this format.

**8.2 Legislative/Risk Management**

- Nil

**8.3 Staffing/Work Plans**

- All options presented can be delivered within existing resources.

**8.4 Climate/Environmental Impact**

- The printing of the publication will use ethical and sustainable methods (e.g. no plastic covers, use of recycled paper, soy-based inks).

**8.5 Social/Economic**

- Nil

**8.6 Stakeholder Engagement**

- Nil

**9. REPORT CONSULTATION**

<b>Name</b>	<b>Title</b>
Kathryn McClintock	Events Coordinator
Karen Paris	Museum Curator
Rebecca Cox	Manager Community and Cultural Centres
Alex Brown	Manager Finance and Procurement

**10. REPORT AUTHORISERS**

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



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**DATE:** February 2022  
**BUSINESS UNIT/DEPARTMENT:** Community Connections  
**PROJECT TITLE:** History of Unley Publication

### **1. Project Overview**

The year 2021 marks the 150th Anniversary, or Sesquicentenary, of the formation of the Corporate Town of Unley, which occurred when 2,000 signatories to a petition from residents of Unley, Parkside, Black Forest, Goodwood, and Fullarton requested the Governor allow them to form their own municipality and thus sever from the District Council of Mitcham.

The City of Unley has showcased a year-long calendar of activities and events to mark and celebrate this milestone and the final initiative to be delivered is the History of Unley publication.

The History of Unley publication will be a comprehensive, high quality book that documents the history from 1871 – 2021, to mark the Sesquicentenary of the City of Unley.

We are seeking an experienced publisher to produce this publication including sourcing, contracting and management of an author, research, editing and copywriting, sourcing of images, captioning and referencing, publishing, printing and distribution (including sales).

### **2. Background**

Currently there are three main publications that exist, in various formats, that document Unley's history which are:

- History of Unley 1871 – 1971 by G.B Payne and E Cosh
- Whistler's Unley: Then and Now A Pictorial History, up to 1988 by Janet Maughan and Ron Praise
- When and Where in Unley A Chronology 1906 – 2006 by Margaret Paternoster OAM and Ron Praise OAM

### **3. Project Objective**

The City of Unley seeks to create a fourth, high-quality publication to capture the history, stories, and photos of Unley as a tribute to the Unley's Sesquicentenary, and to join the suite of existing publications. The content would span 1871-2021 (the full 150 years).

The publication will be produced by an external publisher who will source an appropriate researcher/author to undertake this work.

The copyright of the publication would remain with the City of Unley, however the proceeds from sale will be negotiated as part of the contract of works.

The project end date for delivery of the final printed publication is January 2024.

Quotes must include a fee for the research, author fees, publishing, production and printing of this publication (with 200 copies being made available to Council).

Additional printing costs (above the 200 copies required by Council) are considered separately, and the appointed publisher may recoup these costs through book sales.

#### 4. Scope

The following key inclusions are required for the History of Unley publication:

- Must document the City of Unley's history for the period 1871 – 2021 (including activities and events held in 2021 to celebrate the Sesquicentenary)
- Acknowledgement of country and reference to the Kurna people of Adelaide Plains
- Provide a respectful, sophisticated title in keeping with the auspiciousness of the Sesquicentenary milestone
- Include a section/chapter on First Nations History and recent/modern indigenous history, e.g. reconciliation activities, Heywood Park links, totem poles at Fullarton Park Community Centre etc.
- Feature a section/chapter on Women's History including suffrage movement in Unley, and commemoration of the 125<sup>th</sup> anniversary of women's suffrage in South Australia
- Detail the history of migration into the City of Unley (e.g. Greek, Italian, Chinese)
- Include Council decisions of significance, e.g. first council in South Australia to reduce speed limits to 40km, first Age Friendly City, achieving Welcoming City status, environmental leadership, commitment to action on Climate Change
- Highlight the future vision (referencing the City of Unley's Community Plan)
- Sesquicentenary Celebrations: include chapter/section featuring how the City of Unley celebrated Unley's 150<sup>th</sup>

In addition, the following inclusions will be required:

- The publication to be printed in an ethical/sustainable way (e.g. no plastic covers, use of recycled paper)
- Council administration must have the opportunity to review the book and request edits
- Indigenous information is to be checked by Reconciliation SA or other appropriate groups
- The copyright of the work would remain with the City of Unley, however the proceeds from sale will be negotiated as part of the contract of works
- Images to be sourced that complement written content
- Publisher to manage all aspects including: foreword, introduction, Kurna acknowledgement, index, ISBN, copyright/editing, design/layout and print
- Provision of a word electronic copy for research use only
- Tenders are also asked to include any options for digital copies for now or in the future.
- 

Sources for facts and information to include, but not limited to:

- Three existing publications available
- Council reports
- Council agendas and minutes
- Unley Life publications
- Newspaper reports
- Development applications
- Annual reports
- Conservation and Community grants
- Interviews – key staff, Mayors, elected members, past and present
- Unley Museum history archives

Examples of topics to include (but not limited to):

- Events of significance
- Decisions of significance
- Public art installations
- Major infrastructure projects and developments
- Milestones for community groups, schools, sporting clubs, major businesses, financial institutions, service clubs, churches, cultural centres
- Elections - Mayor & Councilors
- Policy – Environmental, Innovative
- Ward boundary changes
- Statistics – e.g. library borrowing
- Societal changes
- Significant world events
- Showgrounds milestones

## 5. Key Stages

### 1. Research

Appointed author to undertake research to develop content outline for publication. The City of Unley to be provided with a draft content outline including topics for inclusion, prior to research proceeding.

### 2. Research/Editing/copywriting

- Research to be undertaken by author under management of appointed publisher. The City of Unley to receive a draft publication to review and provide edits.

### 3. Provision of final version

- The City of Unley to receive negotiated quantity of final publication.
- 

## 6. Consultant's Proposal

The City of Unley seeks a suitably qualified and experienced publisher to provide a proposal and quotation for Council's consideration, with a view to commencing the development of this publication in April 2022.

The proposal will provide reference to the following:

- A quotation for services provided as per this Consultants brief, preferably with an itemised cost for each stage of work, including GST.
- Suggested methodology for undertaking the work, including research approach, key milestones and timeframes
- Tenders are also asked to include any options for digital copies for now or in the future.

It is requested that as part of your submission that reference to other work recently undertaken.

Proposals must be completed and submitted to the City of Unley Events Coordinator by 5pm Monday 14 March 2022.

**7. Next Steps**

Following the submission date, all proposals will be assessed on merit, with the successful publisher notified.

**8. Timeline**

- 

• Milestone	• Timeframe
• Request proposals/quotes	• February 2022
• Assess proposals and select preferred supplier	• March 2022
• Service Agreement in place	• April 2022
• Research, writing	• April 2022 to October 2023
• 1 <sup>st</sup> round of edits and review	• October 2023
• Final round of edits and approval to publish	• December 2023
• Delivery of final publication	• January 2024

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**9. Contact**

**Kathryn McClintock**  
**Events Coordinator**  
 City of Unley  
 PO Box 1 Unley SA 5061  
 8372 5111  
[kmclintock@unley.sa.gov.au](mailto:kmclintock@unley.sa.gov.au)

## DECISION REPORT

<b>REPORT TITLE:</b>	2021-22 QUARTER 2 FINANCIAL PERFORMANCE REPORT
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	ALEX BROWN
<b>JOB TITLE:</b>	MANAGER FINANCE AND PROCUREMENT
<b>ATTACHMENTS:</b>	1. 2021-22 QUARTER 2 FINANCIAL PERFORMANCE REPORT

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### 1. **EXECUTIVE SUMMARY**

This report provides a summary of the year to date financial performance for 2021-22 to 31 December 2021.

Council's estimated Net Lending/Borrowing for the year to date is favourable to budget by \$1,088K, consisting of the following variances:

- Operating Income is higher than the forecast budget by \$114K;
- Operating Expenditure is \$825K lower than the forecast budget;
- Net Expenditure on Operating projects is \$617K higher than the forecast budget;
- Net Expenditure on Capital New Asset projects is \$521K less than the forecasted budget; and
- Net Expenditure on Capital Renewals is \$245K less than the forecast budget.

### 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 purpose of this report is to inform Council of its financial performance for the period ending 31 December 2021, compared to the revised 2021-22 Budget approved at Budget Review 1 in October 2021.

#### 5. **DISCUSSION**

The following table is a summary of the actual year to date financial information compared to the approved budget for the period ending 31 December 2021.

\$'000 Favourable/(unfavourable)	Actual Year to Date	Budget Year to Date	Variance Favourable/ (unfavourable)		Full Year Budget Quarter 1 Budget Review
			\$'000	%	
<b>Operating</b>					
Operating Income	48,235	48,122	114	0.2%	51,769
Operating Expenditure	22,256	23,081	825	3.6%	(48,455)
<b>Funding Surplus/(deficit) before Projects</b>	<b>25,980</b>	<b>25,041</b>	<b>939</b>	<b>3.7%</b>	<b>3,314</b>
Net Operating Projects	(788)	(171)	(617)	(360%)	(1,056)
<b>Operating Surplus/(deficit) after Projects</b>	<b>25,192</b>	<b>24,870</b>	<b>322</b>	<b>1.3%</b>	<b>2,258</b>
<b>Capital</b>					
Net New Capital	(445)	(966)	521	54.0%	(4,274)
Net Capital Renewal	(2,391)	(2,636)	245	9.3%	(8,741)
<b>Total Capital</b>	<b>(2,836)</b>	<b>(3,602)</b>	<b>766</b>	<b>21.3%</b>	<b>(13,015)</b>
<b>Total Operating and Capital</b>	<b>22,356</b>	<b>21,268</b>	<b>1,088</b>	<b>5.1%</b>	<b>(10,757)</b>
<b>Depreciation &amp; amortisation</b>	<b>10,000</b>				
<b>Net Lending / (Borrowing) for the Financial Year</b>	<b>(757)</b>				

The Operating Surplus after Operating Projects on 31 December 2021 was \$322K favourable to budget, and Capital was \$766K favourable. Further analysis is included in Attachment 1.

*Attachment 1*

Most of the variances are timing related, noting that favourable variances for rates income and employee costs are being monitored and may carry through as favourable variances to the end of the financial year.

## Statement of Financial Position

The Statement of Financial Position is the forecast position at the end of the financial year based on the proposed Quarter 2 Budget Review, Agenda Item 4.3 of the Council Meeting 28 February 2022.

<b>\$'000</b> Favourable/(unfavourable)	<b>Revised Forecast at Dec 2021</b>	<b>Forecast at Sep 2021</b>	<b>Movement</b>
Assets	567,491	564,877	2,614
Liabilities - Borrowings	(13,824)	(13,540)	(284)
Other Liabilities	(9,757)	(9,757)	0
<b>Net Assets</b>	<b>543,910</b>	<b>541,580</b>	<b>2,330</b>

The movement in the Statement of Financial Position represents the following:

- A forecast increase in assets due to the proposed increase in capital works as detailed in the Quarter 2 Budget Review, which includes adjustments for the Unley Oval Stage 2 works, Duthy Street Year 2 works, and the Millswood Croquet Clubroom construction.
- A \$284K increase in borrowings to fund the additional expenditure requirements that are proposed in the Quarter 2 Budget Review.

## Statement of Cash Flow

The Statement of Cash Flow is the forecast position at the end of the financial year as detailed in the Quarter 2 Budget Review, Agenda Item 4.3 of the Council Meeting 28 February 2022.

<b>\$'000</b> Favourable/(unfavourable)	<b>Revised Forecast at Dec 2021</b>	<b>Forecast at Sep 2021</b>	<b>Movement</b>
Cash Flows from Operating Activities	12,159	12,258	(99)
Cash Flows from Investing Activities	(13,772)	(13,587)	(185)
Cash Flows from Financing Activities	1,611	1,328	284
<b>Net Increase/(Decrease) in cash held</b>	<b>-</b>	<b>-</b>	<b>-</b>

The movement in cash flows reflects the increase in financing cash flows (borrowings) to fund the additional requests proposed in the Quarter 2 Budget Review.

## 6. REPORT AUTHORISERS

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





**City of Unley**

# 2021-22 Quarter 2 Financial Performance Report

## Attachment 1

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## 2021-22 Quarter 2 Financial Performance Report

## Overall Funding Statement

\$'000	Year to Date				Approved Full Year Budget
	Actual	Budget	Variance	Variance %	
<b>Operating (excluding Projects)</b>					
<b>Income</b>					
Rates	43,998	43,936	62	0.1%	43,994
Statutory income	926	868	58	6.7%	1,578
User charges	970	1,017	(46)	(4.6%)	1,987
Grants, subsidies and contributions	1,751	1,732	19	1.1%	3,001
Investment Income	35	6	28	454.4%	12
Reimbursements	204	207	(3)	(1.6%)	415
Asset Disposal	(30)	-	(30)	0.0%	-
Other income	382	356	26	7.3%	782
<b>Total Operating Income</b>	<b>48,235</b>	<b>48,122</b>	<b>114</b>	<b>0.2%</b>	<b>51,769</b>
<b>Operating expenditure</b>					
Total Employment costs (incl. contract labour)	(8,384)	(9,012)	629	7.0%	(19,789)
Materials, contracts and other expenses	(8,707)	(8,887)	180	2.0%	(18,366)
Depreciation and amortisation	(5,041)	(5,052)	11	0.2%	(10,000)
Finance costs	(124)	(129)	6	4.3%	(300)
<b>Total Operating Expenditure</b>	<b>(22,256)</b>	<b>(23,081)</b>	<b>825</b>	<b>3.6%</b>	<b>(48,455)</b>
<b>Funding surplus/(deficit) before Projects</b>	<b>25,980</b>	<b>25,041</b>	<b>939</b>	<b>3.7%</b>	<b>3,314</b>
<b>Operating projects</b>					
Income	58	58	0	0.3%	58
Expenditure	(846)	(229)	(617)	(269.1%)	(1,114)
<b>Net expenditure - Operating projects</b>	<b>(788)</b>	<b>(171)</b>	<b>(617)</b>	<b>(359.9%)</b>	<b>(1,056)</b>
<b>Operating surplus/(deficit) including Projects</b>	<b>25,192</b>	<b>24,870</b>	<b>322</b>	<b>1.3%</b>	<b>2,258</b>
<b>Capital</b>					
<b>New Assets</b>					
Income	468	80	388	486.5%	2,647
Expenditure	(913)	(1,046)	133	12.7%	(6,921)
<b>Net expenditure - Capital projects</b>	<b>(445)</b>	<b>(966)</b>	<b>521</b>	<b>54.0%</b>	<b>(4,274)</b>
<b>New Assets</b>					
Income	147	65	82	127.2%	314
Expenditure	(2,538)	(2,700)	163	6.0%	(9,055)
<b>Net expenditure - Capital projects</b>	<b>(2,391)</b>	<b>(2,636)</b>	<b>245</b>	<b>9.3%</b>	<b>(8,741)</b>
<b>Total Capital</b>	<b>(2,836)</b>	<b>(3,602)</b>	<b>766</b>	<b>21.3%</b>	<b>(13,015)</b>
<b>Depreciation and amortisation</b>	<b>5,041</b>	<b>5,052</b>	<b>11</b>	<b>0.2%</b>	<b>10,000</b>
<b>Net Lending / (Borrowing) for the Financial Year before Equity Accounted Businesses</b>					<b>(757)</b>

## 2021-22 Quarter 2 Financial Performance Report

## Operations (excluding Projects)

## Income

\$'000	Year to Date				Full Year Budget (Q1 Review)
	Actual	Budget	Variance	Variance %	
<b>Income</b>					
Rates	43,998	43,936	62	0.1%	43,994
Statutory income	926	868	58	6.7%	1,578
User charges	970	1,017	(46)	(4.6%)	1,987
Grants, subsidies and contributions	1,751	1,732	19	1.1%	3,001
Investment Income	35	6	28	454.4%	12
Reimbursements	204	207	(3)	(1.6%)	415
Asset Disposal	(30)	-	(30)	0.0%	-
Other income	382	356	26	7.3%	782
<b>Total Operating Income</b>	<b>48,235</b>	<b>48,122</b>	<b>114</b>	<b>0.2%</b>	<b>51,769</b>

## Commentary

**Operational income is \$114K and 0.2% favourable to budget.** Key contributing factors are:

- **Statutory Income** \$58K favourable. Primarily due to PlanSA's higher development application fee structure \$84K and other minor favourable variances, partially offset by a \$57K unfavourable variance in parking fees.
- **User Charges** \$46K unfavourable. Due to lower Swimming Centre memberships and casual entries arising from COVID-19 restrictions \$30K, and \$14K due to lower parking machine ticket revenue.
- **Grants, Subsidies and Contributions** \$19K favourable. Income received for the General-Purpose Financial Assistance Grant was higher than expected.
- **Investment Income** \$28K favourable. A \$17K bonus was received relating from the LG Finance Authority and the interest earned over the quarter was higher than forecast by \$12K.
- **Other Income** is \$26K favourable. Primarily due to funding received from the Local Government Risk Services for an employee safety initiative.

## Forecast

The following income categories are the subject of proposed adjustments to budgeted income in the Quarter 2 Budget Review:

- **Statutory Income:** A net reduction of \$3K. Which incorporates a \$115K reduction in the forecast of parking control fees to be received, partially offset by an increase in the expected income from development applications \$100K, and animal management fees \$12K.
- **Grants, Subsidies and Contributions:** An increase to grant income of \$220K due to:
  - Receipt of the Supplementary Local Road Grants \$185K,
  - Higher than forecast income from the Financial Assistance Grants \$41K; and
  - Offset by \$6K reduction in library grants.

Otherwise, income is presently expected to be in line with the budget, and there are no foreseeable concerns regarding the Annual Budget.

## 2021-22 Quarter 2 Financial Performance Report

## Operations (excluding Projects)

## Expenditure

\$'000	Year to Date				Full Year Budget (Q1 Review)
	Actual	Budget	Variance	Variance %	
<b>Operating expenditure</b>					
Total Employment costs (incl. contract labour)	(8,384)	(9,012)	629	7.0%	(19,789)
Materials, contracts and other expenses	(8,707)	(8,887)	180	2.0%	(18,366)
Depreciation and amortisation	(5,041)	(5,052)	11	0.2%	(10,000)
Finance costs	(124)	(129)	6	4.3%	(300)
<b>Total Operating Expenditure</b>	<b>(22,256)</b>	<b>(23,081)</b>	<b>825</b>	<b>3.6%</b>	<b>(48,455)</b>

## Commentary

**Operational expenditure is \$825K and 3.6% favourable to budget.** Key contributing factors are:

- **Employment Costs (including Contract Labour)** are \$629K favourable. This is due the new Enterprise Agreements awaiting ratification and vacancies in the following service areas: Operational Services, Development Services, Community Connections, Governance and Strategic Projects.
- **Materials, Contracts and Other Expenses** are \$180K favourable due to:
  - Contracts – the postponement of maintenance works at Unley Oval \$146K, and the timing of maintenance activities for footpaths \$80K and street trees \$39K.
  - Utilities \$82K favourable across all properties, swim centre and reserves.
  - General Materials \$80K favourable mainly due to the timing of maintenance for roads and signage.
  - Other favourable variances which include training \$43K, conferences \$35K and catering \$33K primarily due to COVID-19 restrictions.
  - The favourable variances are partially offset by unfavourable variances including legal fees \$330K and waste management costs \$139K.

## Forecast

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

- **Employee Costs:** A total reduction of \$202K due to vacancies.
- **Materials, Contracts and Other Expenses:** An increase of \$316K for the following key items:
  - \$275K for legal costs relating to tree matters,
  - \$20K increase in contract costs for the immunisation service,
  - \$15K for Disability Access and Inclusion Plan consultation,
  - \$12K for increase in costs for the planning portal and notification process,

Overall employment costs are presently favourable and will continue to be closely monitored.

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

## 2021-22 Quarter 2 Financial Performance Report

## Operating Projects

\$'000	Year To Date			Full Year Budget (Q1 Review)
	Actual	Budget	Variance	
<b>Income</b>				
Active Aging	0	-	0	-
Start Up at any Age	7	7	0	7
Kerbside Performance (Food Waste) Grant	51	51	-	51
<b>Total Income</b>	<b>58</b>	<b>58</b>	<b>0</b>	<b>58</b>
<b>Expenditure</b>				
Unley Central Project	(607)	-	(607)	-
Co-housing for Ageing Well	(2)	-	(2)	-
Events - Australia Day	(1)	(1)	0	(35)
Event Attraction	-	-	-	(10)
Water Wells	(13)	(20)	8	(40)
City Wide Greening Verges	(1)	-	(1)	(50)
Trader Event Sponsorship	(10)	(10)	-	(40)
Active Aging	(2)	(2)	(0)	(24)
Tree Strategy Expanding Canopy Target Public	(9)	(13)	4	(100)
Sesquicentenary 2021	(35)	(5)	(30)	(117)
Start Up at any Age	(6)	(7)	1	(7)
Organics Weekly Collections Trial (6 Months)	-	-	-	(8)
Kerbside Performance (Food Waste) Grant	(30)	(30)	(1)	(66)
2022 Santos Tour Down Under Associated Event	-	-	-	(175)
2022 Santos Tour Down Under Stage Start	-	-	-	(50)
2022 Neighbour Day	-	-	-	(5)
Christmas Decorations	(15)	(15)	0	(15)
Tree risk and condition audit	(18)	(20)	2	(20)
Tree Incentive and Education Program	(27)	(27)	0	(80)
Community Workshops - 'Getting to Net Zero, Affordably'	(2)	(9)	7	(17)
Economic Development Growth Strategy 2021-2025	-	-	-	(40)
Economic Spend Data Software	(18)	(20)	3	(20)
Sport and Recreation Plan Update	-	-	-	(10)
City-wide Parking Strategy (Stage1)	(35)	(30)	(5)	(60)
By Law Review	(1)	-	(1)	(10)
Cultural Tourism in the City of Unley (Public Art Brochure)	(1)	(1)	-	(10)
Busking Musicians Activations	-	(1)	1	(10)
Creative Activation Stations	(0)	-	(0)	(10)
Clarence Park Community Centre - Community Shed Program	(15)	(15)	-	(15)
Resilient East	(0)	(5)	5	(10)
Planning & Design Code (Stage 2) Sig. Tree List Review	-	-	-	(30)
Planning & Design Code (Stage 2) Hazard Flooding Overlays	-	-	-	(30)
<b>Total Expenditure</b>	<b>(846)</b>	<b>(229)</b>	<b>(617)</b>	<b>(1,114)</b>
<b>Net Expenditure</b>	<b>(788)</b>	<b>(171)</b>	<b>(617)</b>	<b>(1,056)</b>

## Operating Projects continued

### Commentary

#### Expenditure

**Operating Project expenditure is \$617K unfavourable to budget.**

The unfavourable variance is mainly due to expenditure relating to the Unley Central Project \$607K. These costs are continually monitored, and Council receives regular updates as to the progress of legal proceedings.

Sesquicentenary 2021 has incurred costs \$30K for which are subject to an adjustment in the Quarter 2 Budget Review.

The following minor favourable variances are timing related:

- Water Wells \$8K: Inlets have been ordered and locations scoped; and
- Series of Community Workshops – 'Getting to Net Zero' are planned but have been delayed due to COVID restrictions \$7K.

### Forecast

The follow projects are the subject of proposed adjustments in the Quarter 2 Budget Review:

- **2022 Santos Tour Down Under Stage Start \$50K and Associated Event \$175K** saving due to the cancellation of the 2022 Santos Tour Down Under.
- **2022 Australia Day Event \$20K** Recognition of \$20K grant funding received for the event.
- **Sesquicentenary Celebrations \$23K** Additional funding for the History of Unley publication \$35K partially offset by savings from Community Picnic \$10K and associated marketing \$2K.
- **Greener Neighbourhoods – net zero** Recognition of grant income \$35K and offset expenditure for increasing the tree canopy and quality public green space in Young Street.

The Quarter 2 Budget Review proposes the savings listed above be used to assist with the increased expenditure budget for the Unley Central Project.

Beyond the proposed and anticipated changes outlined above, income and expenditure on projects is presently expected to be in line with budget.

## 2021-22 Quarter 2 Financial Performance Report

## New Capital

\$'000	Year To Date			Full Year Budget (Q1 Review)
	Actual	Budget	Variance	
<b>Income</b>				
Unley Oval Grandstand Upgrade Stage 2	-	-	-	1,331
Highgate Way 2 Go	-	5	(5)	5
Mike Turtur Bikeway	-	-	-	136
Edmund Avenue Cottages Business Hub Construction	-	-	-	1,101
Millswood Croquet Club-New Clubrooms Construction	388	-	388	-
CWP Weller Street/Simpson Parade Streetscape	70	70	-	70
Leader St Bicycle Facilities	5	5	-	5
Glen Osmond Primary School Way 2 Go	5	-	5	-
<b>Total Income</b>	<b>468</b>	<b>80</b>	<b>388</b>	<b>2,647</b>
<b>Expenditure</b>				
Brownhill Keswick Creek	(420)	(422)	2	(843)
Capitalised Project Delivery Costs including Overheads	(124)	(122)	(2)	(243)
Unley Oval Grandstand Upgrade Stage 2	(17)	-	(17)	(2,204)
Digital Services Program (technology for communication, syst	-	-	-	(59)
LED Street Lighting	(54)	(52)	(2)	(104)
Wilberforce Walk	(16)	(48)	33	(193)
Edmund Avenue Cottages Design (No. 72, 74 & 76)	(10)	(13)	3	(27)
Unley Road Infrastructure & Public Realm Design Guidelines	(4)	(12)	8	(24)
Oxford Terrace Pedestrian Crossing (LATM 2)	(23)	(24)	1	(24)
CWP King William Road Shared Path Upgrade	(1)	(13)	11	(40)
CWP George Street/Young Street Intersection	-	(5)	5	(11)
Millswood Croquet Club - Detailed Design, Approvals & Doc.	(18)	(17)	(1)	(17)
Mike Turtur Bikeway	(50)	(60)	10	(136)
Edmund Avenue Cottages Business Hub Construction	(117)	(130)	13	(2,101)
Millswood Croquet Club-New Clubrooms Construction	(1)	-	(1)	(185)
Ridge Park Master Plan - Stage 2	-	(5)	5	(30)
McLeay Park Facility Improvements	(6)	(6)	0	(18)
North Unley Park Master Plan Development	(9)	(21)	12	(25)
Unley Swimming Centre Junior Pools Design	(2)	(2)	(0)	(66)
CWP King William Road (Simpson Parade to Mike Turtur	(7)	(15)	8	(20)
CWP Weller Street/Simpson Parade Streetscape	-	-	-	(140)
CWP Bicycle End-of-Trip Facilities	-	-	-	(5)
Devon St South/Railway Terrace South Bend	(11)	(7)	(4)	(30)
Mills Street Construction- LATM 3 Recommendation 4B	(13)	(68)	54	(270)
Climate & Energy Plan Implementation (Year 1) - Solar Panel	-	-	-	(75)
WiFi Installation - Unley Community Centres	-	-	-	(28)
Leader St Bicycle Facilities	(1)	(5)	4	(5)
Glen Osmond Primary School Way 2 Go	(9)	-	(9)	-
<b>Total Expenditure</b>	<b>(913)</b>	<b>(1,046)</b>	<b>133</b>	<b>(6,921)</b>
<b>Net Expenditure</b>	<b>(445)</b>	<b>(966)</b>	<b>521</b>	<b>(4,274)</b>

## 2021-22 Quarter 2 Financial Performance Report

## New Capital continued

### Commentary

#### Income

**New Capital income is \$388K favourable to budget.** This is due to the Millswood Croquet Club's contribution of \$390K to the rebuilding of their clubrooms which will be adjusted in the Quarter 2 Budget Review.

#### Expenditure

**New Capital expenditure is \$133K favourable to budget,** due to the timing of:

- Mills Street Construction LATM 3 \$54K, Construction works are progressing in conjunction with the stormwater upgrade.
- Wilberforce Walk \$33K, tender process presently underway with construction due to be completed by June 2022.
- North Unley Park Master Plan Redevelopment \$12K: The Development Plan is presently underway following community consultation.
- Minor timing variances in construction works for:
  - Edmund Avenue Cottages Business Hub Construction \$13K, building commenced in December, and is progressing as planned;
  - Cycling and Walking Plan - King William Road Shared Path Upgrade \$11K, works progressing as planned; and
  - Mike Turtur Bikeway \$10K, pathway construction complete with planting underway, and scheduled for completion by the end of March.

### Forecast

The follow projects are the subject of proposed adjustments in the Quarter 2 Budget Review:

- **Unley Oval Grandstand Stage 2**  
Recognition of grant income \$925K from the Local Roads and Community Infrastructure Program and associated expenditure budget; and
- **Unley Oval Precinct**  
Recognition of grant income \$635K from the Office for Recreation, Sport and Racing and associated expenditure for the upgrade the oval irrigation, drainage and cricket pitches; and
- **Millswood Croquet Clubrooms Construction – net zero**  
Recognition of the Club's contribution \$390K (incorporating Commonwealth and State grant fund) for the construction of new clubrooms; and
- **Glen Osmond Primary School Way 2 Go (Koala Crossing) \$10K**  
Reallocation of grant income from Highgate Way 2 Go, and capital renewal expenditure.

Beyond these proposed changes, income and expenditure on projects is presently expected to be in line with budget.

The following, multi-year projects are expected to be partially carried forward to the 2022-23 financial year:

- Unley Oval Grandstand Upgrade Stage 2,
- Edmund Avenue Cottages Business Hub Construction; and
- Millswood Croquet Club – New Clubrooms Construction.



## 2021-22 Quarter 2 Financial Performance Report

## Capital Renewal Program

\$'000	Year To Date			Full Year Budget (Q1 Review)
	Actual	Budget	Variance	
<b>Income</b>				
Footpaths	(45)	-	45	-
Kerb & Watertable	(45)	-	45	-
Office Equipment	(0)	-	0	-
Plant and Equipment	(57)	(65)	(8)	(314)
<b>Total Income</b>	<b>(147)</b>	<b>(65)</b>	<b>82</b>	<b>(314)</b>
<b>Expenditure</b>				
Bridges	-	-	-	(50)
Building	(211)	(279)	68	(979)
Bus Shelters	(8)	(16)	8	(30)
Drains & Stormwater	(169)	(188)	19	(1,193)
Footpaths	(190)	(185)	(5)	(355)
Furniture & Equipment	-	-	-	(12)
IT Equipment	(114)	(192)	78	(948)
Kerb & Watertable	(879)	(877)	(2)	(1,328)
Street Lighting	(3)	(10)	7	(20)
Office Equipment	(22)	(21)	(1)	(42)
Plant and Equipment	(61)	(70)	9	(668)
Project Delivery	(469)	(438)	(31)	(876)
Reserves	(53)	(50)	(3)	(629)
Roadworks	(328)	(343)	15	(1,784)
Signs	-	-	-	(18)
Traffic Facilities	(8)	(8)	0	(32)
Street Trees	(24)	(24)	0	(90)
<b>Total Expenditure</b>	<b>(2,538)</b>	<b>(2,700)</b>	<b>163</b>	<b>(9,055)</b>
<b>Net Expenditure</b>	<b>(2,391)</b>	<b>(2,636)</b>	<b>245</b>	<b>(8,741)</b>

## Capital Renewal Program continued

### Commentary

#### Income

**Renewal income is \$82K favourable to budget** due to the receipt of developer contributions of \$90K for Unley Road kerbing and footpath renewal works.

#### Expenditure

**Renewal expenditure is \$163K favourable to budget**, both key items are timing related:

- The IT Asset Replacement Program is \$78K favourable due to delays with the supply of hardware arising from the global semiconductor shortage; and
- Buildings is \$68K favourable to budget and relates to a number of renewal building programs.

### Forecast

The follow renewal programs are the subject of proposed adjustments in the Quarter 2 Budget Review:

- **Road Capital Replacement Program**  
Recognition of expenditure items for the Special Local Roads Grant \$185K, reallocation of funding to the Duthy Street project \$180K and Glen Osmond Primary School Way to Go \$5K.
- **Footpath Capital Replacement Program**  
An increase in income and expenditure to account for the receipt of developer contributions \$45K and associated expenditure costs.
- **Kerb & Watertable Capital Renewal \$208K reduction**
  - Reallocation of funding to the Duthy Street project \$208K; and
  - Accounting for the receipts of developer contributions \$45K, and the associated expenditure.
- **Duthy Street Malvern (Year 2) - Fisher Street to Wattle Street) Project \$388K increase**
  - Reallocation of \$388K from existing renewal budgets to Duthy Street, consisting of \$180K from the Roads Capital Replacement Program and \$208K from the Kerb & Watertable Renewal Program;
  - Recognition of the Special Local Roads Grant \$388K and an associated expenditure budget (net zero); and
- Reallocation of funds from Traffic Facilities \$5K towards Glen Osmond Primary School Way 2 Go.

Beyond these proposed changes, income and expenditure on renewal programs is presently expected to be in line with the budget.

## DECISION REPORT

<b>REPORT TITLE:</b>	2021-22 QUARTER 2 BUDGET REVIEW
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	ALEX BROWN
<b>JOB TITLE:</b>	MANAGER FINANCE AND PROCUREMENT
<b>ATTACHMENTS:</b>	1. 2021-22 QUARTER 2 BUDGET REVIEW

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### 1. **EXECUTIVE SUMMARY**

Regulation 9(1) of the *Local Government (Financial Management) Regulations 2011* requires Council to formally consider its Budget at least three times during the financial year.

This report presents the second Budget Review for the 2021-22 financial year for Council's consideration.

The proposed budget changes, as presented in the Summary of Budget Adjustments on page 2 of Attachment 1, incorporate:

- An increase to net operating income (excluding projects) \$79K.
- An increase in net expenditure on Operating Projects of \$178K;
- An increase in net expenditure on New Capital of \$10K; and
- An increase in net expenditure on Capital Renewal of \$175K.

These proposed adjustments will result in:

- A revised Operating Surplus of 1.589M inclusive of equity accounted businesses;
- An increase of \$284K in the forecast borrowing requirement for the financial year from \$1.328M to \$1.611M inclusive of equity accounted businesses; and
- Forecast borrowings at 30 June 2022 of \$13.54M.

The financial indicators are based on the proposed changes:

<b>Financial Ratio</b>	<b>Adopted Target</b>	<b>2021-22 Quarter 1 Budget Review</b>	<b>2021-22 Quarter 2 Budget Review</b>
Operating Surplus (excluding equity accounts businesses)	> 5.0%	4.4%	4.1%
Net Financial Liabilities	< 80%	36%	37%
Asset Sustainability (based on the Asset Management Plans)	= > 100%	101%	104%

The suite of proposed Budgeted Financial Statements is presented as Attachment 1.

*Attachment 1*

## **2. RECOMMENDATION**

1. The report be received.
2. The proposed budget variations increasing the net funding requirement by \$284K as set out in Attachment 1 to this Report, Item 4.3, Council Meeting 28/02/2022, for the 2021-22 Quarter 2 Budget Review, be endorsed.
3. The revised budgeted Uniform Presentation of Finances reflecting a change in the estimated Operating Surplus to \$1.589M, and estimated Borrowings for the year of \$13.54M 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 *Local Government (Financial Management) Regulations 2011* require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for, changes to the budget during the year.

Council adopted its 2021-22 Annual Business Plan and Budget on 28 June 2021. Since then, Council has approved the following amendments:

- At its meeting held 23 August 2021, Council approved carry forwards of (\$2.474M) from 2020-21 into the approved 2021-22 Budget.
- At its meeting on 25 October 2021, Council approved the Quarter 1 2021-22 Budget Review.

## 5. DISCUSSION

The Administration has taken the opportunity to revise the budget at the completion of the second quarter of operations. An overview of the proposed adjustments is provided below.

<b>Proposed adjustment by budget category</b> Favourable/(unfavourable)	<b>Net</b> <b>\$'000s</b>
Increase to net operating income (excluding projects)	79
Less increase in net expenditure on Operating Projects	178
<b>Net increase/(decrease) to the operating surplus</b>	<b>(99)</b>
Less increase in net expenditure on New Capital	10
Less increase to net expenditure on Capital Renewal	175
<b>Net increase/(reduction) in the funding requirement</b>	<b>284</b>

### **Operating (excluding projects) Adjustments**

<b>Proposed adjustment \$'000</b>	<b>Zero Budget Request</b>	<b>Proposed Budget Requests</b>	<b>Total</b>
Income	179	13	<b>192</b>
less Expenditure	(6)	119	<b>113</b>
<b>Net Income adjustment (increase)</b>	<b>185</b>	<b>(106)</b>	<b>79</b>

The operating variations propose an increase in net income of \$79K, noting zero budget requests of \$185K are offset by an increase in expenditure for New Capital, \$10K and Capital Renewal, \$175K.

Key items include:

- Increased income from:
  - the Supplementary Local Roads Grant \$185K (offset by additional expenditure in the Capital Works program)
  - development applications \$100K,
  - the Financial Assistance General Purpose Grant \$24K and Local Roads Grants \$17K;
- A reduction in parking control income of \$140K;
- Increased expenditure for legal costs relating to tree matters \$275K (noting Council Resolution 0633/21 for \$265K); and
- A reduction in employee costs due to vacancies \$202K.

## Operating Project Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	35	198	<b>233</b>
less income	35	20	<b>55</b>
<b>Net Expenditure Adjustment (increase)</b>	-	<b>178</b>	<b>178</b>

The Operating Project adjustments propose a net increase in expenditure of \$178K.

Key items include:

- Expenditure savings of \$225K due to the cancellation of the Tour Down Under Stage Start and Associated Event;
- An increase in net expenditure for the Sesquicentenary Celebrations \$23K, incorporating an additional \$35K for the History of Unley publication (Council Resolution C0655/21), partially offset by savings from the Community Picnic and marketing;
- Increased expenditure of \$400K relating to legal costs associated with the Unley Central Project, Council Resolution C0612/21.
- A net zero budget adjustment to recognise the Greener Neighbourhoods Grant \$35K and associated expenditure budget to increase tree canopy and quality public green space in Young Street.

## New Capital Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	1,960	-	1,960
less Income	1,950	-	1,950
<b>Net Expenditure Adjustment (increase)</b>	<b>10</b>	-	<b>10</b>

The New Capital adjustments propose an increase in net expenditure of \$10K for the Glen Osmond Primary School Way 2 Go project. Noting this is offset by an increase in Operating Income.

Other Key items which have a net zero impact include:

- The allocation of the Local Roads and Community Infrastructure Program Stage 3 grant funding of \$925K to the Unley Oval Grandstand Upgrade (Stage 2) and a matching increase in the expenditure budget;

- The allocation of an Office for Recreation, Sport and Racing grant of \$635K towards the Unley Oval Precinct to upgrade the oval irrigation, drainage and cricket pitches and a matching increase in the expenditure budget;
- The receipt of the Millswood Croquet Club's contribution (incorporating State and Commonwealth Grants) \$390K, and a matching increase in the expenditure budget for the construction of the new clubrooms.

### Capital Renewal Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	653	-	653
less Income	478	-	478
<b>Net Expenditure Adjustment (increase)</b>	<b>175</b>	<b>-</b>	<b>175</b>

The Capital Renewal adjustments propose a net increase in expenditure of \$175K, noting this is offset by an increase in Operating Income (excl. Projects).

Key items include:

- An increase in expenditure following the receipt of the Supplementary Local Road Funding \$185K;
- The reallocation of funding, \$388K to the Duthy Street (Fisher Street to Wattle Street) project from the following renewal programs:
  - \$180K from the Road Renewals, and
  - \$208K from the Kerb and Watertable Capital Renewals;
- The recognition of developer contributions of \$90K and matching expenditure to be split equally between the Footpath, and Kerb and Watertable Renewal programs.

Further details regarding the proposed adjustments are provided in Attachment 1.

*Attachment 1*

### Movement in Budget Borrowings

The proposed budget adjustments in the Quarter 2 Budget Review will increase the forecast annual borrowing requirement by \$284K. However, the opening position for the borrowings forecast has been revised down by \$283K following the finalisation of the 2020-21 General Purpose Financial Statements. Actual borrowings last year was less compared to the forecast. The forecast borrowings at 30 June 2022 is \$13.54M.

## Financial Indicators

The financial indicators for the financial year 2021-22 are as follows:

Proposed adjustment \$'000 Favourable/(unfavourable)	Adopted Target	Adopted Budget	Quarter 1 Budget Review	Quarter 2 Budget Review
Operating Surplus Ratio (excluding equity accounts businesses)	> 5.0%	4.7%	4.4%	4.1%
Net Financial Liabilities Ratio	< 80%	42%	36%	37%
Asset Sustainability Ratio (based on the Asset Management Plans)	= > 100%	89%	101%	104%

The Operating Surplus Ratio will reduce slightly from 4.4% to 4.1%. This is due to the net increase in funding requirements for the Operating Budget of \$99K. This ratio is below the 5% target, mainly due to the impact of COVID-19 on user fees across Council's facilities, and the carry forward of Operating Projects from the 2020-21 financial year.

The Net Financial Liabilities Ratio is forecast to increase marginally to 37%. This is a direct result of the additional \$284K funding required.

The Asset Sustainability Ratio is forecast to increase to 104%. This is due to the proposed net increase in Capital expenditure, \$175K.

## 6. ANALYSIS OF OPTIONS

### Option 1

1. The report be received.
2. The proposed budget variations increasing the net funding requirement by \$284K as set out in Attachment 1 to this Report, Item 4.3. Council Meeting 28/02/2022, for the 2021-22 Quarter 2 Budget Review, be endorsed.
3. The revised budgeted Uniform Presentation of Finances reflecting a change in the estimated Operating Surplus to \$1.589M, and estimated Borrowings for the year of \$13.54M be adopted.

There are no further options proposed.

## 7. RECOMMENDED OPTION

Option 1 is the recommended option.



**8. REPORT CONSULTATION**

All budget adjustments have been processed through the relevant Business Unit Managers and approved by the relevant General Manager of the Division.

**9. REPORT AUTHORISERS**

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



**City of Unley**

# 2021-22 Quarter 2 Budget Review

## Attachment 1

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## 2021-22 Quarter 2 Budget Review

## Proposed Changes

### Summary by Budget Category

#### Operating (excluding projects) Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Income	179	13	192
less Expenditure	(6)	119	113
<b>Net Income adjustment (increase)</b>	<b>185</b>	<b>(106)</b>	<b>79</b>

#### Operating Project Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	35	198	233
less income	35	20	55
<b>Net Expenditure Adjustment (increase)</b>	<b>-</b>	<b>178</b>	<b>178</b>

#### New Capital Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	1,960	-	1,960
less Income	1,950	-	1,950
<b>Net Expenditure Adjustment (increase)</b>	<b>10</b>	<b>-</b>	<b>10</b>

#### Capital Renewal Adjustments

Proposed adjustment \$'000	Zero Budget Request	Proposed Budget Requests	Total
Expenditure	653	-	653
less Income	478	-	478
<b>Net Expenditure Adjustment (increase)</b>	<b>175</b>	<b>-</b>	<b>175</b>

*The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.*

*\* Please note an increase in the funding requirement in the Uniform Presentation of Finances is represented as a negative.*

## 2021-22 Quarter 2 Budget Review

## Proposed Changes

### Operations (excluding Projects)

Description	Proposed Adjustment Increase/(reduction)		
	Income	Expenditure	Net (income less expenditure)
<b>Proposed Budget Requests</b>			
<b>Financial Assistance Grant</b> Increased income from the General Purpose Grant \$24K and Local Roads Grant \$17K, in part due to prior year underpayments.	41,417		41,417
<b>Animal Management</b> Increase in income arising from an increase in the number of dog registrations.	12,000		12,000
<b>Employee Costs – Vacancies and other savings</b> Identified savings in employee costs, primarily due to vacancies in Planning, Building and Compliance, Parking Control and Animal Management.		(202,465)	202,465
<b>Planning</b>			
Increase in development application income from Plan SA (due to an increase PDI Act fees).	100,000		88,330
Increase in Planning Portal contribution and cost of public notification process.		11,700	
<b>Community Event Sponsorship Program</b> Savings arising from the cancellation of events due to COVID-19 restrictions.		(5,000)	5,000
<b>Customer Services</b> Increase in operating costs for the phone and sign-in systems.		5,000	(5,000)
<b>Disability Access and Inclusion Plan</b> Unbudgeted costs incurred during the development of the Plan including the conversion of the Plan and surveys into Easy Read format, and a focus group with key stakeholders for the development phase.		15,000	(15,000)

## 2021-22 Quarter 2 Budget Review

## Proposed Changes

## Operations (excluding Projects) continued

Description	Proposed Adjustment Increase/(reduction)		Net (income less expenditure)
	Income	Expenditure	
<b>Proposed Budget Requests continued</b>			
<b>Parking Control</b>			
Reduction in statutory income \$115K and reimbursement income \$25K arising from <ul style="list-style-type: none"> <li>the cancellation of the 2021 Adelaide Royal Show,</li> <li>reduced commuter parking (City workers who park and ride) due to City workers working from home, and</li> <li>a reduction in local business activity (on-street parking).</li> </ul> Partially offset by a reduction in employee costs due to vacancies (see above).	(140,000)	-	(140,000)
<b>Immunisations</b>			
Increase in contractual costs for legislative immunisation service with Eastern Health Authority from 1 January 2022.		20,000	(20,000)
<b>Legal Fees</b>			
Increase in legal costs relating to tree matters, noting Council Resolution 0633/21 in October to increase budget by \$265K.		275,000	(275,000)
<b>Total</b>	<b>13,417</b>	<b>119,235</b>	<b>(105,788)</b>
<b>Zero Budget Requests</b>			
<b>Road Maintenance</b>			
Additional income from the Supplementary Local Road Grant funding. Funding allocated to Duthy Street Stage 2 (refer to Capital Renewal zero budget requests).	185,065		185,065
<b>Line Marking</b>			
Additional line marking undertaken to complete one of the three zones in City of Unley, reallocated from Reserves Maintenance, and noting some deferral of works from 2020-21.		145,000	-
<b>Reserves Maintenance</b>			
Reallocation of Reserves Maintenance to Line Marking due to savings in the program. The maintenance works on Unley Oval is less than expected due to the proposed works on the oval.		(145,000)	-
<b>Library Services</b>			
Decrease forecast grant income and expenditure.	(6,096)	(6,096)	-
<b>Total</b>	<b>178,969</b>	<b>(6,096)</b>	<b>185,065</b>

## 2021-22 Quarter 2 Budget Review

## Proposed Changes

### Operating Projects

Description	Proposed Adjustment Increase/(reduction)		Net (income less expenditure)
	Income	Expenditure	
<b>Proposed Budget Requests</b>			
<b>2022 Santos Tour Down Under Stage Start and Associated Event</b> Savings following the cancellation of the 2022 Tour Down Under.		(225,000)	225,000
<b>2022 Australia Day Event</b> Grant received from National Australia Day.	20,000		20,000
<b>Sesquicentenary Celebrations</b>			
Additional funding for the History of Unley publication (Council Resolution C0655/21).	-	35,000	(23,000)
Saving from the Community Picnic \$10K and \$2K from Sesquicentenary Marketing.		(12,000)	
<b>Unley Central</b> Increased funding for legal costs as per Council Resolution C0612/21.		400,000	(400,000)
<b>Total</b>	<b>20,000</b>	<b>198,000</b>	<b>(178,000)</b>
<b>Zero Budget Requests</b>			
<b>Outside the Kerb - Greening Unley's Older Streets</b> Receipt of Greener Neighbourhoods Grant and associated expenditure budget increasing tree canopy and quality public green space in Young Street.	34,887	34,887	-
<b>Total</b>	<b>34,887</b>	<b>34,887</b>	<b>-</b>

## 2021-22 Quarter 2 Budget Review

## Proposed Changes

### New Capital

Description	Proposed Adjustment Increase/(reduction)		Net (income less expenditure)
	Income	Expenditure	
<b>Zero Budget Requests</b>			
<b>Unley Oval Grandstand Upgrade Stage 2</b>			
Receipt of Local Roads and Community Infrastructure Program Phase 3 for Unley Oval Grandstand Stage 2 construction.	925,344	925,344	-
<b>Unley Oval Sports Precinct</b>			
Recognition of the Office for Recreation, Sport and Racing Grant towards Unley Oval Precinct to upgrade the oval irrigation, drainage and cricket pitches.	635,000	635,000	-
<b>Millswood Croquet Club - New Clubrooms Construction</b>			
The receipt of the Club's contribution (incorporating State and Commonwealth Grants) and association expenditure budget for the construction of the new clubrooms.	390,000	390,000	-
<b>Cycling and Walking Plan</b>			
<b>Highgate Way 2 Go</b>			
Reallocation of grant income to Glen Osmond Primary School Way 2 Go due to identified savings in Highgate Way 2 Go, supported by the Department of Infrastructure and Transport,	(4,818)		
<b>Glen Osmond Primary School Way 2 Go</b>			
Reallocation of grant income from the Department of Infrastructure and Transport (Highgate Way 2 Go).	4,818		(9,948)
Reallocation of funding from Road Renewal Program within Capital Renewal.		4,818	
Reallocation of funding from Traffic Facilities Various within Capital Renewal.	-	5,130	
<b>Total</b>	<b>1,950,344</b>	<b>1,960,292</b>	<b>(9,948)</b>



## 2021-22 Quarter 2 Budget Review

## Proposed Changes

## Capital Renewal

Description	Proposed Adjustment Increase/(reduction)		Net (income less expenditure)
	Income	Expenditure	
<b>Zero Budget Requests</b>			
<b>Roads Capital Replacement</b>			
Increase in the road renewal expenditure budget following the receipt of the Supplementary Local Road Funding. Offsetting income budget recognised within Operating (excluding Projects).		185,065	
Reallocation of funding for the Roads Capital Replacement component of Duthy St to the Special Local Road Duthy Street (Year 2).		(180,000)	(247)
Reallocation of funding to Glen Osmond Primary School Way 2 Go (within New Capital).		(4,818)	
<b>Footways Capital Replacement - Unley Road</b>			
Developer contribution for Unley Road footpath renewal works and associated expenditure.	45,000	45,000	-
<b>Kerb &amp; Watertable Capital Renewal</b>			
Reallocation of funding from Kerb & Watertable Maintenance of Duthy St to the Special Local Road Duthy Street (Year 2)		(208,000)	
Developer contribution for Unley Road kerb and watertable renewal works and associated expenditure.	45,000	45,000	208,000
<b>Duthy Street Malvern (Year2) (Fisher St to Wattle St)</b>			
Receipt of Special Local Roads Grant \$388K associated expenditure.	388,000	388,000	
Reallocation of Kerb & Watertable (Duthy Street) \$208K.		208,000	(388,000)
Roads Capital Replacement (Duthy Street) \$180K.		180,000	
<b>Traffic Facilities - Various</b>			
Reallocation of funding to Glen Osmond Primary School Way 2 Go (within New Capital) due to identified savings.		(5,130)	5,130
<b>Total</b>	<b>478,000</b>	<b>653,117</b>	<b>(175,117)</b>

2021-22 Quarter 2 Budget Review

## Financial Indicators

### Operating Surplus Ratio

**Operating surplus as a percentage of operating income.**

The target range is 5% and above.



### Net Financial Liabilities Ratio

**Net financial liabilities as a percentage of operating income.**

The target range is below 80%.



### Asset Sustainability Ratio

**Capital Renewal expenditure as a percentage of recommended expenditure in the Asset Management Plans.**

The target range is equal to or greater than 100%.



## 2021-22 Quarter 2 Budget Review

## Proposed Budgeted Financial Statements

## Uniform Presentation of Finances

\$'000s	Quarter 1 Budget Review	Zero Budget Requests	Additional Requests	Proposed Quarter 2 Budget Review
		Favourable/(unfavourable)		
Income	51,827	214	33	52,075
less Expenses	(49,569)	(29)	(317)	(49,915)
<b>Subtotal</b>	<b>2,258</b>	<b>185</b>	<b>(284)</b>	<b>2,160</b>
Equity Accounted Subsidiaries	(571)	-	-	(571)
<b>Operating Surplus / (Deficit) before Capital Amounts</b> (inclusive of Equity Accounted Businesses)	<b>1,687</b>	<b>185</b>	<b>(284)</b>	<b>1,589</b>
<b>/less Net Outlays on Existing Assets</b>				
Net Capital Expenditure on Renewal & Replacement of Existing Assets	(9,055)	(653)	-	(9,708)
/less Depreciation, Amortisation and Impairment	10,000	-	-	10,000
/less Amounts received specifically for Replacement of Existing Assets	-	478	-	478
/less Proceeds from the Sale of Replaced Assets	314	-	-	314
<b>Net Outlays on Existing Assets*</b>	<b>1,259</b>	<b>(175)</b>	<b>-</b>	<b>1,084</b>
<b>/less Net Outlays on New and Upgraded Assets</b>				
Net Capital Expenditure on New and Upgraded Assets	(6,921)	(1,960)	-	(8,881)
/less Amounts received specifically for New and Upgraded Assets	2,647	1,950	-	4,598
/less Proceeds from Sale of Assets	-	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>(4,274)</b>	<b>(10)</b>	<b>-</b>	<b>(4,284)</b>
<b>Net Lending / (Borrowing) for the Financial Year</b> (inclusive of Equity Accounted Businesses)	<b>(1,328)</b>	<b>0</b>	<b>(284)</b>	<b>(1,611)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>18,829</b>	<b>-</b>	<b>(284)</b>	<b>19,106</b>
Decrease / (increase) in Other	-	-	-	-
<b>Net Financial Liabilities at End of Year</b>	<b>18,829</b>	<b>-</b>	<b>(284)</b>	<b>19,106</b>

*Net Financial Liabilities are defined as total liabilities less financial assets.*

*The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.*

*\* Net outlays on Existing Assets is positive as the Net Capital Expenditure on Renewal & Replacement Assets is more than offset by depreciation.*

## 2021-22 Quarter 2 Budget Review

## Proposed Budgeted Financial Statements

## Statement of Comprehensive Income

\$'000s	Quarter 1 Budget Review	Zero Budget Requests	Additional Requests	Proposed Quarter 2 Budget Review
		Favourable/(unfavourable)		
<b>Income</b>				
Rates	43,994	-	-	43,994
Statutory Charges	1,578	-	(3)	1,550
User Charges	1,987	-	-	1,987
Grants, Subsidies & Contributions	3,001	179	41	3,222
Investment Income	12	-	-	12
Reimbursements	415	-	(25)	415
Other Income	782	-	-	782
Operating Projects	58	35	20	113
<b>Total Income</b>	<b>51,827</b>	<b>214</b>	<b>33</b>	<b>52,075</b>
<b>Expenditure</b>				
Employee Costs	19,216	-	(202)	19,014
Materials, Contracts & Other Expenses	18,939	(6)	322	19,255
Depreciation, Amortisation & Impairment	10,000	-	-	10,000
Finance Costs	300	-	-	300
Net loss – Equity Accounted Council Businesses	571	-	-	571
Operating Projects	1,114	35	198	1,347
<b>Total Expenditure</b>	<b>50,140</b>	<b>29</b>	<b>317</b>	<b>50,486</b>
<b>Operating Surplus / (Deficit)</b>				
inclusive of Equity Accounted Businesses	<b>1,687</b>	<b>185</b>	<b>(284)</b>	<b>1,589</b>
Asset Disposal & Fair Value Adjustments	314	-	-	314
Amounts received specifically for new, upgraded or replacement assets	2,647	2,428	-	5,076
<b>Net Outlays on New and Upgraded Assets</b>	<b>2,961</b>	<b>2,428</b>	<b>-</b>	<b>5,390</b>
<b>Net Surplus / (Deficit)</b>				
inclusive of Equity Accounted Businesses	<b>4,649</b>	<b>2,613</b>	<b>(284)</b>	<b>6,978</b>
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
<b>Total Comprehensive Income</b>	<b>5,699</b>	<b>2,613</b>	<b>(284)</b>	<b>8,028</b>
inclusive of Equity Accounted Businesses				

The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

## 2021-22 Quarter 2 Budget Review

## Proposed Budgeted Financial Statements

## Statement of Financial Position

\$'000s	Quarter 1 Budget Review	Proposed Quarter 2 Budget Review
<b>Assets</b>		
<b>Current Assets</b>		
Cash & cash equivalents	1,679	1,679
Trade & other receivables	2,437	2,437
Other financial assets	69	69
<b>Total Current Assets</b>	<b>4,185</b>	<b>4,185</b>
<b>Non-current Assets</b>		
Financial Assets	7	7
Equity accounted investments in Council businesses	18,719	18,719
Infrastructure, Property, Plant & Equipment	541,683	544,296
<b>Total Non-current Assets</b>	<b>560,409</b>	<b>563,023</b>
<b>Total Assets</b>	<b>564,594</b>	<b>567,208</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	5,383	5,383
Borrowings Fixed Term	256	256
Provisions	3,946	3,946
<b>Total Liabilities Assets</b>	<b>9,585</b>	<b>9,585</b>
<b>Non-current liabilities</b>		
Borrowings	13,001	13,285
Provisions	428	428
<b>Total Non-current Liabilities</b>	<b>13,429</b>	<b>13,713</b>
<b>Total Liabilities</b>	<b>23,014</b>	<b>23,298</b>
<b>Net Assets</b>	<b>541,581</b>	<b>543,910</b>
<b>Equity</b>		
Accumulated Surplus	167,969	170,299
Asset Revaluation Reserves	373,381	373,381
Other Reserves	230	230
<b>Total Equity</b>	<b>541,581</b>	<b>543,910</b>
<b>Net Financial Liabilities</b>	<b>18,822</b>	<b>19,106</b>

The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

The forecast borrowings for Quarter 1 Budget Review have been adjusted down by \$283K to align with the opening borrowings for the 2021-22 financial year following the finalisation of the 2020-21 General Purpose Financial Statements.

## 2021-22 Quarter 2 Budget Review

## Proposed Budgeted Financial Statements

## Statement of Cash Flows

\$'000s	Quarter 1 Budget Review	Proposed Quarter 2 Budget Review
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Operating Receipts	51,815	52,062
Investment Receipts	12	12
<b>Payments</b>		
Operating Payments to suppliers and employees	(39,269)	(39,615)
Finance Payments	(300)	(300)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>12,258</b>	<b>12,159</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts</b>		
Amounts specifically for new or upgraded assets	2,647	4,458
Amounts received specifically for Replacement of Existing Assets	-	388
Proceeds from Sale of Surplus Assets	-	140
Sale of replaced assets	314	404
Repayments of loans by community groups	-	-
<b>Payments</b>		
Expenditure on renewal/placement of assets	(9,055)	(9,708)
Expenditure on new/upgraded assets	(6,922)	(8,882)
Net purchase of Investment Securities	-	-
Capital Contributed to Equity Accounted Council Businesses	-	-
Distributions Received from Equity Accounted Council Businesses (Loss)	(571)	(571)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(13,587)</b>	<b>(13,772)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Receipts</b>		
Proceeds from borrowings	1,328	1,611
<b>Payments</b>		
Repayments of borrowings	-	-
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>1,328</b>	<b>1,611</b>
<b>Net Increase/(Decrease) in cash held</b>	<b>-</b>	<b>-</b>
Plus: Cash & cash equivalents at beginning of period	<b>1,679</b>	<b>1,679</b>
<b>Cash &amp; cash equivalents at end of period</b>	<b>1,679</b>	<b>1,679</b>

The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

## 2021-22 Quarter 2 Budget Review

## Proposed Budgeted Financial Statements

## Statement of Equity

\$'000s	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
<b>Proposed Quarter 2 Budget Review</b>				
Balance at end of previous reporting period	162,270	373,381	230	535,881
<b>Net Surplus/(Deficit) for Year</b>	<b>6,978</b>	-	-	<b>6,978</b>
<b>Other Comprehensive Income</b>	-	-	-	-
Gain/(loss) on revaluation of Infrastructure and Assets	-	-	-	-
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
<b>Other Comprehensive Income</b>	<b>1,050</b>	-	-	<b>1,050</b>
<b>Total Comprehensive Income</b>	<b>8,028</b>	-	-	<b>8,028</b>
<b>Balance at end of period</b>	<b>170,298</b>	<b>373,381</b>	<b>230</b>	<b>543,910</b>

\$'000s	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
<b>Quarter 1 Budget Review</b>				
Balance at end of previous reporting period	162,270	373,381	230	535,881
<b>Net Surplus/(Deficit) for Year</b>	<b>4,649</b>	-	-	<b>4,649</b>
<b>Other Comprehensive Income</b>	-	-	-	-
Gain/(loss) on revaluation of Infrastructure and Assets	-	-	-	-
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
<b>Other Comprehensive Income</b>	<b>1,050</b>	-	-	<b>1,050</b>
<b>Total Comprehensive Income</b>	<b>5,699</b>	-	-	<b>5,699</b>
<b>Balance at end of period</b>	<b>167,969</b>	<b>373,381</b>	<b>230</b>	<b>541,581</b>

*The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.*

## **INFORMATION REPORT**

<b>REPORT TITLE:</b>	SECOND QTR 2021-22 CORPORATE PERFORMANCE REPORT AND CEO KPIS UPDATE
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	NICOLA TINNING
<b>JOB TITLE:</b>	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. SECOND QTR CORPORATE PERFORMANCE REPORT 2021-22</li><li>2. CEO KPIS UPDATE FEBRUARY 2022</li></ol>

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### **1. EXECUTIVE SUMMARY**

The quarterly Corporate Performance Report provides Council with data analysis, and reports on strategic planning, service delivery activity including customer satisfaction survey results, and financial performance across the whole of the organisation.

The report assists with keeping Elected Members informed, and supports strategic decision making, continuous improvement, and strategic governance.

### **2. RECOMMENDATION**

That:

1. The report be received.
- 

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

4. Civic Leadership
- 4.2 Council provides best value services to the community.

### **4. BACKGROUND**

The City of Unley has a Four-Year Plan that informs its Annual Business and Delivery Plans and budget processes, and guides Council and the community in relation to priorities and strategies, including the longer-term vision outlined in the Community Plan 2033.



The corporate reporting framework has been implemented to provide Council with relevant information that will support and inform its decision making.

The Corporate Performance Report, which provides Council with a performance report on a quarterly basis, ensures that Council is demonstrating ongoing and improved public accountability in service delivery.

As part of the CEO performance reporting framework, an update against agreed KPIs is provided to Elected Members for information periodically, detailing the achievements for a given period. The CEO KPIs update serves to inform the corporate performance report.

## 5. **DISCUSSION**

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

The collection of data from source corporate systems for the corporate performance report has been automated where possible. Automation has improved data quality and created efficiencies in the data collection and process. The automation process is extended to include notification to commentary writers and the generation of the report.

This report covers the second period of the 2021-22 financial year from 1 September 2021 to 31 December 2021.

The Corporate Performance Report is provided as Attachment 1.

*Attachment 1*

To enable the City of Unley to effectively review the CEO’s performance during reporting periods, a series of key performance indicators (KPIs) are set, against which performance is assessed. The KPIs are aligned with the strategic direction of Unley and deliver clear and measurable results for the period under review.

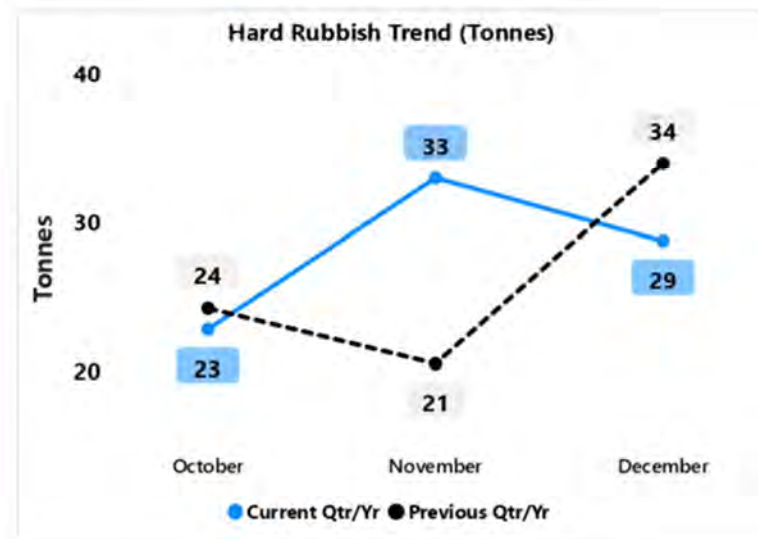
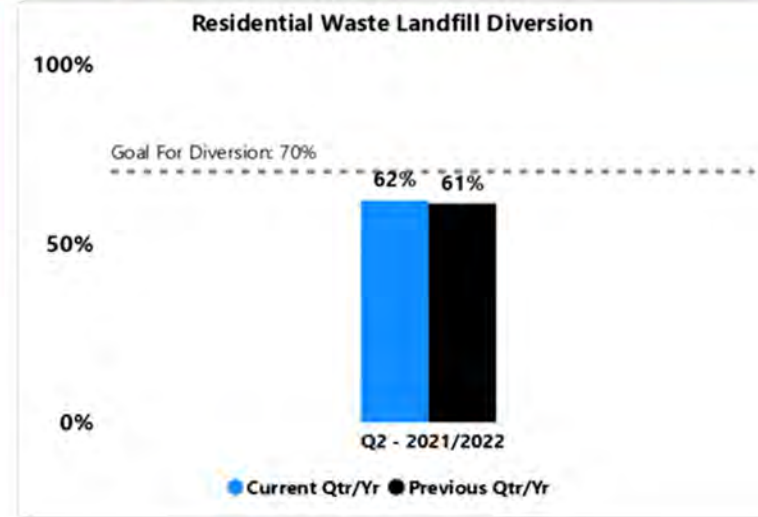
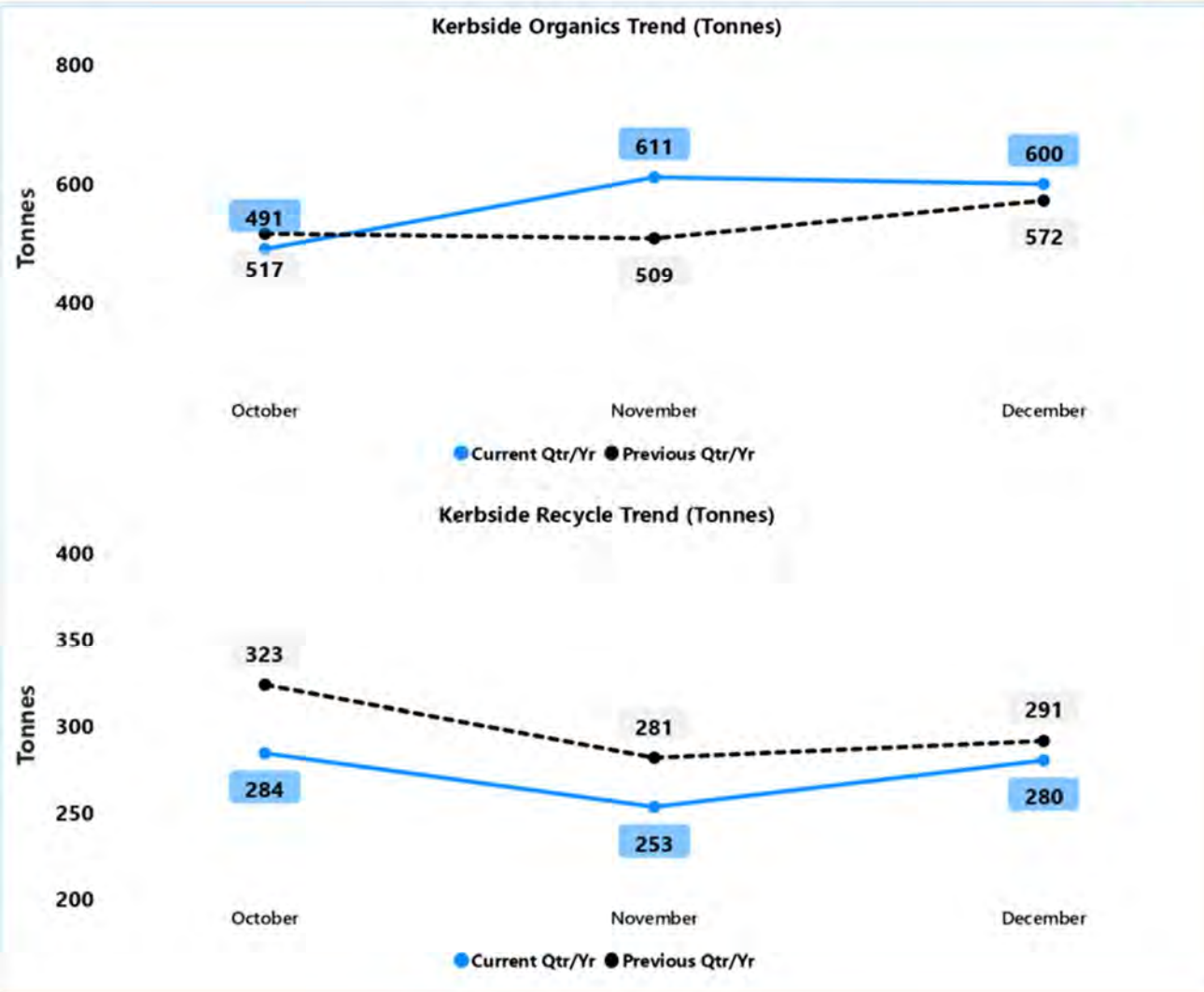
A progress report against the CEO KPIs 2021/22 has been completed for the period December 2021 to February 2022 and is provided to Members for their information as Attachment 2.

*Attachment 2*

## 6. **REPORT AUTHORISERS**

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





 **ENVIRONMENTAL STEWARDSHIP**  
Residential Waste

Financial Year and Quarter For Comments  
2021/2022 Q2 



**Comments**

The recorded organics (green) tonnage increase can be directly attributed to the spring vegetation growth period whereby climatic conditions were optimal for plant and tree growth.

The total tonnage of recycled material for the quarter decreased by 78 tonnes, This reduction of total tonnage disposed by our community follows the current trend of all recycled material and general waste tonnage gradually decreasing each year.

The total waste diverted from landfill increased by 1% during this quarter and is one step closer to the 70% diversion goal. The continued improvement in waste diversion is a result of consistent waste education and promotion of how to separate and avoid waste.

The total hard rubbish tonnage collected for the quarter remains relatively consistent to previous periods although with slight variance from month to month.



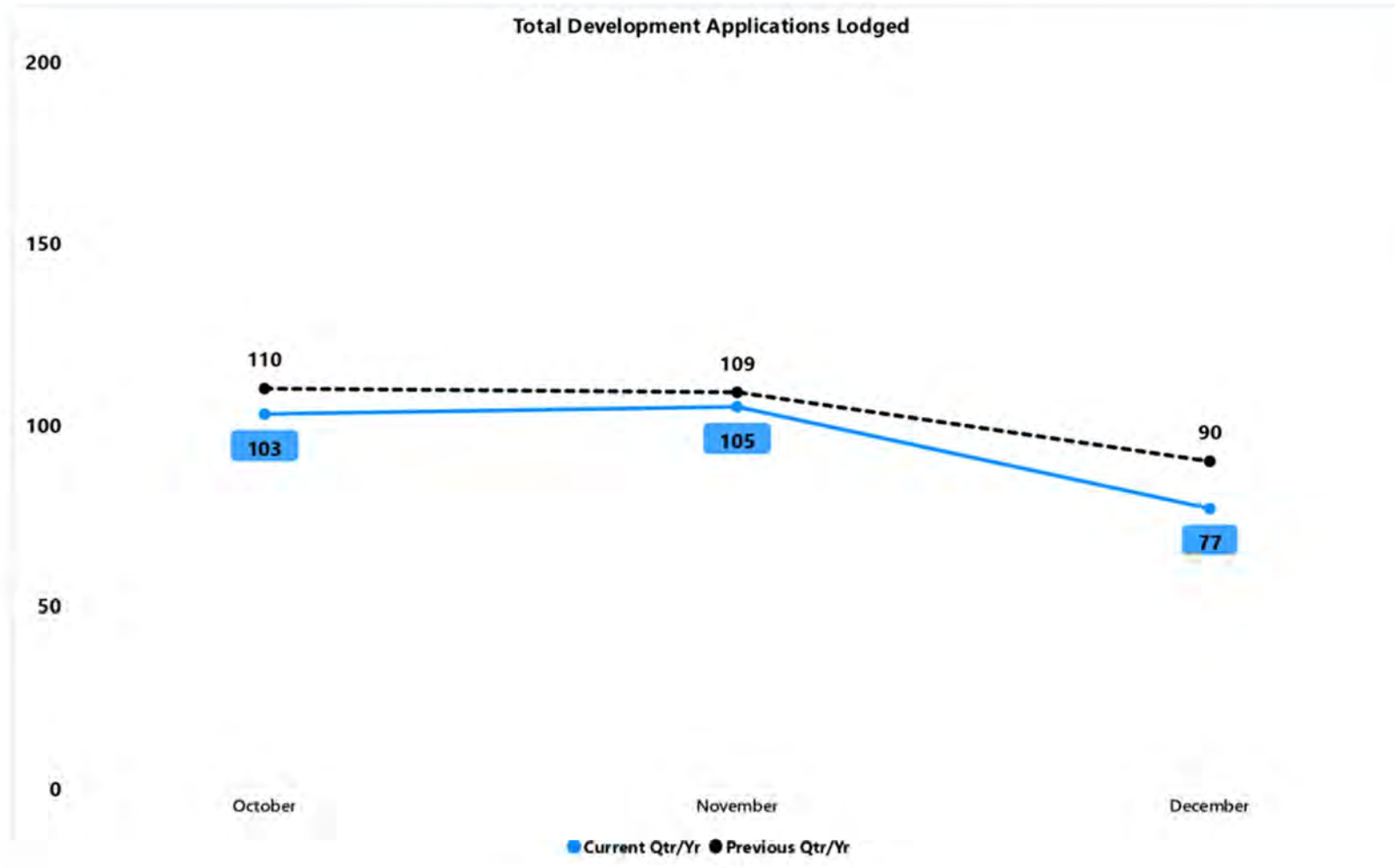
# COMMUNITY LIVING - Development Applications

Financial Year

2021/2022

Financial Quarter

Q2





## COMMUNITY LIVING

### Development Applications

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

This report provides the total number of development applications lodged with Council within the quarter. It represents the second full quarter of the year operating under the Planning, Development and Infrastructure Act (Planning and Design Code) that replaced the Development Act (Development Plan) on 19 March 2021.

There is a slight downturn in numbers of applications received for Quarter 2 (285) in comparison to the same time period last year (309), although application numbers for the entire calendar year of 2021 were up from 2020 (1053 compared to 996). It has been observed that the Planning and Design Code has resulted in an overall increase in application numbers mainly due to the Heritage Overlay triggering the requirement for assessment of minor developments in these zones. It is therefore anticipated that the increased annual numbers will be on trend in the coming year for the same period last year, despite the potential short term impacts that Covid has had on new development occurring.

Please note, there remain a total of nine development applications being assessed under the Development Act, due to the complexity and further information required from applicants. This information is not included in the data provided.

**COMMUNITY LIVING - Value of Approved Development Applications**

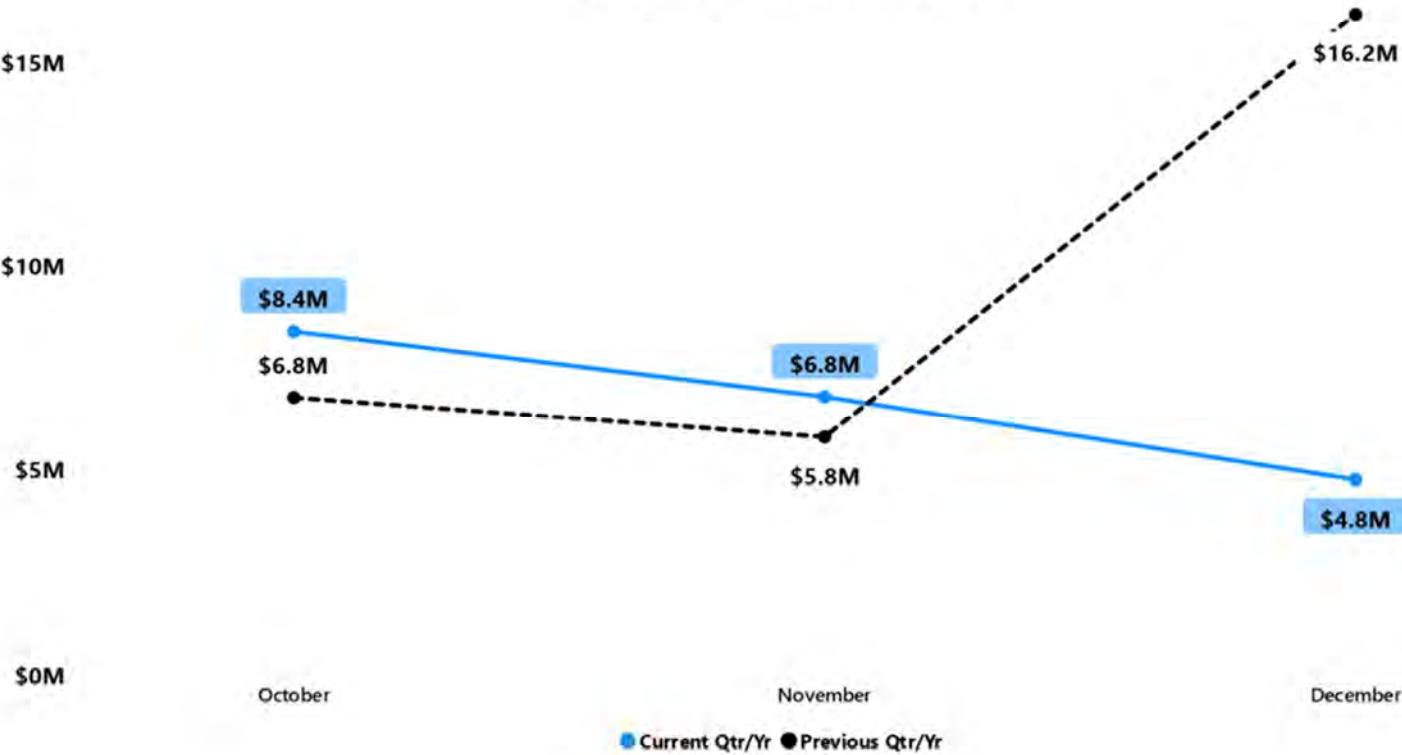
Financial Year: 2021/2022 | Financial Quarter: Q2

Average Development Value  
**\$230K**  
 Financial Year 2019/2020

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

Average Development Value  
**\$362K**  
 Financial Year 2021/2022 YTD

**Total Value of Approved Applications**





## COMMUNITY LIVING

### Value of Approved Development Applications

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

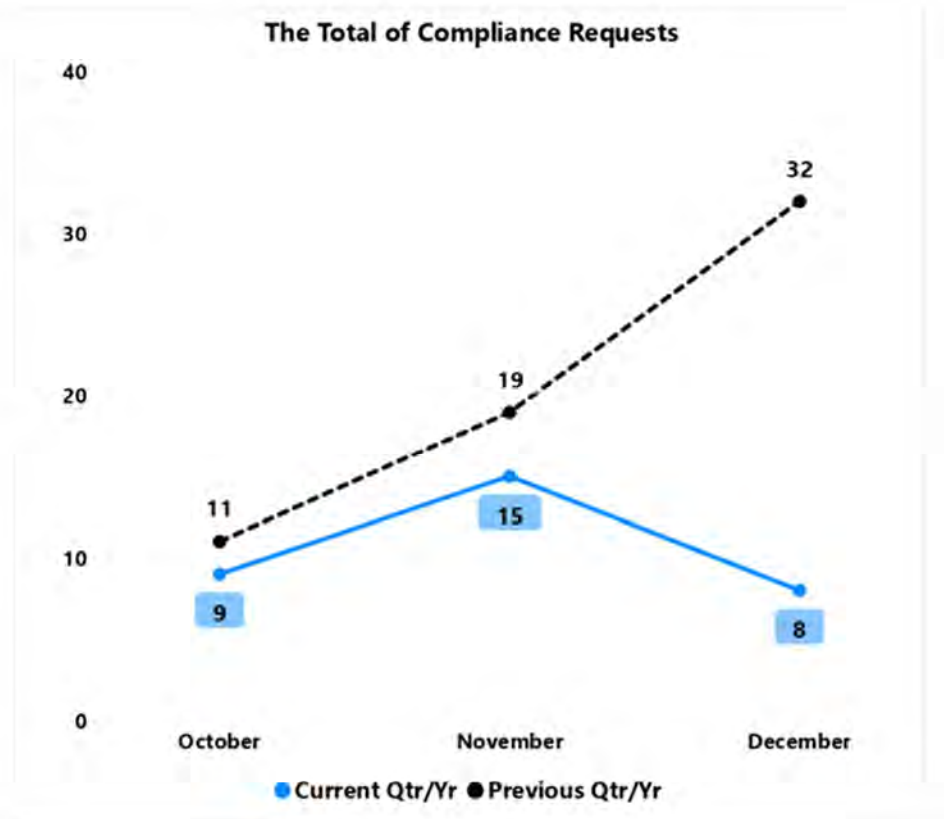
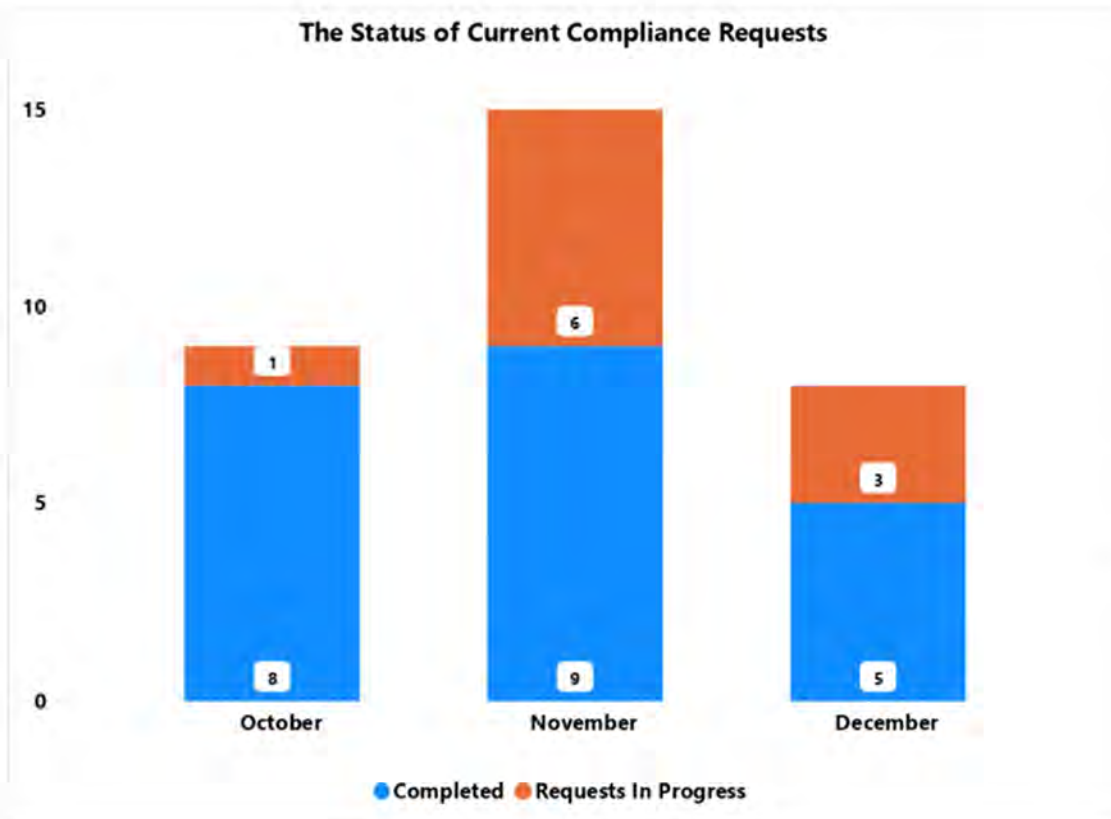
This report indicates the total value of development lodged during the quarter. The wide disparity between December 2020 and December 2021 (\$16.2m compared to \$4.8m) is brought about by the lodgement stage of the redevelopment of 293-295 Fullarton Road (Fullarton Private Hospital site) in the reporting period. This substantial development has therefore impacted the short term figures in comparison to the same period where no such developments were lodged in the current quarter.

It should be noted that despite the results of this quarter, the average value of a development application for 2021/22 YTD is \$362K which was significantly higher than the average value for the full year of 2020/21 (\$237K). This is due to a number of high value development being approved in Q1.



**Total Completed Requests**  
 **22**

**Compliance Requests In Progress**  
 **10**





## COMMUNITY LIVING

### Planning Compliance Inspected

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

The purpose of this report is to demonstrate the number of Planning Compliance inspections undertaken by Council over the last quarter. The inspections are a result of either customer requests/complaints or notifications being lodged through the Customer service desk, or as proactive inspections conducted by Council's Planning Compliance Officer. The purpose of proactive inspections is intended to mitigate and address the number of complaints received by Council regarding the Development approval process by ensuring sensitive or potentially contentious development matters are inspected and resolved as they are undertaken. As part of this proactive inspection regime, Council's Compliance Officer inspects the following matters which have been identified as needing attention:

- Applications for tree removal that require replacement trees to be planted (100% of approvals)
- Applications that require a tree protection zone to be established during development (100% of approvals)
- Multi-level developments that require privacy treatments to be constructed (20% of approvals)
- Commercial developments where landscaping is required to be completed (100% of approvals)

For this quarter, the number of Planning Compliance Inspections indicate Council has actioned 32 Customer Requests for planning compliance inspections. Of these, Council have inspected and closed out 22 requests with a further 10 in progress. These are comprised of a combination of customer requests that are either pending action, are currently under investigation, or have been inspected but cannot be closed pending further action. The commencement of a new Planning Compliance Officer has resulted in the resolution of a number of long-standing legacy matters. Further, this role is commencing the proactive inspection regime which has not been included in the data for this quarter due to new reporting being established. These additional inspections will be included in the report for next quarter.

The variance between December 2020 and December 2021 notes the fluctuation of reactive compliance work, with less requests received this current quarter.



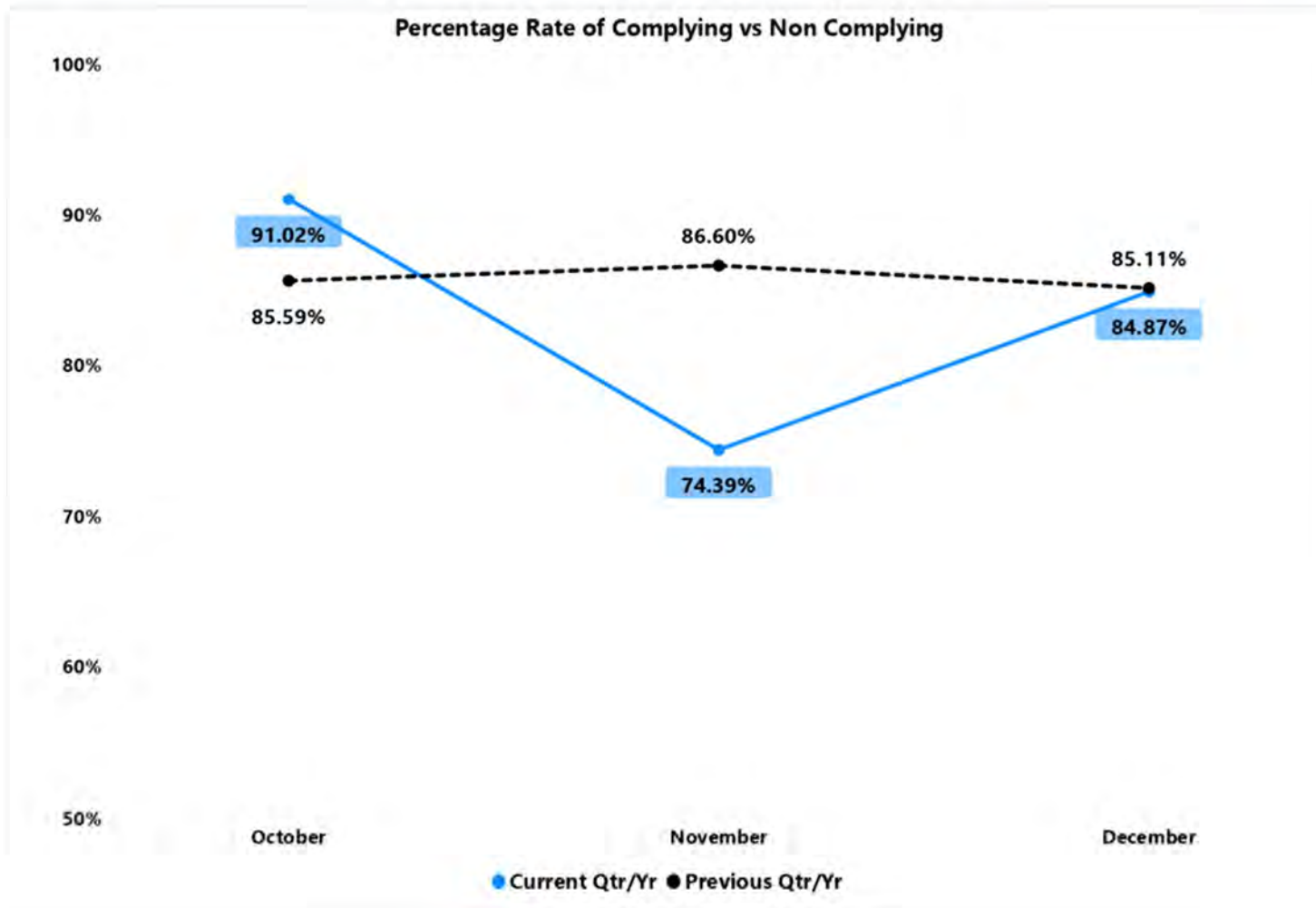
# COMMUNITY LIVING - Building and Planning - % Compliance vs Non Compliance

Financial Year

2021/2022

Financial Quarter

Q2





## COMMUNITY LIVING

### Building and Planning - % Compliance vs Non Compliance

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

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

Overall, compliance this quarter dipped slightly lower through November which correlates with the high failure rate of swimming pool inspections in this month. Overall figures indicate that building work is generally being undertaken in line with the approvals granted and remains consistent with a relatively high compliance rate of approximately 85%. This reflects applicants are generally gaining the proper consents and constructing development in accordance with the approval. Additionally, the Building Compliance function has been effective in investigating compliance matters in a timely manner when complaints have been received.

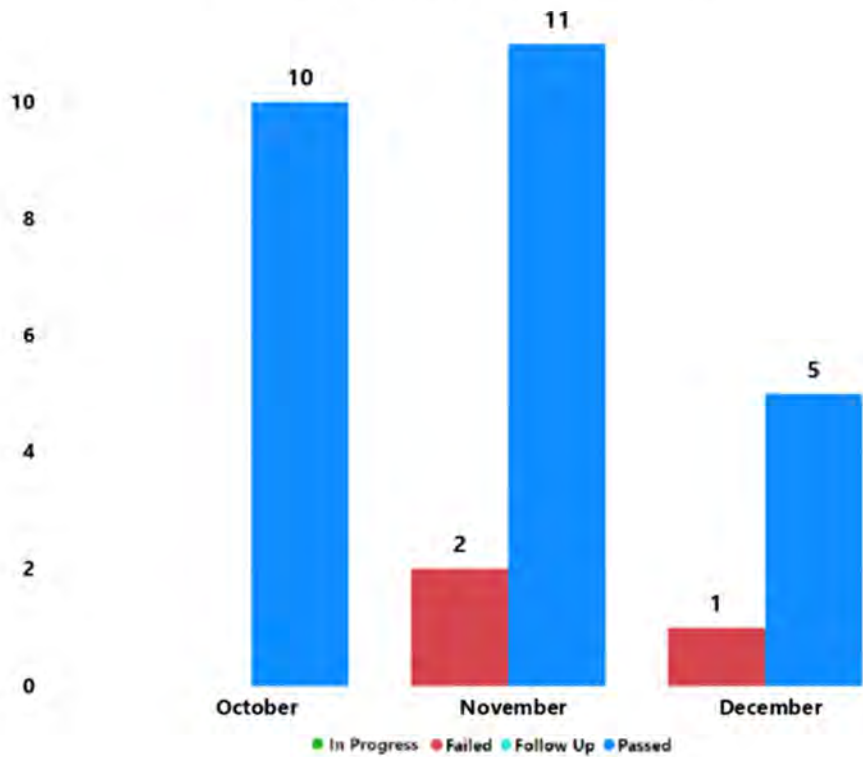
Non-compliances typically relate to Failed building inspections, primarily roof framing and swimming pools which can present minor technical non compliances with relevant Building Code or Australian Standards to Developments that have not obtained the appropriate consents, and/or Developments proceeding contrary to their approvals. All matters are followed up by staff through education and instruction or formal enforcement action in accordance with the Compliance Policy with further inspections undertaken to confirm the works have been satisfactorily resolved. The compliance rate upon the secondary inspection rate is extremely high with the majority of matters being resolved at this time.

**COMMUNITY LIVING - Roof Frame Inspections**

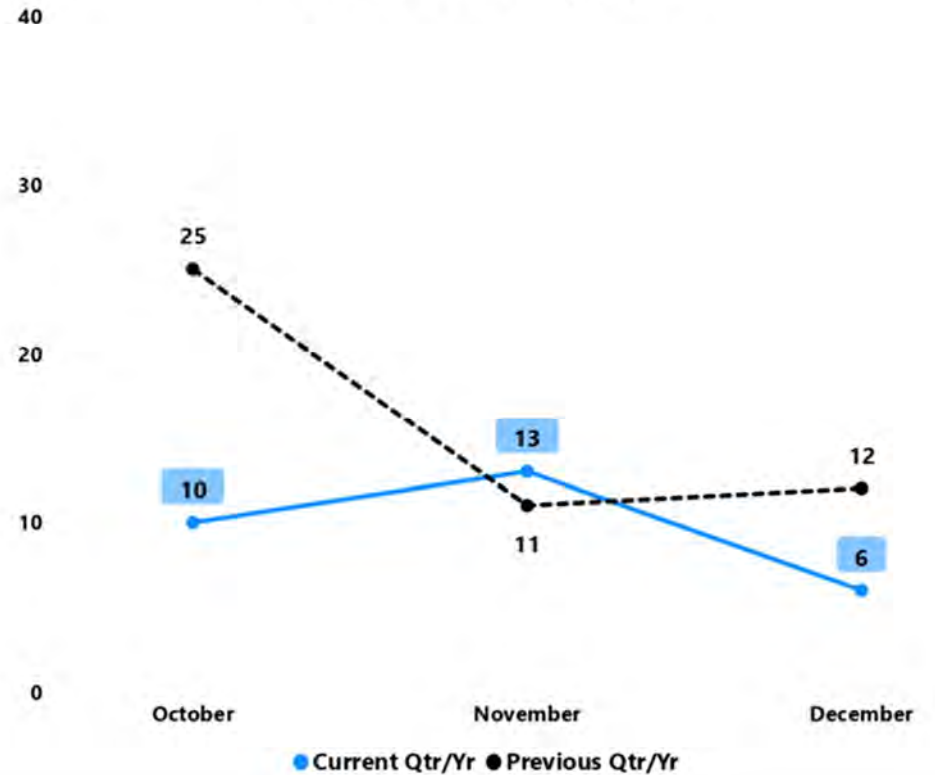
Financial Year: 2021/2022 | Financial Quarter: Q2

<b>Total Roof Frame Inspections</b> <b>29</b>	<b>Total Inspections Passed</b> <b>26</b>	<b>Total Inspections In Progress</b> <b>0</b>	<b>Total Inspections Follow Up</b> <b>0</b>	<b>Total Inspections Failed</b> <b>3</b>
--	--	--	--	---

**Total Roof Frame Inspections - Results**



**Total Roof Frame Inspections**





## COMMUNITY LIVING

### Roof Frame Inspections

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

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

The figures reported reflect a total of 29 inspections of roof framing have been undertaken with 3 failed inspections recorded. The reasons for this failure rate vary depending on the development being inspected; however, they most commonly relate to minor non-compliances with either the Building Code or related Australian Standards and are typically resolved through education, direction and instruction being issued to applicants and/or builders by Council Building Officers. All failed inspections are re-inspected by the Building Compliance Officer to ensure that they are compliant prior to the continuation of work.

The number of inspections undertaken this quarter (29) compared with the previous quarter (48) overall is down. This is in part part due to the impacts of Covid on building sites and the seasonal period where the industry traditionally shut down over the festive period.

Reporting specifically related to residential and commercial building work inspections has now been established under the new Plan SA portal and it is envisaged that future reports on inspection rates relative to the new scheme will be presented to Council in due course.

**COMMUNITY LIVING - Swimming Pool Inspections**

Financial Year  
2021/2022

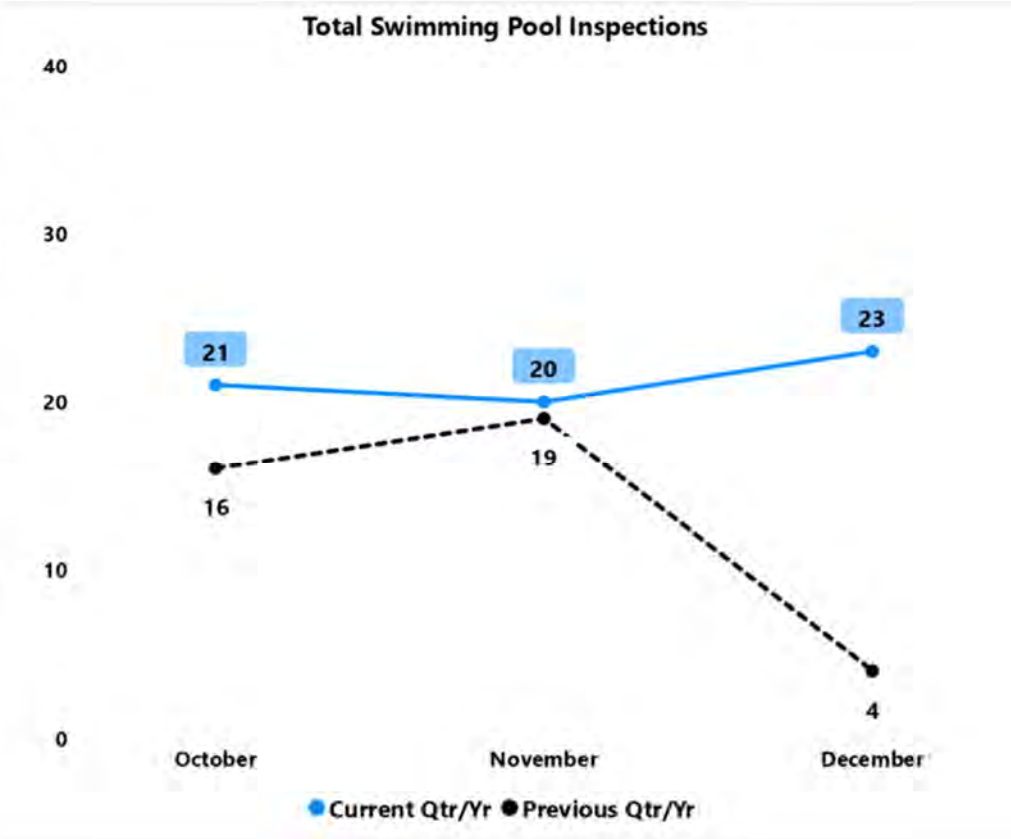
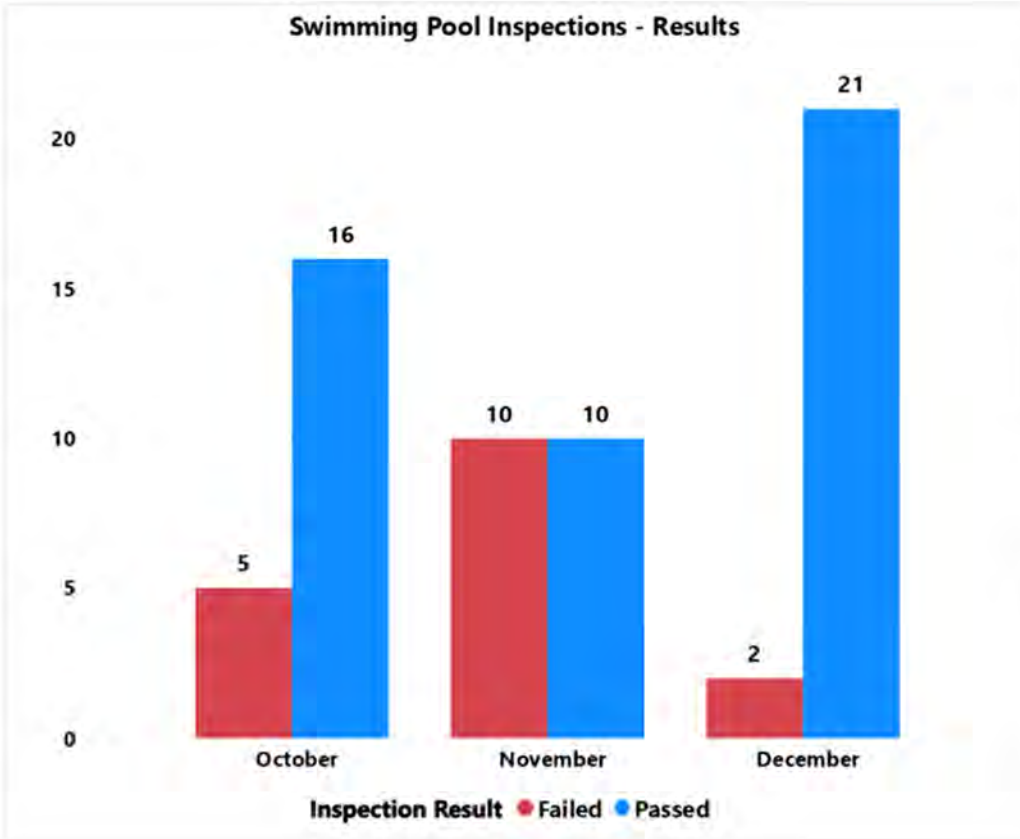
Financial Quarter  
Q2



**Total Swimming Pool Inspections**  
**64**

**Total Inspections Passed**  
**47**

**Total Inspections Failed**  
**17**





## COMMUNITY LIVING

### Swimming Pool Inspections

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

The purpose of this report is to detail the number of mandatory swimming pool safety barrier inspections undertaken by the building officers to ensure 100% of swimming pools and associated safety barriers are constructed in accordance with the Building Code of Australia and applicable Australian Standards. The Planning, Development and Infrastructure Act 2016 practice directions prescribe statutory obligations to swimming pool inspections requiring Council to inspect 100% of all notified swimming pools and associated barriers within 10 business days of being notified of completion of construction of the barriers, prior to the pool being filled with water.

Historically, swimming pool safety barrier inspections peak prior to or during the summer period as identified by the increased inspections in the second quarter as people seek to have pools established prior to the warmer months. It is noted there has been a significant increase of inspections undertaken this quarter (64) compared to the same time last year (39) and is likely a result of contractors and materials being difficult to secure last year due to the impacts of Covid 19. Council also implemented a proactive inspection regime to follow up on any outstanding swimming pool approvals where inspections had not previously been undertaken and identified instances where notifications had not been made.

Of the 64 swimming pool inspections undertaken by building officers, 17 of those were recorded as a failed inspection. As with all technical building inspections, the reasons for failure can vary and inspectors have very low tolerances for compliance for any minor defects or non-compliances with the Australian Standards for Swimming pools due to the risk to life safety. These non-compliances often include items such as minor adjustments required to gates and latches or climbable items being located within NCZ (No Climb Zones) of the external or internal barriers. The number of failed barrier inspections recorded this quarter (17) highlights the importance of Council maintaining a robust pool safety inspection regime in accordance with statutory requirements.

Where any non-compliance is recorded during an inspection, Council building officers work with the customer and builders to provide specialist advice and several follow up inspections to ensure a 100% compliance rate for all swimming pool barriers notified in line with legislative requirements. For reporting purposes only, the initial inspection is counted against the development, subsequent inspections required to achieve compliance are not counted as part of the data for this report and therefore the number of pool inspections undertaken by staff is greater than the number indicated. Council Building officers will continue to take a proactive approach with pool safety barriers given the number building approvals issued for swimming pools and the inherent safety risk associated with non-compliant safety barriers.





# COMMUNITY LIVING - Food Hygiene Inspections

Financial Year

2021/2022

Financial Quarter

Q2



Total Health Food Inspections

213

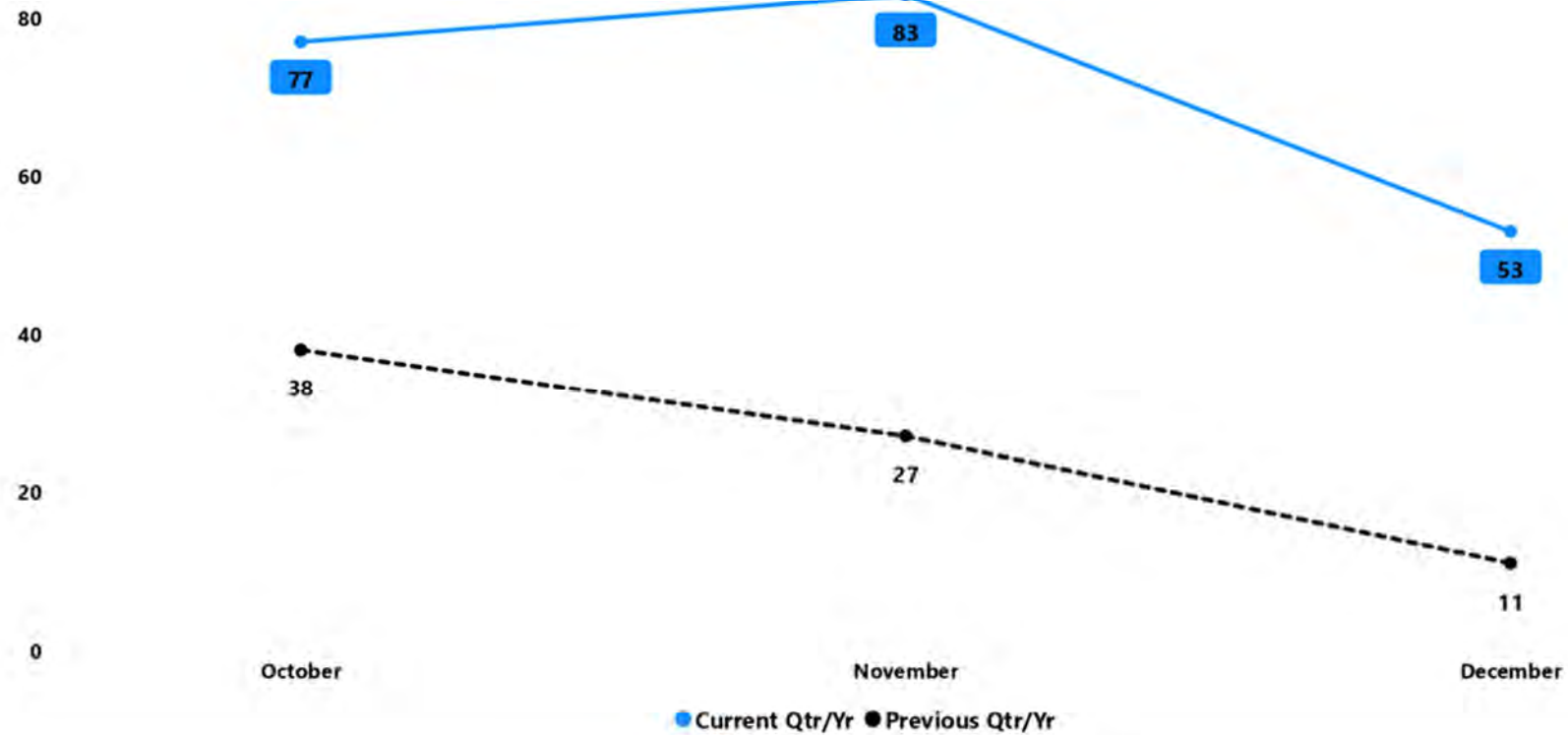
Number of Routine Inspections

109

Number of Written Warnings

63

### Food Hygiene Inspections





## COMMUNITY LIVING

### Food Hygiene Inspections

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

The purpose of this report is to demonstrate the number of food premises inspections undertaken by Environmental Health Officers to ensure businesses are compliant with food safety requirements. In the case of post-inspection, where a non-compliance is noted during inspection, officers will conduct a risk assessment and take either no action, informal action or formal action as determined by Council's Compliance Policy. 'Routine Inspections' refer to the general inspections undertaken as scheduled, while the 'Total Inspections' refers to the routine inspections along with the additional follow up inspections undertaken where action has been requested by officers during a previous inspection.

This quarter saw an increase in food premise inspection numbers, with a total of 213 food premise inspections being undertaken. There were 63 written warnings given for non-compliances noted during inspections with these generally being for minor infractions that posed minimal risk to public safety. These are checked at a follow up inspection or next routine inspection when noted. The high number of written warnings issued are due to routine inspections becoming overdue and businesses becoming complacent or possibly as a result of the impacts of Covid on these businesses. Due to the overdue nature of the inspections, resources were specifically directed to this task to ensure that the businesses were inspected to ensure that public health was being prioritised and outstanding matters resolved.



# COMMUNITY LIVING - Health Premise Inspections

Financial Year

2021/2022

Financial Quarter

Q2



Total Health Premise Inspections

**123**

Self Audit Inspections

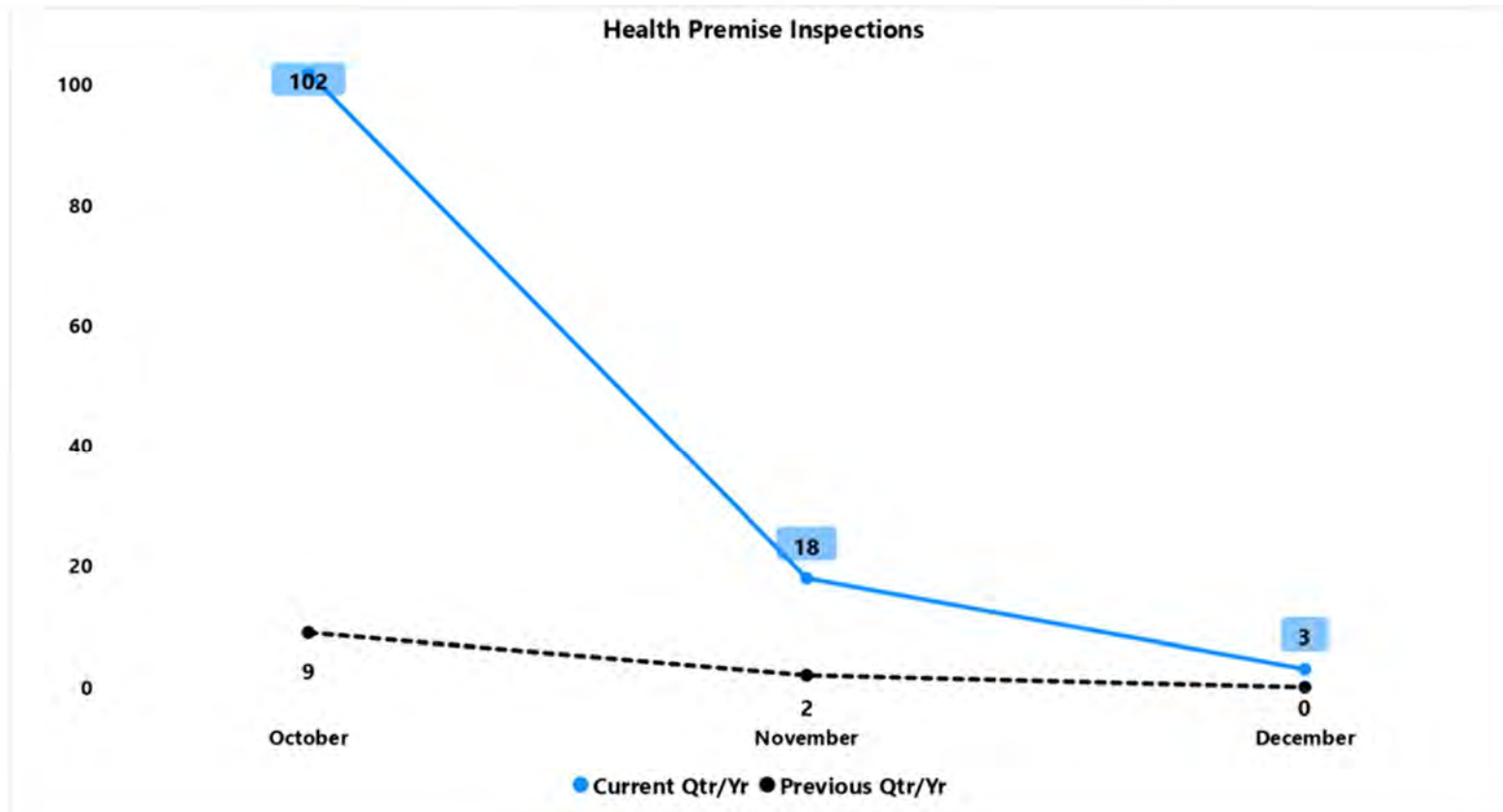
**117**

Compliant Inspections

**5**

Non-Compliant Inspections

**1**





## COMMUNITY LIVING

### Health Premise Inspections

Financial Year and Quarter For Comments

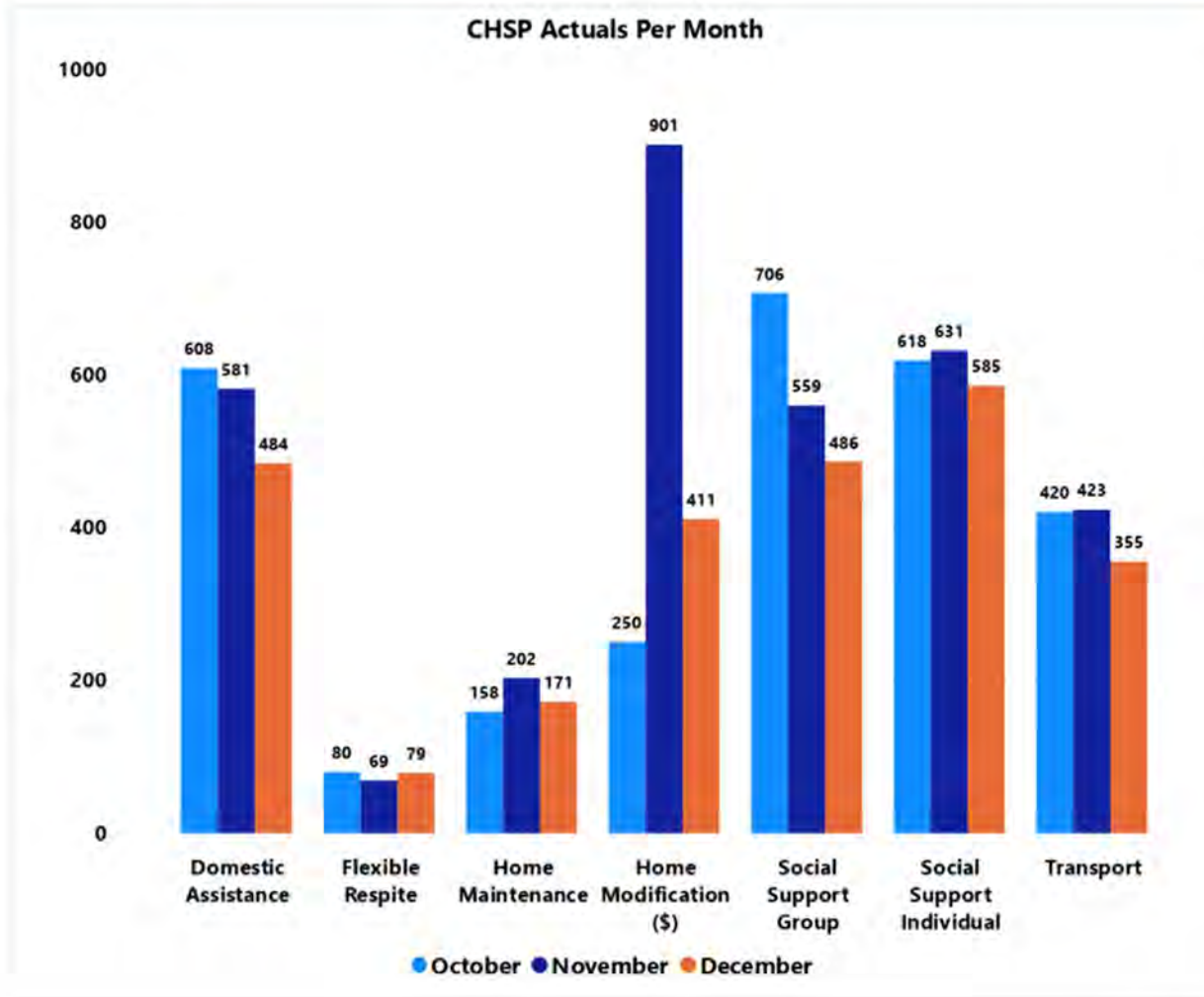
2021/2022 Q2



#### Comments

This report indicates the total number of health inspections undertaken under the Public Health Act which includes inspections of swimming pools and spas, cooling towers, warm water systems, hairdressers and tattoo parlours.

Inspections are either undertaken onsite or via a desktop assessment where the business provides information relating to compliance. This quarter there was a significant increase in total health premise inspections as 117 self audit inspections of hairdressers were completed. This was not highlighted on the previous year quarter as the self assessments are undertaken 2 yearly. The remaining total is made up of cooling tower onsite audits and swimming pools and spas which are both generally undertaken when weather is warmer. Where an inspection results in non-compliance, a risk assessment is undertaken to determine whether no action, informal action or formal action as determined against Council's Compliance Policy. Generally, there was a high level of compliance as a result of these assessments and inspections.



### CHSP Outputs Table

CHSP Program	Annual Outputs	Required (KPI)*	Actuals
Domestic Assistance	5935	1485	1673 ↑
Flexible Respite	1080	270	228 ↓
Home Maintenance	2312	579	531 ↓
Home Modification (\$)	23482	5871	1562 ↓
Social Support Group	2102	528	1751 ↑
Social Support Individual	7196	1800	1834 ↑
Transport	4333	1086	1198 ↑

\*As at the end of the quarterly reporting period



# COMMUNITY LIVING

## Home Support Program Visits

Financial Year and Quarter For Comments

2021/2022 Q2



### Comments

Council's Commonwealth Home Support Program is funded by the Commonwealth Government and Council.

The program provides services to eligible older residents who have a My Aged Care referral to support them to remain living independently within their own homes.

For the quarter there were 896 clients who benefited from receiving one or more service types, with over 50% of clients receiving multiple service types.

Below are the required KPIs for each service type, and our corresponding actual achievements against each, as of the end of December 2021. (Cumulative financial year figures).

These are similar figures to the same period October-December 20-2021 the previous year.

Service Types	Jul-Dec 21-22 Required	Jul-Dec 21-22 Actuals
Domestic Assistance (Hours)	2,970	3,497
Flexible Respite (Hours)	540	312
Social Support Individual (Hours)	3,600	3,891
Social Support Group (Hours)	1,056	3,160
Home Modifications (Dollars)	\$11,742	4,618
Home Maintenance (Hours)	2,312	1,158
Transport (1 way trips)	2,172	2,388

Overall, KPI's are tracking well towards meeting the annual grant agreement requirements, with the areas that we have exceeded KPIs taken into consideration with under-performing areas, when reporting to the Commonwealth. We are also confident that these underperforming areas will see an increase in performance by end of financial year, narrowing the gap between the required KPIs and the actuals.

The Flexible Respite service is not currently meeting the required KPIs due to a lack of referrals from the My Aged Care regional assessors. This is not a unique situation to the City of Unley, with many providers experiencing a similar scenario. It is believed to be due to the new Commonwealth Carer Gateway that was launched last year, now supporting a greater number of those in need of this service.

Home Modifications referrals are also slow to come through to the program, due a backlog of My Aged Care Occupational Therapy assessments that are required to be carried out before organisations can provide these services. The Commonwealth are aware of the issue and are ensuring those most in need are prioritised for an assessment.

Discussions to adjust KPIs for service types are expected to occur before new grant agreements commence from 1 July 2022.



# COMMUNITY LIVING - Community Bus Passengers

Financial Year

2021/2022

Financial Quarter

Q2



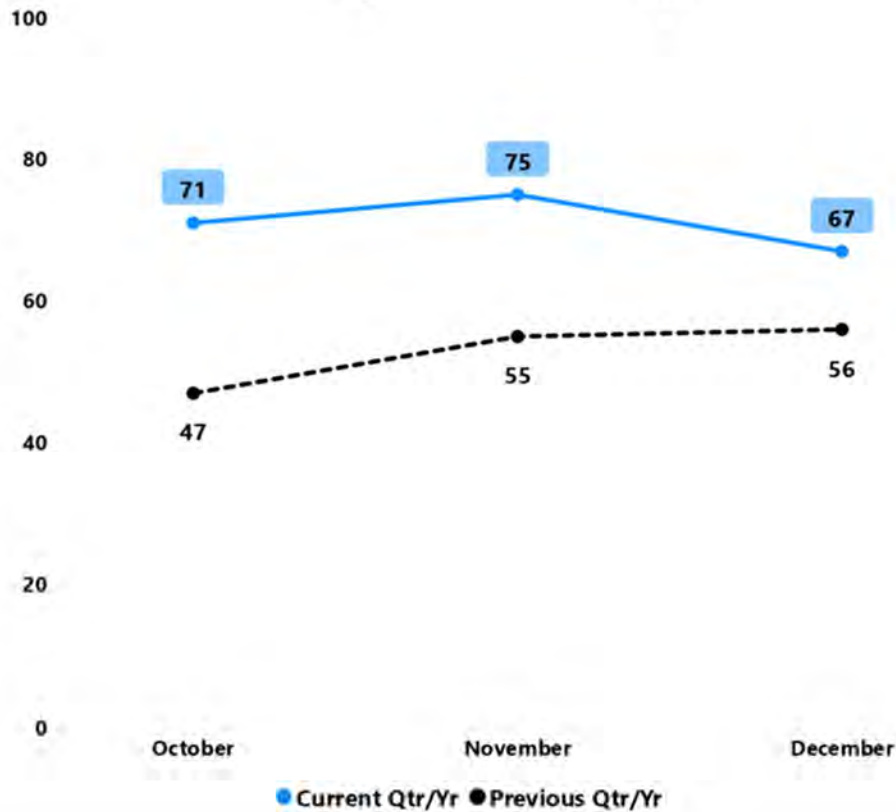
Total Number of Trips

**1201**

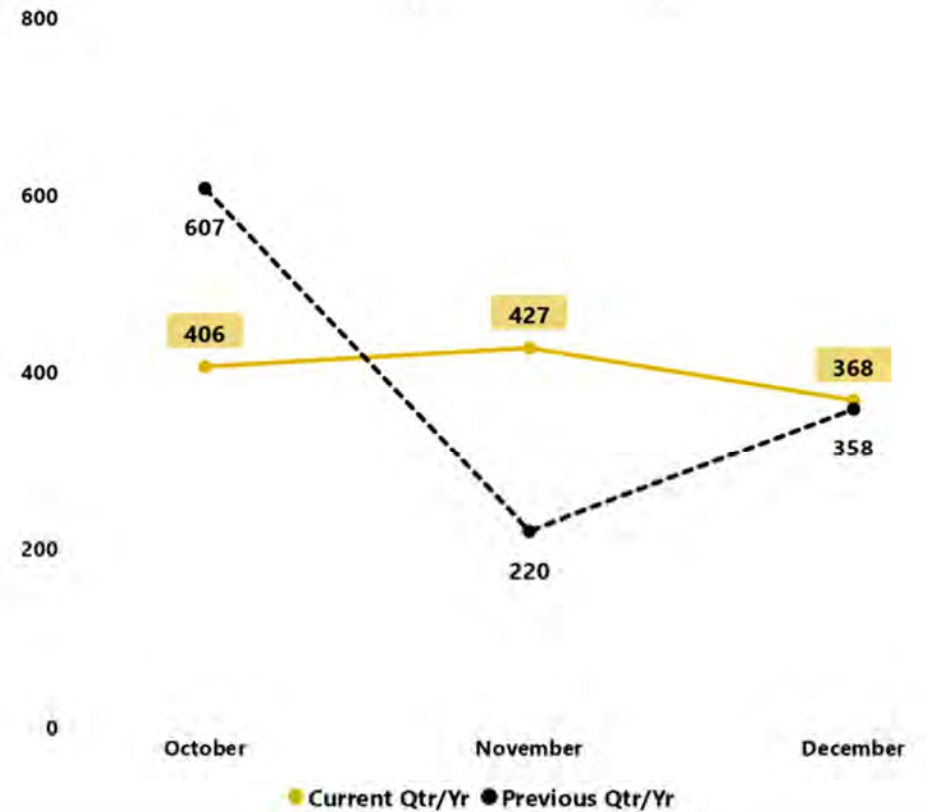
Average Passengers Per Month

**71**

Community Bus Number of Passengers



Community Bus Number of Trips





## COMMUNITY LIVING

### Community Bus Passengers

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

The Community Bus service is comprised of a fleet of three buses all of which are driven by volunteer drivers and supported by volunteer helpers who assist the passengers as required. The Program primarily provides return transport assistance to local shopping centres and other community-based venues, with most passengers utilising the service multiple times each month. There are currently 110 residents registered to use the service.

For the quarter, an average of 71 passengers used the bus each month, noting most passengers use the bus multiple times, the average being five times a month. Over the quarter a total of 1,201 trips occurred. A 'Trip' in this context is defined as one way for each passenger i.e. a bus of ten people would be counted as 10 trips. This is aligned to the way the CHSP program reports on transport trips to ensure our reporting structures are compatible.

For comparison, the cumulative year to date figures reported are more than the same period last year (October-December 2020-21), with minor differences for this period noted due to Covid-19 restrictions at the time. There continues to be a small number of passengers reluctant to return to the service due to risks associated with COVID-19.

2020-21 Quarter 2 Comparison:

Average number of passengers: 52

Number of trips: 1,185



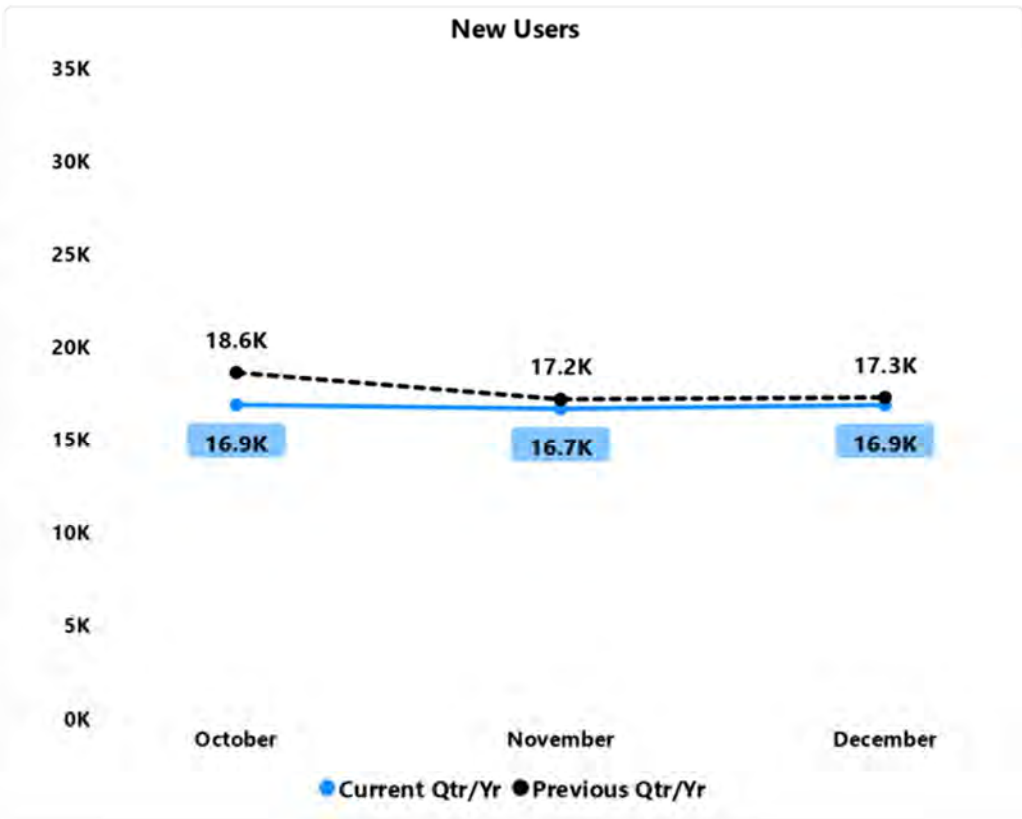
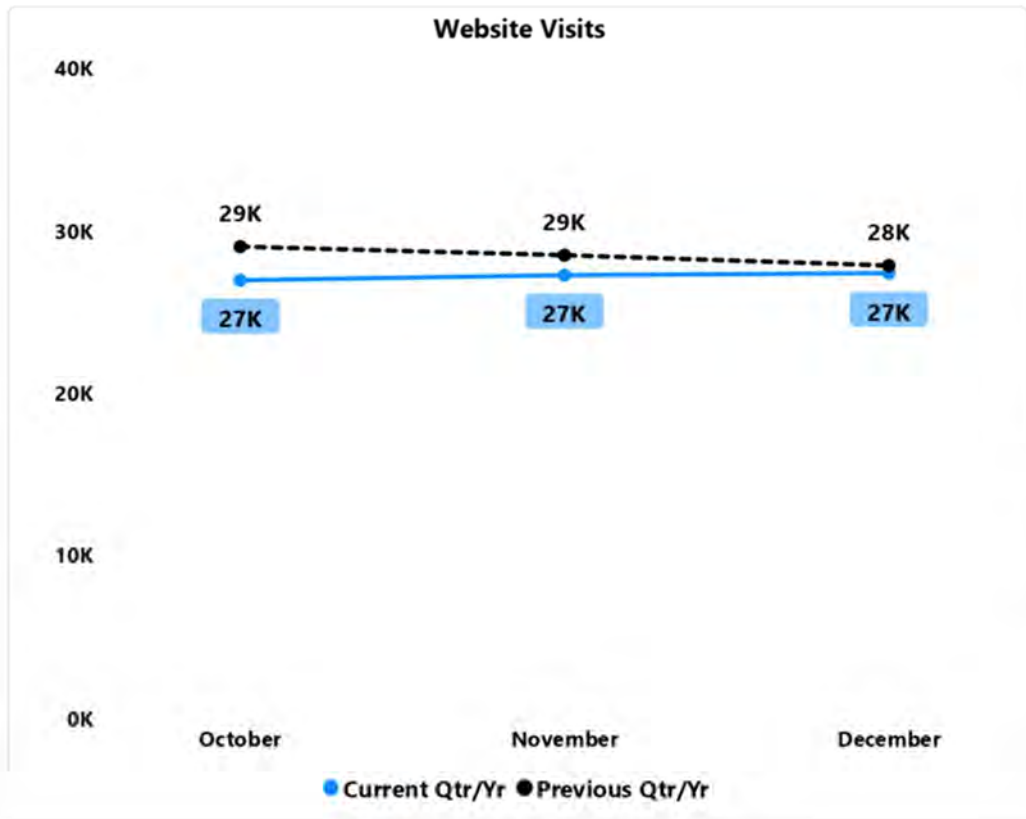

**CIVIC LEADERSHIP - Website Visits**

 Financial Year: 2021/2022 | Financial Quarter: Q2

**Total Website Visits**  
**82K**

**Total Website Visits Outside Aus**  
**2606**

**Total New Users**  
**50K**



**Comments**

Google Analytics show us popular pages visited during October, November and December 2021. Our swim centre landing page received the most views at 10.97%. Top 10 viewed pages for Q2 21-22:

1. Unley Swimming Centre Landing Page
2. Home page
3. Unley Libraries
4. Contact Us
5. Rubbish collection dates
5. Unley Swimming Centre – lane availability
7. Events programs & facilities
8. Council (landing page for About the Council, rates, street maintenance and business).
9. Waste / Recycling
10. Justice of the Peace

**Page visitors**

Content that attracted the most website visitors for this period included:

- Unley Swimming Centre pages - attracting 21.79% of all visitors
- Home Page – 10.33%
- Waste, recycling, bins – 4.91%



## CIVIC LEADERSHIP - Key Customer Request Timeframes

Financial Year

2021/2022

Financial Quarter

Q2



Target Time Frame Met Average

**51%**  
Of the Time

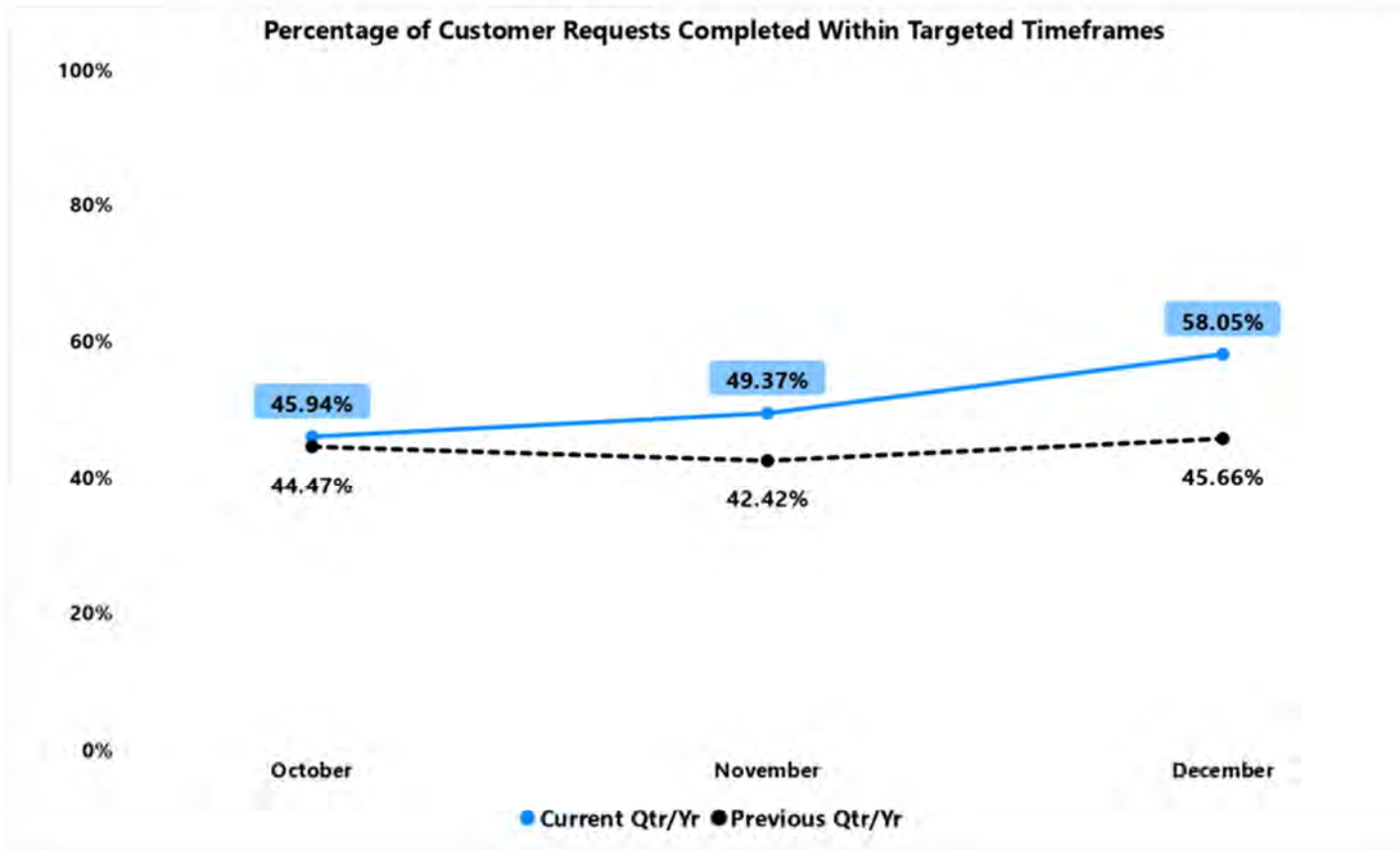
Most Common Request

**Planning Enquiry**

78.10%

Requests Done in Time frame

Percentage of Customer Requests Completed Within Targeted Timeframes





## CIVIC LEADERSHIP

### Customer Requests Timeframes

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

This data represents the percentage of customer requests lodged as completed within set time-frames, noting time-frames vary based on the request type. This quarters average of 51% reflects a decrease of 8% compared to the previous quarter of 59%.

Planning Enquiries continue to produce the highest number (78%) of requests closed within the targeted time-frame. This continues to be attributed to a recent change of process whereby Planning enquiries are triaged and managed through one point of contact.

Compared to the same time last year (Q2 20/21 44%) there is a slight increase of 7% of customer requests closed within the time-frame compared to Q2 21/22.

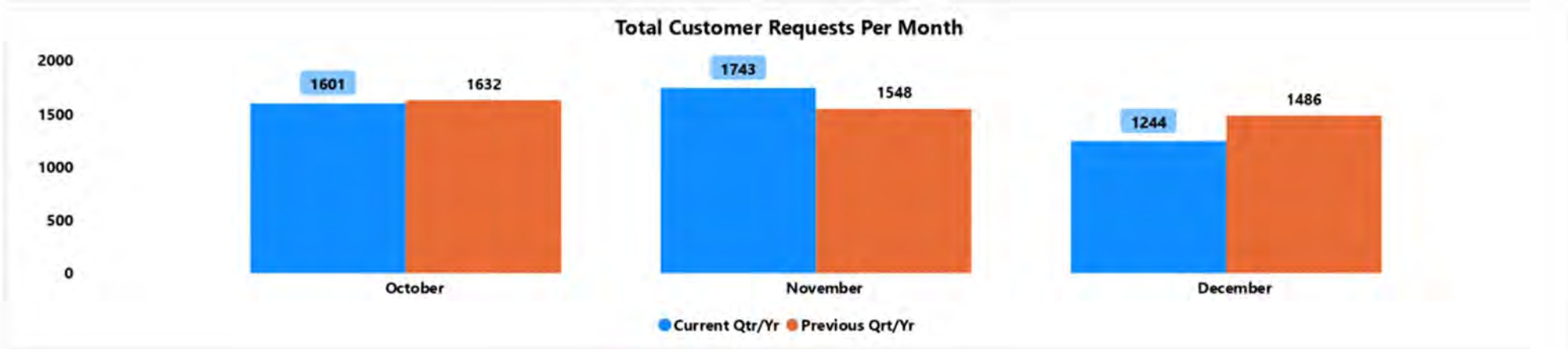
Further work to improve the turn-around time for requests is currently being initiated and discussed with Business Unit Managers. It is worth noting that many of the requests have been actioned, just not closed off in the system in the required timeframes.

**CIVIC LEADERSHIP - Customer Requests** Financial Year: 2021/2022 | Financial Quarter: Q2

Total Customer Requests  
**4588**

Suburb with Most Requests  
**UNLEY**  
324 Requests

Week Day with Most Requests  
**Monday**





## CIVIC LEADERSHIP

### Customer Requests

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

Customer requests include seeking information, action, or assistance in line with Council's service offering. It does not include phone messages for staff.

This Quarter a total of 4,588 requests were received, this is an overall increase of 14% or 644 requests received from the previous quarter (Q1 3,944). This variance is due to the previous quarter whereby the State Covid shutdown in July 2021 resulted in a reduction of requests lodged in Q1 due to the civic centre closing.

For comparison, the total number of request received this quarter is similar to the same period last year (4,666 requests were lodge in Q2 20/21).

Of the requests received in Q2, 93 % were completed, an increase compared to the previous quarter where 85% were completed.

Of the top five lodged customer requests, planning, tree maintenance, parking, and expiration reviews continue to remain the same, however this quarter "Building Inspections" have been surpassed with the category of "Fallen Council Tree and Branches", reflecting a significant weather event at the end of October.

Planning enquiries (379) continue to be the top request type received, consistent with both the previous quarter (Q1 430) and compared to the same time last year (Q2 20/21 418).

**CIVIC LEADERSHIP - Customer Complaints**

Financial Year

2021/2022

Financial Quarter

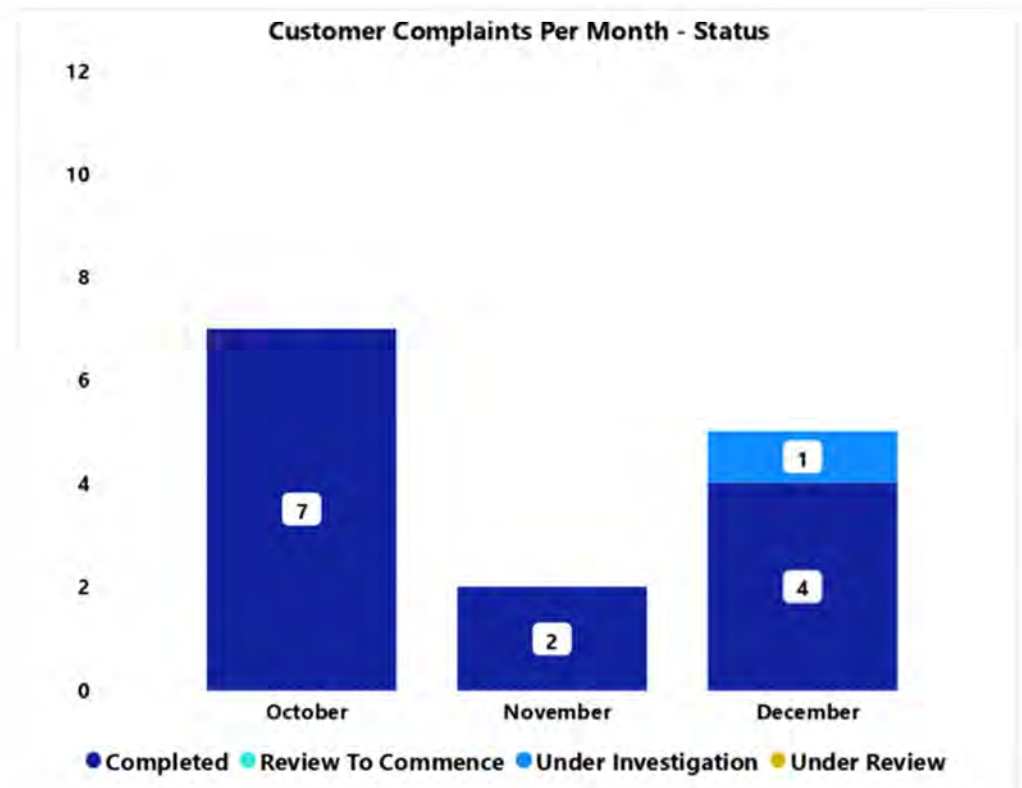
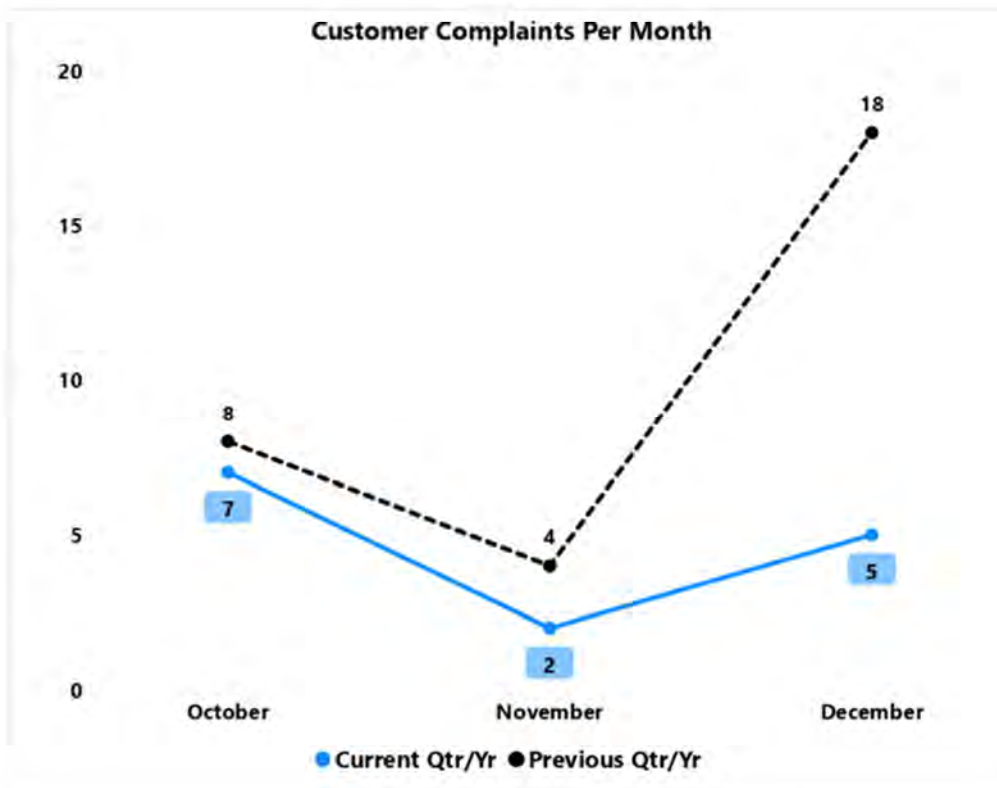
Q2



**Total Complaints Received**  
**14**

**Complaints Under Review**  
**0**

**Complaints Review To Commence**  
**0**





## CIVIC LEADERSHIP

### Customer Complaints

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

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

A total of 14 complaints were received this quarter, an increase of 1 complaint compared to the previous quarter (Q1 13 complaints were received).

For comparison, there was a reduction of 16 complaints compared to the same time last year, (Q2 20/21 generated 30 complaints), with the reduction mainly due to re-training staff in Council's request management system (Pathways).

The majority of complaints received this quarter related to the areas of Operational Services (8) and Development and Regulatory Services (5). There was no pattern of complaint on any one issue, instead complaints varied from footpath quality, street sweeping, noise from Council truck, tree removal and pruning, construction activity and parking inspector taking a photo of illegally parked car.





# CIVIC LEADERSHIP - Customer Satisfaction

Financial Year

2021/2022

Financial Quarter

Q2



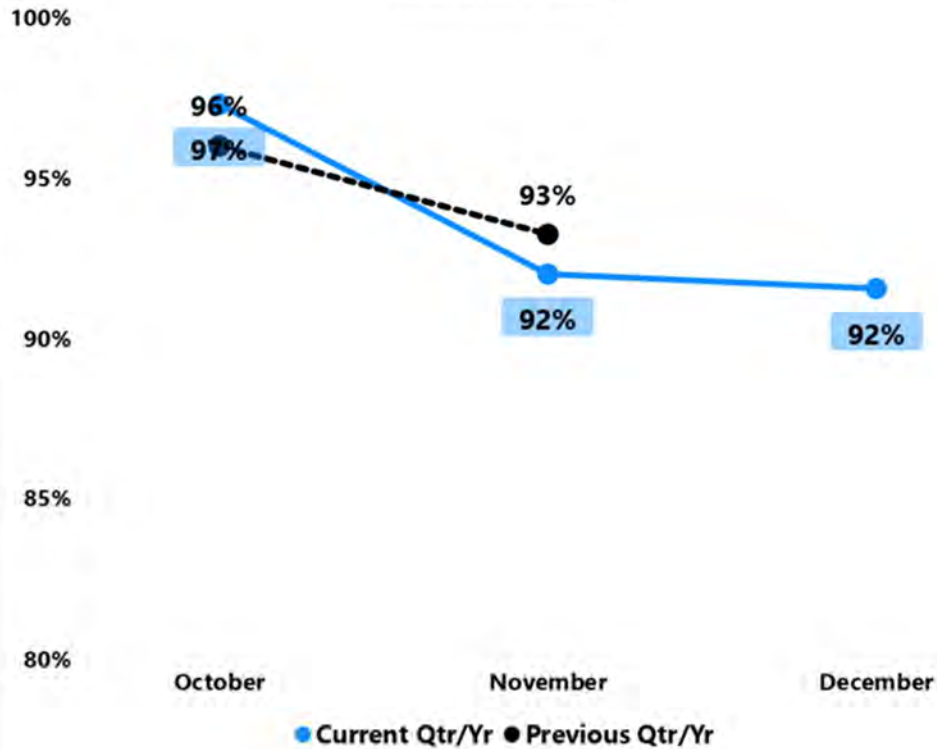
Average Satisfaction Rating

94%

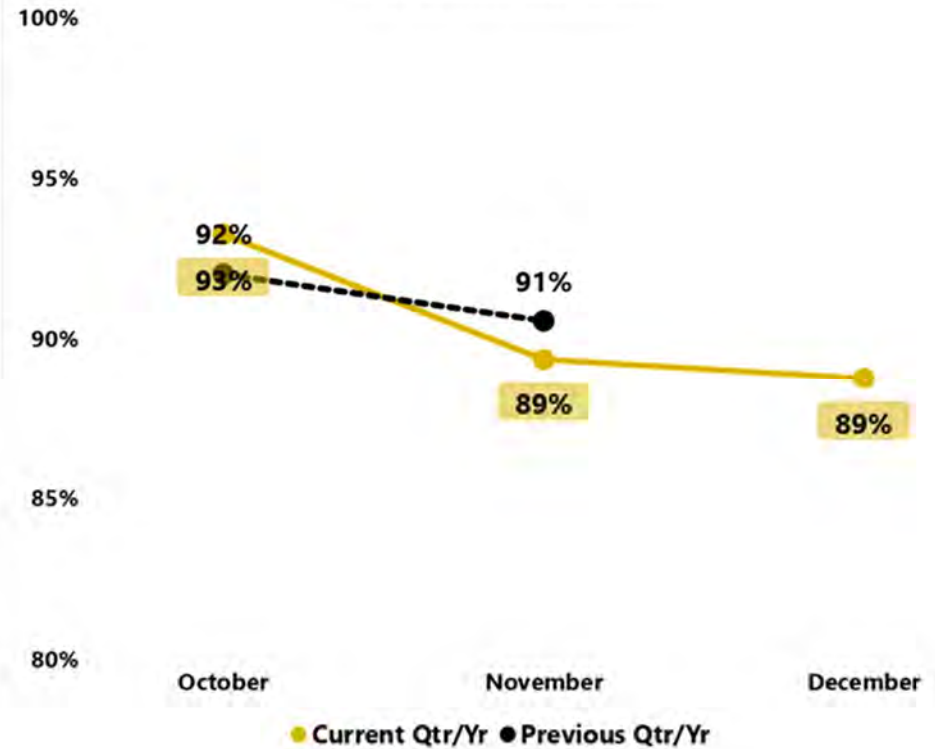
Average First Contact Resolution

90%

### Satisfaction Rating



### First Contact Resolution





## CIVIC LEADERSHIP

### Customer Satisfaction

Financial Year and Quarter For Comments

2021/2022 Q2



#### Comments

A total of 220 customers participated in an independent phone survey regarding their satisfaction with the services provided by the City of Unley in Quarter 2. This represents a 49% take-up rate, or 220 customers accepting to be surveyed from the 450 randomly selected phone numbers.

The 94% satisfaction score achieved for this period is the highest to date, achieving an average satisfaction score of 4.5 out of 5 and continues to be well above both the SA council benchmark of 71% as well as the City of Unley's target of 80%.

First Call Resolution (addressing the customers need the first time they call, thereby eliminating the need for a customer to follow-up with a second call) is currently at 90%, which is also considerably above the industry benchmark of 57% and meets the City of Unley target of 80%.

Customer satisfaction has increased significantly by 14% compared to the previous quarter (82%) as has First Point of Call Resolution also increasing by 10% compared to last quarter (80%). Noting surveys were not conducted in December of 2020/2021 due the impact of COVID-19 on staffing numbers and responding to the feedback/ reluctance of customers to undertake surveys during the busy Christmas period.

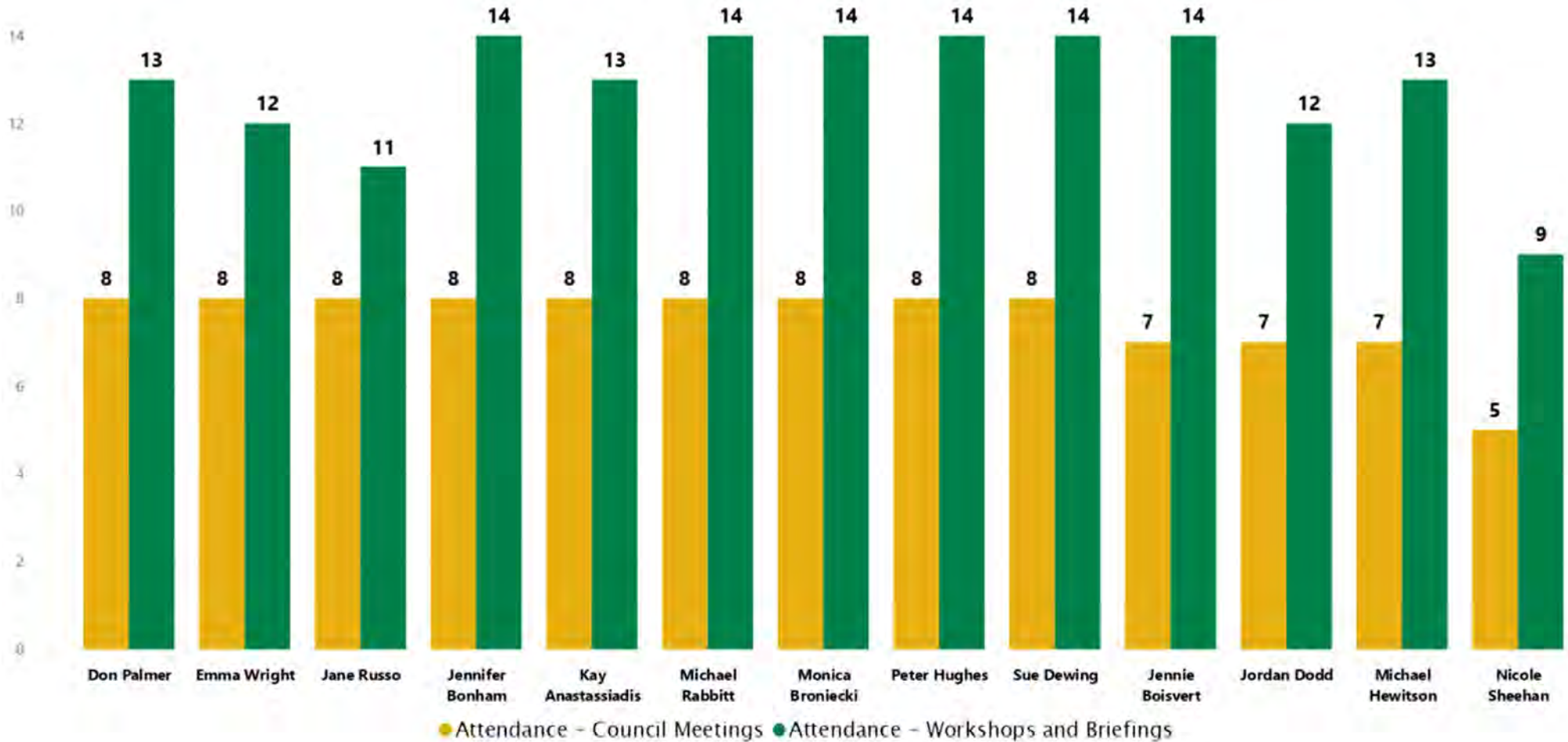
Whilst there is no pattern in terms of factors that led to high satisfaction scores some of the highly rated responses this quarter included:

- Excellent provision of information
- Various compliments for individual staff (mentioned by name)
- Various compliments for teams, including Traffic and CHSP/ Aged Care Services teams


**Elected Member Attendance**

 Financial Year: 
 Financial Quarter:

**Council Meetings, Briefings and Workshops Attendance FYTD 2022**





Key Performance Indicators
<p><b>1. Customer Experience</b></p> <p>We will optimise the customer experience using people centred design and collaboration</p>
<p><b>Comments</b></p> <p>These initiatives continue to build on the work undertaken over the last 2-3 years which has seen an increased focus on transitioning to online transactions.</p> <p><b>1. Customer Experience Key Initiatives for 2021/22</b></p> <ul style="list-style-type: none"> <li>• Implement the redesigned process, system changes and online tracking App for tree related customer requests (follow on from 2020/21).</li> <li>• Complete the implementation of the business portal to assist and promote small businesses in Unley (follow on from 2020/21).</li> <li>• Implement the LG Reform Portal (subject to State Government progress).</li> <li>• Develop website analytics and insights of our digital program to improve digital adoption rate and to inform future priorities of the ongoing customer experience continuous improvement program and framework.</li> </ul>
<p><b>Milestones</b></p> <p><b>1. Optimisation of the Customer Experience</b></p> <ul style="list-style-type: none"> <li>• Tree related customer requests will be managed, and action generated through the online tracking App. (June 2022). <b>On track</b></li> <li>• Business Portal will be implemented and functional (March 2022). <b>On track</b></li> <li>• LG Reform Portal (“Councils in Focus”) implemented, subject to State Government progress (June 2022). <b>Completed</b></li> <li>• Website analytics developed and report with recommendations completed for endorsement by the Executive Management Team (EMT) (March 2022). Future priorities to be identified for 2022/23 CEO KPIs. <b>Delayed</b></li> </ul>
<p><b>Progress Update</b></p> <p><b>1. Customer Experience Key Initiatives for 2021/22</b></p> <ul style="list-style-type: none"> <li>• The redesign project for tree related customer requests continues to be developed and has a target completion date of June 2022. During the discovery phase of the project, it was agreed by the project team to revise the project plan to include a new customer portal and introduce a second stage to consider other customer request types. A new ‘Report It’ portal is currently being tested to replace Citywatch, as it does not meet our needs and the uptake has been limited. A soft launch of the new portal is expected to occur in March.</li> <li>• The build of the on-line Business Portal has commenced, with the design based on input received from the business community.</li> <li>• The LG Reform Portal (“Councils in Focus”) is live. <i>Completed</i></li> <li>• A prototype dashboard has been developed for the collation of website analytics. A review of the service adoption data has identified issues with how the request for services are allocated via PO Box 1. The use of PO Box 1 will be reviewed in Q1 of 2022/23, as this will provide an extended opportunity to better capture data to inform future decisions.</li> </ul>

Key Performance Indicators
<p><b>2. Organisational Culture</b></p> <p>We will continue to develop a performance-based culture across the organisation and build the capability and capacity of our people</p>
<p><b>Comments</b></p> <p>These initiatives continue to progress the work in making the City of Unley an Employer of Choice. There will be a renewed focus on Organisation Culture (following the March 2021 survey), Leadership within the organisation, and Workplace Health and Safety (WHS). The following actions are proposed:</p> <p><b>1. Organisation Culture</b></p> <ul style="list-style-type: none"> <li>• Develop organisation-wide Action Plans and reporting framework against the Organisational Cultural Inventory results to improve organisational culture and performance.</li> <li>• Develop a Diversity and Inclusion Plan for EMT consideration.</li> <li>• Deliver Domestic Violence and Indigenous Staff Awareness training across Council.</li> </ul> <p><b>2. Leadership</b></p> <ul style="list-style-type: none"> <li>• Revise the Leadership Capability Framework and deliver relevant development activities.</li> <li>• Establish leadership metrics including Performance, Development and Review completion and feedback mechanisms.</li> </ul> <p><b>3. Safety</b></p> <ul style="list-style-type: none"> <li>• Develop an overarching Organisational Safety Strategy.</li> <li>• &gt;90% completion rate on the Local Government Risk Services WHS action plan.</li> </ul>
<p><b>Milestones</b></p> <p><b>1. Action Planning against the Organisational Cultural Inventory results</b></p> <ul style="list-style-type: none"> <li>• Action Plans developed and reported against Framework (December 2021). <b>Delayed</b></li> <li>• Diversity and Inclusion Plan prepared for consideration (February 2022). <b>On track</b></li> <li>• Awareness training provided (March 2022). <b>Delayed</b></li> </ul> <p><b>2. Leadership Development</b></p> <ul style="list-style-type: none"> <li>• Leadership Framework revised, and training/development delivered (February 2022). <b>Delayed</b></li> </ul> <p><b>3. Focus on Safety</b></p> <ul style="list-style-type: none"> <li>• Safety Strategy completed (March 2022). <b>On track</b></li> <li>• Targets achieved in LGRS Work Plan (June 2022). <b>Completed</b></li> </ul>
<p><b>Progress Update</b></p> <p><b>1. Organisation Culture</b></p> <ul style="list-style-type: none"> <li>• Action Plans for each service area have been developed and progress reporting will occur in March 2022. Debrief sessions with all service areas took longer than expected because of Covid disruptions but this action will be completed by the next reporting date.</li> <li>• A draft Diversity and Inclusion Plan has been prepared and will be finalised by the end of April 2022.</li> <li>• Domestic Violence Awareness training has been delivered by an external provider to the Leadership Group. On-site Indigenous training has been delayed due to Covid restrictions. The provider is keen to deliver the training face-to-face as they believe, through experience, that this has a better impact. We are currently working through the logistics of this.</li> </ul> <p><b>2. Leadership</b></p> <ul style="list-style-type: none"> <li>• A draft Leadership Framework has been presented to EMT. Formal adoption will occur in March 2022 with a recommended training plan for year 1.</li> </ul>

### 3. Safety

- Council achieved a 93% completion of the LGRS Workplan for 2021. Council will receive its full rebate from the scheme. *Completed*
- A new Plan was submitted to the LGRS for approval in November 2021. The Workplan runs from November to November each year. Due to staff turnover at LGRS, the Workplan has not yet been approved. Delivery of the initiatives within the plan have continued to be delivered.
- A draft Safety Strategy was presented to EMT in February 2022. Feedback from EMT is being incorporated and the Plan will be finalised in March 2022.
- In December 2021, following the opening of the South Australian borders, a framework and tool kit was developed to assist in the management and reporting of staff and services being impacted by COVID quarantine requirements. This initiative has proved very beneficial and is also used by other councils. Whilst this initiative is not a CEO KPI, it has caused the delay of other Organisational Culture deliverables.

Key Performance Indicators
<p><b>3. Financial Sustainability</b></p> <p>Ensure the sustainability of the organisation through sound financial management principles and ongoing reviews of its operations to realise efficiency gains</p>
<p><b>Comments</b></p> <p><b>1. 2022-23 Annual Business Plan</b></p> <ul style="list-style-type: none"> <li>• Prepare 2022/23 Annual Business Plan for consultation in line with CPI (March 2022 quarter) and with agreed levels of service and a target operating surplus of 5%.</li> <li>• The Long-Term Financial Plan incorporating the results for 2020/21, be revised.</li> </ul> <p><b>2. Non-rates Income</b></p> <ul style="list-style-type: none"> <li>• Revenue received from non-rates income (especially from Parking) increased by 10% when compared to the FY 2020/21.</li> </ul>
<p><b>Milestones</b></p> <p><b>1. 2022-23 Annual Business Plan and Budget (ABP)</b></p> <ul style="list-style-type: none"> <li>• Draft Annual Business Plan prepared for consultation (May 2022). <b>On track</b></li> <li>• The Long-Term Financial Plan is adopted by Council (February 2022). <b>Delayed</b></li> </ul> <p><b>2. Non-rates Income (Parking Related Income)</b></p> <ul style="list-style-type: none"> <li>• Establish 2020/21 Parking Income as baseline data (September 2021). <b>On track</b></li> <li>• Report on 2021/22 Parking Income (June 2022). <b>On track</b></li> <li>• Provide report to Council on parking revenue options based on findings of Parking Strategy (April 2022). <b>On track</b></li> </ul>
<p><b>Progress Update</b></p> <p><b>1. 2022-23 Annual Business Plan</b></p> <ul style="list-style-type: none"> <li>• The preparation of a Draft Annual Business Plan for consultation is well underway. Council workshops have been scheduled, and the report for consultation will be considered by Council at the April 2022 meeting.</li> <li>• The draft Long-Term Financial Plan has been updated to include the end of year results for 2020/21. The plan is scheduled to be considered by the Audit Committee at its meeting in March 2022.</li> </ul> <p><b>2. Non-rates Income</b></p> <ul style="list-style-type: none"> <li>• The 2020/21 budget for parking enforcement income of \$945,000 is being used as baseline data, with budgeted revenue for 2021/22 set at \$962,000. Current progress against budget is unfavourable to target, impacted by Covid restrictions, timing of leave, loss of the Unley Shopping Centre as private parking income, and the cancellation of the Royal Adelaide Show.</li> </ul>



Key Performance Indicators
<p><b>4. Smart City/Digital Strategy</b></p> <p>We will embrace new technologies, build adaptive business and operating models to drive organisational growth and decision making</p>
<p><b>Comments</b></p> <p>The initiatives outlined below progress Council's work on using technology to improve services and engagement with our community. One of the initiatives is to finalise an online deliberative engagement process that could be used to seek ideas from the community on strategic topics as well as testing strategic issues.</p> <p><b>1. Service Reviews</b></p> <ul style="list-style-type: none"> <li>Investigate the service review outcomes for the Depot, Libraries and Development Services to identify any system and technology outcomes that may be implemented to increase efficiencies.</li> </ul> <p><b>2. Smart Cities</b></p> <ul style="list-style-type: none"> <li>Complete the development of the Smart City Plan and Framework.</li> </ul> <p><b>3. Deliberative Engagement</b></p> <ul style="list-style-type: none"> <li>Finalise the Deliberative Engagement Framework, establish a central database, and deliver a pilot project to test the new engagement model.</li> </ul>
<p><b>Milestones</b></p> <p><b>1. Service Reviews</b></p> <ul style="list-style-type: none"> <li>Service Reviews assessed in terms of possible system/technology improvements (March 2022). <b>Delayed</b></li> </ul> <p><b>2. Smart Cities</b></p> <ul style="list-style-type: none"> <li>Smart City Plan and Framework developed for Council consideration (June 2022). <b>On track</b></li> </ul> <p><b>3. Deliberative Engagement</b></p> <ul style="list-style-type: none"> <li>Framework and database established (December 2021) and pilot project identified (January 2022). Testing of the engagement model to commence (April 2022). <b>On track</b></li> </ul>
<p><b>Progress Update</b></p> <p><b>1. Service Reviews</b></p> <ul style="list-style-type: none"> <li>There are no system/technology improvements identified in the Library Hours Review. There are a number of projects identified for budget consideration to implement recommended system enhancements. The Depot review findings are still being considered. Any recommended system/technology improvements will be assessed against the existing Asset Management System improvement plan. The timing of this outcome needs to be extended.</li> </ul> <p><b>2. Smart Cities</b></p> <ul style="list-style-type: none"> <li>There has been a shift in trends relating to the development of Smart City Plans. Trends indicate that plans are being updated to incorporate principles to solve complex problems, rather than a list of actions relating to the implementation of available technology solutions. A draft plan incorporating findings from the research has been developed. Consultation with internal stakeholders is scheduled to commence at the beginning of March 2022.</li> </ul> <p><b>3. Deliberative Engagement</b></p> <ul style="list-style-type: none"> <li>The active participation framework, "Shaping Unley" was endorsed by Council for the purpose of a pilot project in December 2021. The pilot project, On Street Parking Strategy is well underway with the Ideas Stage to now commence in April 2022 to coincide with the 3rd quarter rates notice distribution.</li> </ul>

## Key Performance Indicators

### 5. Communications Strategy

Develop a Communications Strategy, that identifies opportunities for Council to enhance its communication with stakeholders and community in a variety of forms and in a timely manner.

#### Comments

Council has expressed the desire to develop a Communications Strategy that identifies ways that we can improve our communication with the community and key stakeholders.

As part of the project, an audit/review of current methods of communication will be undertaken and an assessment of the effectiveness of print vs digital communications, Unley Life, Council forms, and social media channels will be undertaken. The review will identify opportunities to better align communication methodologies and approaches with Council's strategic directions and will inform the development of the required Strategy.

Council's current approach to community engagement on projects and issues will not form part of this review.

#### Milestones

##### 1. Communication Audit/Review

- An audit/review of current communication channels and their effectiveness will be completed (September 2021). **Completed**

##### 2. Communications Strategy Brief

- Develop a brief for the Communications Strategy and engage a consultant (October 2021). **Delayed**

##### 3. Draft Communications Strategy

- Prepare a draft Communications Strategy for Council for consultation (February 2022). **Delayed**

##### 4. Communications Strategy Prepared for Endorsement

- Prepare final Strategy for Council endorsement (May 2022).

#### Progress Update

##### 1. Communication Audit/Review

- Communications 'current state assessment' completed (October 2021).

##### 2. Communications Strategy Brief

- This phase of the project has yet to be commenced because of staff resources.

##### 3. Draft Communications Strategy

- Yet to be commenced.

##### 4. Communications Strategy Prepared for Endorsement

- Yet to be commenced.

Due to recent staff departures, and findings contained in the 'current state assessment' relating to resourcing, it is recommended that deliverables 2,3 and 4 be deferred and form part of the CEO's KPIs for 2022/23.

## Key Performance Indicators

### 6. Operational

Undertake Service Reviews and complete the implementation of various initiatives that support our Strategies, Plans and Priorities

#### Comments

Council's ongoing Service Review program provides an opportunity to explore service levels and identify efficiencies, cost saving and opportunities for improvement and optimising value to the Unley community.

#### 1. Service Review

- Undertake a Review of Regulatory Services including Environmental Health, Parking Enforcement, Animal Management and Permits to identify opportunities for greater levels of service and efficiencies that can be achieved.

#### 2. Edmund Avenue Cottages Redevelopment

- Following receipt of State Government Funding, and detailed designs being prepared, it is proposed to call tenders for the redevelopment of the three Council owned cottages located at 72, 74 and 76 Edmund Avenue for the purposes of creating a Business Hub. As part of the project, there will also be an upgrade to the open space amenities adjacent the properties.

#### 3. Unley Oval Stage 2 Works

- Development Approval and detailed designs have also been completed for Unley Oval Stage 2 Project. This project is ready to commence if the funding gap is closed.

#### 4. Cultural Hub

- As part of Stage 2 of the Edmund Avenue Cottages Redevelopment Project, it is proposed to undertake a feasibility assessment of establishing a Cultural Hub within the three remaining cottages (Potter's Guild, current Museum and adjacent cottage). This work will inform whether Council proceeds to a concept design stage in 2022/23.

#### 5. Co-Housing

- The final stage of this project is to prepare a Code Amendment for inclusion in the Planning and Design Code Library.

#### Milestones

#### 1. Service Review

- A review of Regulatory Services with documented outcomes to be completed (June 2022). **On track**

#### 2. Edmund Avenue Cottages Redevelopment

- Redevelopment of the three Council owned cottages located at 72, 74 and 76 Edmund Avenue will be completed, together with an upgrade to the open space amenities adjacent the properties (June 2022). **On track**

#### 3. Unley Oval Stage 2 Works

- Report provided to Council on options for progressing the project (September 2021). **Completed**
- Completion of the Unley Oval Stage 2 works associated with the Oatey Grandstand, subject to funding being met (June 2022). **Commenced and progressing**

#### 4. Cultural Hub

- A feasibility assessment will be completed with options (including expansion of the Unley Museum, potential Gallery and Potters Guild functions) and a report provided to Council for consideration (June 2022). **On track**

**5. Co-housing Code Amendment**

- Code Amendment is completed and submitted to the State Planning Commission for consideration (April 2022). **On track**

**Progress Update****1. Service Review**

- The Service Review for Regulatory Services includes the key functions of parking enforcement; animal management; general compliance; permits; environmental health; and regulatory administration.
- The review is underway, with independent consultants engaged to facilitate the process. The engagement for service levels and opportunities has been completed, as has the benchmarking with other councils.
- The data gathering and process mapping to define the current service levels and inputs and outputs, is progressing, with a report with preliminary recommendations due to be presented to Executives in March 2022.
- The review will establish baseline data including revenue potential and timing, resourcing, and opportunities to maximise efficiency and income. This will also further explore use of parking sensors as an enforcement tool, after hours service options, and the viability of enforcement of private carparks.
- Additionally, the Parking Strategy that is currently under development will influence future revenue generation opportunities.

**2. Edmund Avenue Cottages Redevelopment**

- The contract has been awarded.
- Works have commenced and are expected to be completed in November 2022. A delay in both the planned and expected completion dates are predominantly due to delays in availability of building materials.

**3. Unley Oval Stage 2 Works**

- The contract has been awarded.
- Works have commenced and are expected to be completed in December 2022.

**4. Cultural Hub**

- Scoping of the feasibility assessment is being finalised, with a consultant to be engaged to support the delivery of this initiative in early 2022. The feasibility assessment will cover opportunities to expand the Unley Museum as we explore demand and potential utilisation.
- An indicative interior floor plan has been developed to plot layout and program opportunities, and an updated High-Level Estimate has been obtained to inform the feasibility assessment, noting an increase to estimated costs due to the pricing shift in the market.
- At this stage, we are mainly focussing on the Unley Museum (78 and 80 Edmund Avenue) as stage 2, with the Adelaide Potters Club cottage (82 Edmund) forming a future stage 3.
- A preliminary budget submission for 2022/23 for detailed design and documentation has been lodged for consideration as part of annual Budget and Business Plan deliberations.

**5. Co-Housing**

- Stage 2 of the Co-Housing initiative is underway with Planning and Land Use Services (PLUS) taking carriage of developing the Code Amendment in consultation with the participating councils (Unley, Burnside, Prospect, Campbelltown and Walkerville) and the University of South Australia.
- The Code Amendment Initiation document was approved by the Attorney General on 14 September 2021 and signed off by the SA Planning Commissioner.

- Drafting of the Engagement Plan for the Code Amendment is underway, together with the drafting of Policy Overlays where the Policy will apply for each Council, and a draft Code Amendment has also been prepared. These documents will be discussed with the Working Group at the end of February 2022.
- Additionally, the Co-Housing initiative recently received a Highly Commended recognition at the Local Government Federation Awards in the Partnership and Collaboration.

Key Performance Indicators
<p><b>7. Implement Key Actions of Endorsed Strategies/Plans</b> Implement and deliver on Council approved Strategies, Plans and Priorities</p>
<p><b>Comments</b></p> <p>Council have endorsed several key Plans and Strategies over the last year. These Plans have several Key Actions to be implemented in year 1 and this KPI identifies some key actions.</p> <p><b>1. Economic Growth</b></p> <ul style="list-style-type: none"> <li>Deliver the Year 1 Priorities as contained in Council’s newly adopted Strategy, including a review of the current Trader Association Model.</li> </ul> <p><b>2. Waste Management and Resource Recovery Plan</b></p> <ul style="list-style-type: none"> <li>Deliver the Year 1 priorities including awarding a new waste collection and processing contract.</li> </ul> <p><b>3. Climate and Energy Plan</b></p> <ul style="list-style-type: none"> <li>Deliver the Year 1 priorities, including improving and expanding our carbon management system to track Scope 3 emissions. and provide an annual report on carbon footprint and projects undertaken.</li> </ul> <p><b>4. Tree Strategy</b></p> <ul style="list-style-type: none"> <li>Complete the work associated with providing financial incentives to encourage tree canopy cover on private properties.</li> </ul> <p><b>5. Strategic Sites</b></p> <ul style="list-style-type: none"> <li>Work with key stakeholders to influence outcomes and progress redevelopment on strategic sites within the City of Unley (e.g. Unley Central, Mornington House, Le-Cornu’s site, Julia Farr site)</li> </ul> <p><b>6. Cultural Plan</b></p> <ul style="list-style-type: none"> <li>Complete a series of discussions with appropriate Kaurna representatives and Reconciliation SA to scope priorities for future initiatives to strengthen and progress Unley’s efforts in respectful Reconciliation.</li> </ul> <p><b>7. Disability Access and Inclusion Plan</b></p> <ul style="list-style-type: none"> <li>Develop a Disability Access and Inclusion Plan for Council consideration.</li> </ul>
<p><b>Milestones</b></p> <p><b>1. Economic Growth Strategy Implementation</b></p> <ul style="list-style-type: none"> <li>Review of Mainstreet Association Model completed, and report provided to Council for consideration (January 2022).</li> </ul> <p><b>2. Waste Management and Resource Recovery Plan 2021-2025 Implementation</b></p> <ul style="list-style-type: none"> <li>A briefing with Report provided to the Council for consideration outlining Business Use Case for potential new waste initiatives to be considered as part of new Waste contract (September 2021). <b>Completed</b></li> <li>New Waste contract entered into (April 2022). <b>On track</b></li> </ul> <p><b>3. Climate and Energy Plan Implementation</b></p> <ul style="list-style-type: none"> <li>Provide an initial annual report on carbon footprint and emissions reduction activities undertaken in 2020/21 (November 2021). <b>On track</b></li> <li>Recommend improvements and expand carbon tracking system based on learnings from the annual report (January 2022). <b>On track</b></li> <li>Develop a Climate Change policy that includes circular economy principles for Council’s consideration (February 2022). <b>On track</b></li> <li>Implement sustainable procurement procedure and templates to support project management in line with policies (May 2022). <b>On track</b></li> </ul>

**4. Tree Strategy**

- Provide report to Council on 2021 LIDAR results (September 2021). **Completed**
- Provide information to all ratepayers about tree canopy cover on their property (December 2021). **Completed**
- Seek feedback from ratepayers about potential financial incentives i.e. rate rebates (March 2022). **Completed**

**5. Strategic Sites**

- Provide Quarterly update reports to Council on status of Strategic Property discussions. **On track**

**6. Year 1 Cultural Plan Actions**

- A Report be provided to Council identifying future opportunities and priorities with respect to Reconciliation initiatives (June 2022). **On track**

**7. Disability Access and Inclusion Plan**

- A Disability Access and Inclusion Plan is presented to Council for endorsement (March 2022). **On track**

**Progress Update****1. Economic Growth**

- Work has begun with all of the Associations to develop 3-year strategic plans that are aligned to Council's Economic Development Plan, for each main street. The development of agreed plans will influence the funding and ultimately the current model. The 3-year plans are expected to be completed in the coming months and will influence the 2022-23 requests from the Associations.

**2. Waste Management and Resource Recovery Plan**

- An Elected Member briefing was held in September 2021 outlining the various cost/benefit analyses undertaken in implementing the new initiatives contained within the Plan.
- Further consideration of the cost/benefit analyses will now be undertaken following conclusion of the tender assessment process for a new waste management contract.
- Council has considered a confidential report at its meeting held in January 2022 and provided a direction regarding the way forward. Discussions have commenced and the expected completion is no later than July 2022.

**3. Climate and Energy Plan**

- The endorsement of the final Climate and Energy Plan was expected to occur in June 2021, however Council requested amendments to the Plan that delayed endorsement until September 2021.
- Work has commenced on the annual report regarding Council's corporate carbon footprint for 2021/21, and timeframes have been adjusted following endorsement of the Plan.
- Since commencement of the new year, Council staff from the Finance, Assets and Environment areas have been meeting regularly to make improvements regarding the carbon tracking system.
- A Draft Climate Change Policy which includes circular economy has been developed. The Policy, together with the 2020/21 annual report on Council's corporate carbon footprint, is expected to be presented to Council for its consideration in March 2022.
- Work will shortly commence on the implementation of a sustainable procurement procedure and templates that support project management in line with policies, with completion expected in June 2022.
- The international reporting deadline of September 2021, per Council's Global Covenant of Mayors commitment, has been met. This focused on the 2019/20 data for community greenhouse inventory and hazard assessment. This submission was assessed by the Carbon Disclosure Project (CDP) and Unley was found to be compliant regarding requirements under the Global Covenant of Mayors in year one. It is anticipated that Unley will be awarded its first GCoM badges by April 2022.

**4. Tree Strategy**

- A report was presented to the August Council meeting outlining the results of the 2021 LiDAR program across the City.
- Ratepayers were provided with information with the December 2021 rates notice regarding their property's tree canopy cover.
- An Elected Members briefing was held at the end of November 2021, outlining options regarding financial incentives and options. Following this, a report was presented to Council in January 2022. Council decided not to proceed with community consultation at this stage.

**5. Strategic Sites**

- Matters regarding the Unley Central Development are continuing, and plans are also expected to be submitted to the State Government by the end of the first quarter of 2022.
- The site in Arthur Street / Mary Street, was sold in February 2022 and a meeting will be held with the new owners in the coming weeks.
- The State Government has requested ideas from developers regarding the former Julia Farr site in Fisher Street. Expressions of interest are likely to be sought in the first half of next year. The Council has written to the Minister expressing an interest in purchasing a portion of the land for the purposes of community open space. Council has also received a State Government contribution of \$345K towards the purchase of open space on the site or in the immediate vicinity.
- The expression of interest process for the previous Le-Cornu site on Anzac Highway is nearing completion, with two parties shortlisted. A final decision is expected to be made in the first half of 2022.
- Discussions have commenced with SA Housing re: potential uses of Mornington House and a briefing will be provided to Members as discussions progress.

**6. Cultural Plan**

- Discussions with appropriate Kaurna representatives and Reconciliation SA continue, with Council seeking guidance to scope priorities of future initiatives to strengthen and progress Unley's efforts in respectful Reconciliation. Initial discussions will be held with Administration, then subsequently informally with Elected Members.
- Following this, opportunities will be identified, and potential projects and options presented via a report to Council by June 2022.
- Proposed operating projects have been submitted for consideration in the 2022 Annual Business Plan and Budget, including the development of a Reconciliation Action Plan and Cultural Mapping (Song Lines) initiative.

**7. Disability Access and Inclusion Plan**

- Extensive community engagement has been undertaken and included: community groups; sports clubs; our Reference Groups; volunteers; local health providers; key disability service providers and agencies; together with focus groups facilitated by Purple Orange.
- The draft Disability Access and Inclusion Plan (DAIP document) was endorsed by Council, for the purpose of community engagement, at the January 2022 meeting.
- Community engagement on the draft DAIP is currently underway with the final report to be presented to Council in March 2022 for endorsement.



## DECISION REPORT

<b>REPORT TITLE:</b>	FULLARTON ROAD SOUTH TRADERS ASSOCIATION PROPOSED CHANGE TO SEPARATE RATE FOR 2022/23
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	ED SCANLON
<b>JOB TITLE:</b>	MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. FULLARTON ROAD TRADERS' ASSOCIATION REQUEST FOR INCREASE IN SEPARATE RATE LEVY</li><li>2. EXPANDED COLLECTION AREA MAP</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Fullarton Road South Traders Association Inc. (the Association) have written to Council to seek some changes to the Separate Rate that is collected along their main street. This report addresses each of the requested changes and outlines the process required to alter them.

For many years, the Fullarton Road Separate Rate has remained a fixed flat fee of \$250 per business. The Association has requested to increase this to \$350 per business.

In addition, the Association has requested to expand the boundary to which the Separate Rate is collected. Currently the boundary is on Fullarton Road from Cross Road to Fisher Street. The Association has requested that the boundary be expanded north to Wattle Street, Fullarton (11 businesses).

The Association has also requested a change to the use of the Separate Rate from just the purposes of "marketing", to be widened to include marketing, street beautification, and minor value-added infrastructure.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. In accordance with section 151 (5) and (6) of the *Local Government Act 1999*:
  - 2.1 Fullarton Road South Traders Association Inc. annual Separate Rate be increased to \$350 per business per annum

- 2.2 Fullarton Road South Traders Association Inc. collection area for the Separate Rate be expanded to include Wattle Street, Fullarton
- 2.3 Fullarton Road South Traders Association Inc. Separate Rate be changed to be used for the purposes of marketing, street beautification, and minor value-added infrastructure projects

be endorsed for the purposes of public consultation.

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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**

The Fullarton Road South Traders Association Inc. (the Association) have written to Council to seek some changes to the Separate Rate that is collected along their main street. This report addresses each of these requests and outlines the process required to alter them.

For many years the Separate Rate has remained a fixed flat rate of \$250 per business per annum. The Association has requested an increase to \$350 per business per annum (Attachment 1). The Association is the smallest of Council's Associations, currently generating \$13,000 per annum. The increase proposed has been requested to allow them to raise more funds to be able to undertake more activity on the street and to create further business opportunities for local traders.

*Attachment 1*

In addition, the Association has requested to expand the boundary to which the Separate Rate is currently collected (refer Attachment 2). Currently the Separate Rate is collected from businesses on Fullarton Road between Cross Road to Fisher Street. The Association has requested that this be expanded north to Wattle Street, Fullarton. Whilst Fisher Street is the current boundary, Wattle Street, Fullarton is seen as the unofficial boundary for the precinct and is also the State Electoral boundary, so logically it makes sense to include this additional area into the geographic area. The extension to Wattle Street, Fullarton would add approximately 11 businesses to the catchment area.

*Attachment 2*

The Association has also requested a change of use of the Separate Rate from just the purposes of "marketing", to be broadened to include marketing, street beautification, and minor value-added infrastructure.

This request has been made to Council Officers during workshop sessions with the Association in the development of the Fullarton Road South Traders Association Inc. Three Year Strategic Plan.

## **5. DISCUSSION**

### **The reason for the proposed change to the Separate Rate**

The Fullarton Road South Traders Association Inc. (Association) is a small main street Association that represents the businesses along Fullarton Road from Cross Road through to Fisher Street. The group operates very cost efficiently and has the smallest budget of all of Council's main streets.

The Association believes that the natural boundary for the main street should be Wattle Street, Fullarton. This would add 11 businesses to the geographical collection area and would allow for not only additional marketing of these businesses, but also increased revenue to promote the street.

The Separate Rate collected is currently set at \$250 per business per annum. This amount hasn't increased in over eight (8) years, so the Association is of the view that it is timely to increase this figure to allow more promotion and beautification of the Street to make it more appealing to businesses, residents, and people visiting the area.

The Association has requested that the Separate Rate be increased to \$350 per annum, which represents a weekly cost of approximately \$6.73 per business. This is a small cost to be part of a broader marketing, street beautification and minor value-added infrastructure program.

The current Separate Rate for 2021/22 has been declared for the purposes of funding a "marketing program". The inclusion of "street beautification and minor value-added infrastructure" into the declaration of the 2022/23 Separate Rate for the Association will provide greater opportunity for the Association to deliver programs and projects that benefit the street. This could include small projects such as fairy lights, planter boxes, and Christmas decorations that are not able to be funded by Council but meet the definition of purpose of the Separate Rate.

### **The relationship of the proposed change to the Council's overall rate structure**

The proposed change (increasing the rate to \$350 per business per annum as well as the expansion of the collection area to Wattle Street, Fullarton) would increase the Fullarton Road Separate Rate Revenue from \$13,000 to \$23,100 per annum in the 2022/23 financial year.

As this is a Separate Rate, all funds raised will need to be expended for the declared purpose within the 2022/23 financial year. The proposed extension of the geographic collection area would include a further 11 businesses who will be paying the Separate Rate.

### **The likely impact of the proposed change on ratepayers**

Whilst any increase in tax has implications for rate payers and in this case businesses, the Separate Rate in this instance is quite small in comparison to other Main streets or marketing levies paid by precincts.

The proposed total amount of \$350 per business per annum equates to approximately \$6.73 per a week.

### **Issues concerning equity within the community**

The proposed flat Separate Rate of \$350 per eligible business is seen as a fair and transparent way of rating businesses. The Association is developing a three-year strategic plan that will clearly outline their vision, activities and identify ways of engaging more with businesses along Fullarton Road. This is a key piece of work that is aimed at providing local businesses with a value proposition of the benefits of being actively involved with the Association. The strategic plan will also support and be consistent with Council's Economic Development Plan.

If Council supports the recommendation to go to public consultation on the proposed changes to the Fullarton Road Separate Rate, a subsequent report will be brought back to Council summarising feedback from the public consultation process. This Report will then allow Council to consider the proposed changes to the Fullarton Road Separate Rate as part of Council's Annual Business Plan.

The following public consultation is proposed:

- Letters to be sent to Fullarton Road businesses between Fisher Street and Wattle Street, advising them of the proposal to expand the geographical area of the Fullarton Road Separate Rate.
- Letters to be sent to Fullarton Road businesses within the existing Fullarton Road Separate Rate rateable area advising of proposed changes.
- Advertisement is placed in the Advertiser Public Notices describing the proposed Separate Rate changes and inviting interested persons to make written submissions with respect to the proposed amendments to the Separate Rate.
- Proposed changes are to be listed on the City of Unley Website as a news article.
- Community consultation Information packs are to be sent electronically via the Fullarton Road South Traders Association Inc. database.

## 6. ANALYSIS OF OPTIONS

### Option 1 –

1. The report be received.
2. In accordance with section 151 (5) and (6) of the *Local Government Act 1999*:
  - 2.1 Fullarton Road South Traders Association Inc. annual Separate Rate charge be increased to \$350 per business per annum
  - 2.2 Fullarton Road South Traders Association Inc. collection area for the Separate Rate be expanded to include Wattle Street, Fullarton
  - 2.3 Fullarton Road South Traders Association Inc. Separate Rate be changed to be used for the purposes of marketing, street beautification, and minor value-added infrastructure projects

be endorsed for the purposes of public consultation.

This option incorporates all the changes as requested by the Fullarton Road South Traders Association Inc. The changes proposed are considered to be very reasonable and will assist to increase revenue for the area without impeding greatly on local businesses. This option is low risk as it will seek opinions of local businesses on the proposed changes.

### Option 2 –

1. The report be received.
2. In accordance with section 151 (5) and (6) of the *Local Government Act 1999*:
  - 2.1 to be determined by Council
  - 2.2 etc

be endorsed for the purposes of public consultation.

Council may wish to request that different options be included in relation to the public consultation regarding the Fullarton Road South Traders Association Inc. Separate Rate. Council is reminded that there are legislative requirements that need to be met regarding changes to imposition of a separate rate.

### Option 3 –

1. The report be received.

This option would result in no commencement of public consultation. The request from the Fullarton Road South Traders Association Inc. would simply be noted.

## **7. RECOMMENDED OPTION**

Option one is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- Section 154(6) of the *Local Government Act 1999* declares a Separate Rate for a specified period. Accordingly, any funds raised must be expended within the declared time.
- The proposed changes to the Fullarton Road South Traders Association Inc. Separate Rate will have no additional budget implications for Council as all funds collected must be spent within the financial year – it is a “funds in”, “funds out” arrangement.
- The changes would involve 11 additional businesses being charged the Fullarton Road South Traders Association Inc. Separate Rate.

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

- The *Local Government Act 1999* (the Act) section 154 (1) provides that:

*A Council may declare a separate rate on rateable land within a part of the area of the Council for the purpose of planning, carrying out, making available, supporting, maintaining or improving an activity that is, or is intended to be, of particular benefit to the land, or occupier of the land, within the part of area, or to visitors to that part of the area.*
- The current Separate Rate for the Association has been declared to support marketing activities. The Association has requested that for 2022/23 that the Separate Rate be expanded to include marketing activities, street beautification and minor value-added infrastructure. Whilst all these activities meet the section 154(1) of the Act requirements for the purpose of a Separate Rate, a consultation process is required under section 151(5)(d) of the Act to follow the relevant steps of Councils Consultation Policy.
- Similarly, to expand the geographic area that the Separate Rate is collected from would also require Council to undertake public consultation as outlined above.
- Increasing the Separate Rate from \$250 to \$350 per business per annum, will also require a consultation process to be undertaken. A Separate Rate increase would normally be managed through Council’s Annual Business Plan community consultation process. However, as it is proposed to consult on the expansion of the Separate Rate geographic area, as well as the purpose of the Separate Rate, it would be more transparent to include the proposed Separate Rate increase from \$250 to \$350 per business per annum as part of the public consultation package.

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

- The position will be managed within existing resources.

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

- Nil

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

- These proposed changes have been requested by the Association with a view to continuing to grow, promote and enhance the street, and attracting residents and visitors from outside of the Unley Council area.

#### **8.6 Stakeholder Engagement**

- Sections 151(7) and 151(8) of the Act prescribe the minimum steps that Council's Public Consultation Policy must include with respect to undertaking public consultation in these circumstances.
- In order to meet these requirements and ensure that businesses have an appropriate opportunity to provide feedback on these proposed changes to the Fullarton Road South Traders Association Inc. Separate Rate, the following community consultation is proposed:
  - Letters to be sent to Fullarton Road businesses between Fisher Street and Wattle Street – advising of the proposal to expand the geographical area of the Fullarton Road South Traders Association Inc. Separate Rate.
  - Advertisement will be placed in the Advertiser Public Notices describing the proposed Separate Rate changes and inviting interested persons to make written submissions with respect to the proposed amendments to the Separate Rate.
  - Proposed changes to be listed on the City of Unley Website as a news article.
  - Public consultation Information packs are to be sent electronically via the Fullarton Road South Traders Association Inc. database.

### **9. REPORT CONSULTATION**

If Council supports the request of the Fullarton Road South Traders Association Inc. to go to community consultation on these proposed changes, a subsequent report will be brought back to Council outlining feedback from the community and business. The findings of this consultation can then be considered as part of the Annual Business Plan process

The Finance Team have been included in these internal discussions regarding the proposed changes to the Fullarton Road South Traders Association Inc. Separate Rate.

### **10. REPORT AUTHORISERS**

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







FULLARTON ROAD SOUTH  
TRADERS' ASSOCIATION  
INCORPORATED



Mr P Tsokas  
CEO City of Unley  
PO Box 1  
Unley 5061

Susan Straschko  
Chairperson  
Fullarton Road South  
Traders' Association Inc.

January 21<sup>st</sup> 2022

Dear Peter and Ed,

I hope this letter finds you both well.

I would request the Elected Members of the City of Unley consider an increase in the amount the Fullarton Road South Traders' Association Inc. (FRSTA) raise by Separate Rate Levy.

Currently we raise \$250 per rateable property along Fullarton Road, between Fisher Street and Cross Road and have not had an increase in this amount in the 11 years we have been collecting the levy. I would like to see that amount increased to \$350 per annum and the boundary of our rateable area extended to Wattle Street.

This will enable us to better promote our Mainstreet and to employ a Coordinator. Our meagre budget does not allow us to even consider diverting funds towards a person to look after the management of our marketing initiatives. Our funds are divested towards promoting our businesses and with our volunteer team under increasing pressure to maintain their businesses I am concerned that they will no longer give freely of their time and expertise for the common good.

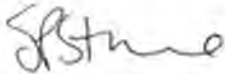
I personally believe and committee wholeheartly supports the notion that Wattle Street is the natural boundary of our precinct. At the inception of FRSTA, in 2005, the boundary was Wattle Street.

I also take this opportunity to request that the Elected Members commission an Infrastructure and Design Plan for the Precinct. Our Mainstreet has missed out on capital expenditure for many years. This Plan is an urgent matter because of the infill that is happening at a steady rate and should include traffic management measures that

cater for all the extra people moving into the area created by the increase in higher density properties.

I trust the Elected Members will look favourably on these requests and I am happy to appear before Council at any time to speak for these proposals.

Kind regards

A handwritten signature in black ink, appearing to read 'S Straschko', written in a cursive style.


Susan Straschko  
Chair, FRSTA  
0411 555 474



# FULLARTON ROAD



## LEGEND

 EXISTING COLLECTION AREA

 PROPOSED ADDITIONAL COLLECTION AREA

 FULLARTON PARK





## INFORMATION REPORT

<b>REPORT TITLE:</b>	TRADER ASSOCIATION QUARTER 2 REPORTS 1 OCTOBER - 31 DECEMBER 2021
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	ED SCANLON
<b>JOB TITLE:</b>	MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. UNLEY ROAD TRADERS ASSOCIATION</li><li>2. GOODWOOD ROAD TRADERS ASSOCIATION</li><li>3. KING WILLIAM ROAD TRADERS ASSOCIATION</li><li>4. FULLARTON ROAD TRADERS ASSOCIATION</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) consisting of local businesses who enter 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 October to 31 December 2021, as well as additional information on the activities that the Associations are undertaking to drive local economic activity.

Business and crowd restrictions have impacted some events and activities to date and will into the foreseeable future due to COVID-19. The Associations have and will continue to adhere to SA Health restrictions.

### 2. **RECOMMENDATION**

That:

1. The report be received.
-

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

3. Economic Prosperity

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

### **4. BACKGROUND**

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

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.

Each Association is required to provide a quarterly report of its expenditure and activities. This report summarises the Quarter 2 updates 2021/22.

### **5. DISCUSSION**

It is a requirement that Separate Rate funding is fully expended in the financial year for which it is raised. To monitor this and provide transparency to Council, the Associations provide quarterly update reports to Council. The following information and attachments summarise the reporting requirements for Quarter 2 2021/22. Additional information is provided that highlights activities, achievement, and challenges from the reporting period.

*Attachments 1-4*

It should be noted that each Association receives income from other sources, including banner income as prescribed through the City of Unley Banner Policy, third party sponsorships and membership. This additional income is not subject to the Agreement terms.

#### **Unley Road Association – key activities Quarter 2 (\$113,395 Separate Rate Funding p/a)**

- Ran a local business forum network function and undertook analysis of feedback.
- Conducted AGM as per Constitution.
- Three new committee members voted in at AGM.
- Conducted Christmas networking event - within SA Health Covid Guidelines.
- Planning of potential events for 2022-23.
- Preparation for Major Event including meeting with traders, suppliers, and sponsors inc. radio - TV - Cosi and other social, organisation with entertainment for community concert and infrastructure companies.

- SA Health for COVID Management Plans.
- Prepared sponsorship packages and sourced 7 event sponsors.
- Prepared competition prizes with supporting partners.
- Organised graphics for various marketing platforms and printing designs for Major Event.
- Designed, printed, and installed Christmas decoration sign boards throughout the length of Unley Road.
- Designed and printed street pole banners and organised installation.
- 193 social media posts promoting Unley Road Traders and Christmas activation.
- 5 blogs promoting Unley Road.

**Goodwood Road Business Association – key activities Quarter 2**  
**(\$57,225 Separate Rate Funding p/a)**

- Two *Sat'dy on Goody* events held – 16 Oct (Spring) and 4 December (Christmas).
- Christmas event incorporated a Christmas decoration trail which was very successful, taking people up and down the Road to vote and collect goodies from businesses.
- Fence Installations completed and installed on Primary school fence.
- Christmas Decoration competition held in December.
  - 30 business participants.
  - 240 online entries, 77 paper entries.
  - Winners announced at Member Christmas drinks at Good Gilbert 14 December 2021.
- Vouchers purchased from businesses to create a Goody Christmas basket prize as an incentive for people to enter at Community Bank Goodwood which sponsored the competition.
- Conducted AGM including preparation of financials – 12 October 2021.
- Social media undertaken to promote Christmas trail and Christmas shopping along the precinct.

**King William Road Traders Association – key activities Quarter 2**  
**(\$92,280 Separate Rate Funding p/a)**

- Christmas event successfully held 11 December 2021.
- Installation of Christmas Box decorations and styling along King William Road.
- Successful Christmas Social Media campaign ran.
- Christmas banner activation throughout precinct.
- Strategic partnership with Polo – fashions on the Field held 3 December 2021.
- SA Life Magazine December Advertising.
- Adelady Advertising promoting Christmas shopping along the precinct.
- Updating of KWR entry statement (Crown banners).
- Local Influencer promotion – promoting King William Road for Christmas trade.

**Fullarton Road South Traders Association – key activities Quarter 2  
(\$13,750 Separate Rate Funding p/a)**

- Photography project of Fullarton Road completed.
- Planning for Easter Event under way.
- Social media and posts completed in lead up to Christmas Trading.

**6. REPORT AUTHORISERS**

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



**UNLEY ROAD ASSOCIATION****Summary of Income and Expenditure 2021/22****Income**

Separate Rate funding	\$ 113,395.00
Membership (if applicable) **Please add / delete lines as needed	
Event Sponsorship	\$10 000
<b>Total Income</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/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**

**Strategic Projects (Highlevel program overview. Breakdown of individual projects and further further detail on "Detail" worksheet)**

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Strategic Project 1	Member Services	\$ 11,000.00		3,973.12			3973.12	36%
Strategic Project 2	Advertising and Promotions	\$ 43,000.00	937.2	16,155.90			17093.1	40%
Strategic Project 3	Events	\$ 23,000.00		6,800.84			6800.84	30%
<b>Subtotal</b>		<b>\$ 77,000.00</b>	\$ 937.20	\$ 26,929.86	\$ -	\$ -		35%

**Administration**

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Salary for Admin Coordinator and Marketing Coordinator	\$ 29,500.00	4275	9,138.23			13413.23	45%
PO Box		\$ 140.00						
Other		\$ 400.00						
Office Expenses		\$ 4,255.00	739.14	1,626.28			2365.42	56%
Insurance		\$ 2,100.00					0	0%
<b>Subtotal</b>		<b>\$ 36,395.00</b>	5014.14	10,764.51			15778.65	43%

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 113,395.00</b>	\$ 5,951.34	37,694.37			43645.71	38%
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<b>Operating Surplus</b>		<b>-\$ 113,395.00</b>					0	0.00%
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**Goodwood Road Business Association  
Summary of Income and Expenditure 2021/22**

**Income**

Separate Rate funding	\$57,225.00
Membership : Estimated	\$200.00
CoU Sponsorship	\$10,000.00
Banner Income	\$3,760.00
Opening Balance	\$4,500.00
<b>Total Income</b>	<b>\$75,685.00</b>

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

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

**Strategic Projects (Highlevel program overview. Breakdown of individual projects and further further detail on 'Detail" worksheet)**

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Strategic Project 1	Advertising/Promotion ( media, activations, streetscape)	\$ 15,893.00	\$ 2,978.32	\$ 1,799.42			\$4,777.74	30%
Strategic Project 2	Events (\$10,000 levy, \$10,000 Cou Sponsorship)	\$ 20,000.00	\$ 2,508.00	\$ 2,373.39			\$4,881.39	24%
Strategic Project 3	Member Services	\$ 1,500.00	\$ -	\$ 292.25			\$292.25	19%
Strategic Project 4	Coordinator Fee - Marketing	\$ 16,900.00	\$ 5,270.00	\$ 5,690.00			\$10,960.00	65%
<b>Subtotal</b>		<b>\$ 54,293.00</b>	<b>\$ 10,756.32</b>	<b>\$ 10,155.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$20,911.38</b>	<b>39%</b>

**Administration**

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Coordinator Fee - Admin	\$ 13,520.00	\$ 4,216.00	\$ 4,552.00			\$8,768.00	65%
Office Expenses / Misc		\$ 700.00	\$ 63.20	\$ 131.45			\$194.65	28%
Book keeping/auditing		\$ 2,000.00	\$ 458.00	\$ 742.00			\$1,200.00	60%
Insurance		\$ 1,800.00	\$ -	\$ 1,471.00			\$1,471.00	82%
<b>Subtotal</b>		<b>\$ 18,020.00</b>	<b>\$ 4,737.20</b>	<b>\$ 6,896.45</b>			<b>\$11,633.65</b>	<b>65%</b>

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 72,313.00</b>					<b>\$32,545.03</b>	<b>45%</b>
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<b>Operating Surplus</b>	(includes opening balance, yet to be allocated, and not included in levy expenditure)	<b>\$ 3,372.00</b>					<b>\$0.00</b>	<b>0.00%</b>
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**King William Road Traders Association  
Summary of Income and Expenditure 2021/22**

**Income**

Separate Rate funding	\$150,530
COU Event Sponsorship	\$10,000
<b>Total Income</b>	<b>\$160,530</b>

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

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

**Expenditure**

**Strategic Projects (Highlevel program overview. Breakdown of individual projects and further detail on "Detail" worksheet)**

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Strategic Project 1	Events and Activations (\$10,000 COU Sponsorship, \$30,000 SR)	\$ 40,000.00	0	30867.33			30867.33	77%
Strategic Project 2	Advertising and PR	\$ 35,000.00	212.61	6409.39			6622.00	19%
Strategic Project 3	Digital Marketing	\$ 25,000.00	3344.00	4724.00			8068.00	32%
Strategic Project 4	Street Development	\$ 7,000.00	8301.81	0			8301.81	119%
Strategic Project 5	Administration	\$ 2,000.00	0	0			0	0%
<b>Subtotal</b>		<b>\$ 109,000.00</b>	<b>\$ 11,858.42</b>	<b>\$ 42,000.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>53859.14</b>	<b>49%</b>

**Administration**

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing Consultant	Consultant fees	\$ 40,000.00	7832.00	13903.50			21735.50	54%
Office expenses	Ongoing operating expenses such as insurance, auditing, operational programs etc	\$ 11,530.00	4,666.91	4160.59			8827.5	77%
<b>Subtotal</b>		<b>\$ 51,530.00</b>	<b>\$ 12,498.91</b>	<b>\$ 18,064.09</b>			<b>30563</b>	<b>59%</b>

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 160,530.00</b>	<b>\$ 24,357.33</b>	<b>\$ 60,064.81</b>			<b>84422.14</b>	<b>53%</b>
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<b>Operating Surplus</b>		<b>\$ -</b>					<b>0</b>	<b>0</b>
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**FULLARTON ROAD SOUTH TRADERS' ASSOCIATION INC.**  
**Summary of Income and Expenditure 2021/22**

**Income**

Separate Rate funding	\$ 13,750.00
<b>Total Income</b>	<b>\$ 13,750.00</b>

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

Has there been an alteration to your endorsed expenditure plan:	YES	12TH NOV 2021, VIA EM
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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**

**Strategic Projects (Highlevel program overview. Breakdown of individual projects and further further detail on 'Detail" worksheet)**

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

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Strategic Project 1	MARKETING CAMPAIGN	\$ 8,600.00	\$ 429.00	\$ 935.00		\$ 1,364.00	16%
Strategic Project 2	TRADERS' NETWORKING CHRISTMAS FUNCTION	\$ 600.00	nil	\$ 470.80		\$ 470.80	78%
Strategic Project 3	PROMOTION OF SPECIAL EVENT (FUN DAY)	\$ 1,250.00	nil			\$ -	0%
Strategic Project 4		\$ -				\$ -	0
Strategic Project 5		\$ -				\$ -	0
<b>Subtotal</b>		<b>\$ 10,450.00</b>	\$ 429.00	\$1,405.80	\$ -	\$ -	0%

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
<b>Administration</b>	eg: Salary for Coordinator **Please add / delete lines as needed						
Marketing/Admin Coordinator		\$ -				\$ -	#DIV/0!
Office Expenses		\$ 1,200.00	\$ 2.40	\$ 0.80		\$ 3.20	0%
Insurance		\$ 1,600.00	nil			\$ -	0%
<b>Subtotal</b>	<b>Projects + Administration</b>	<b>\$ 2,800.00</b>	nil			\$ -	0%

<b>Total Expenses</b>		<b>\$ 13,250.00</b>	nil			\$ -	0%
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<b>Operating Surplus</b>		<b>\$ 500.00</b>	nil			\$ -	0.00%
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## INFORMATION REPORT

**REPORT TITLE:** QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY DECEMBER 2021

**ITEM NUMBER:** 4.7

**DATE OF MEETING:** 28 FEBRUARY 2022

**AUTHOR:** LARA KENNEDY

**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE CEO

**ATTACHMENTS:** 1. CPCA CEO PROGRESS REPORT DECEMBER 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 31 December 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 31 December 2021 is included for the information of Council as Attachment 1.

*Attachment 1*

### 5. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Kathryn Goldy	Acting 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 DECEMBER QUARTER 2021**

This progress report provides an update to our owner councils in relation to the performance of the Centennial Park Cemetery Authority for the period ended 31 December 2021, as well as insights into recent matter or activities that may be of interest.

### **Change to Board Composition**

Following the gazettal late last year of the Councils' new Charter for Centennial Park, the Board's Nominations Committee finalised its recruitment of two new independent members. The appointments of Greg Stirling and Loewn Steel were approved by the Owners Executive Committee in November 2021, and following a prompt and in-depth induction, Greg and Loewn attended their first meeting in mid-December, at which they were asked to review and endorse the proposed suite of strategic plans.

Greg Stirling has strengths in brand strategy, visitation and placemaking. He is the current Chief Growth Officer with LVX Global and has previously worked in a senior capacity with Coopers Brewery, SkyCity Adelaide, and Pernod Ricard where Greg spent 16 years as the Global Brand Manager and then Head of Brand Sites and Visitation.

Loewn Steel has strengths in business strategy and diversification, technology, governance, and leadership development. She is an experienced board director and senior executive whose current and past board roles include ECH, Adelaide Central Market Authority, and Business SA. She previously held CEO roles with Kojo in Adelaide and Radical Media in Sydney.

The depth of experience of Greg and Loewn complement those of the existing Board Members resulting in a highly skilled, professional Board that should give the owner councils great confidence in the future governance of the organisation.

### **Business Performance to 31 December 2021**

Business operations continue to be impacted by the COVID-19 pandemic, with capacity limits affecting chapel services, witness of cremation, witness of placement, functions, and the café.

Despite this, for the financial year to 31 December, we have returned a modest operating surplus better than the budgeted result. After payment of \$330k to our owner councils for the liability guarantee fee, we are showing an overall small deficit.

Total revenue continues to exceed budget, with key interment right and cremation revenue offsetting the lower-than-expected function room income. Interment right revenue has been helped by sales of premium positions including two positions in Olive Terrace (full monumentation vaults), four positions in Olive Views (large monumentation earth burials), and twenty positions in Martinique Grove (earth burials positioned around individual magnolia trees).

### **Strategic Management Plan (SMP) 2022-2026**

The Board endorsed the suite of plans at its December meeting. The plans include the Strategic Management Plan 2022-2026, a ten-year Asset Management Plan, and a ten-year Long Term Financial Plan.

The plans have been developed following research and consultation with all relevant stakeholders, including our owner councils. The plans will now make their way through the Owners Executive Committee, and the Audit & Risk Committees of each council, before being presented to full Council for approval.

### **COVID-19 Pandemic Impacts**

Aside from the financial impacts of COVID-19 discussed above, the pandemic is affecting our team in the same way it is in most other sectors and businesses.

Turnover is trending higher than our long-term average and whilst this places a burden on existing team members in terms of resourcing, recruitment, and training, we have been able to attract quality candidates to fill all vacancies to date.

On a positive note, absenteeism is up only slightly compared to our long-term average, and as at the writing of this report, we have only one team member required to quarantine. We acknowledge that this may increase and are discussing resourcing regularly as part of Leadership meetings.

The team continue to show great resilience and are working extraordinarily hard to meet the needs of families and FDs despite leave, new team member training, and changing COVID-19 restrictions.

### **Community Engagement**

In October, we showed our support for Mental Health Awareness Month by lighting the perimeter of the Park in blue light, and in November we were able to hold two important commemorative events in our annual calendar: Our All-Souls' Day mass and our traditional Remembrance Day Service.

Due to COVID-19 restrictions, our Remembrance Day Service was limited to invited guests only. As is tradition, we partnered with the mounted Barossa Light Horse Division, Re-enact SA, Scotch College Pipes and Drums Band, and Walford Girls' Choir. Despite the need for reduced numbers, the Service was no less moving than always, and a flypast added to the sense of occasion. As well as media coverage by Channel 7, the event was livestreamed, and a copy of the video placed on our website and social media.

While interaction with our community through social media is always strong, it was boosted by the Remembrance Day posts which reached over 3,000 people and generated 360 visits to our website. We register around 18,000 website sessions each month and subscribers to our regular electronic newsletter currently sit at almost 19,000.

### **Janet Miller**

Chief Executive Officer  
24 January 2022

## DECISION REPORT

<b>REPORT TITLE:</b>	2022 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - CALL FOR NOTICE OF MOTIONS FOR THE NATIONAL GENERAL ASSEMBLY
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. CALL FOR MOTIONS FOR NGA 22 (DISCUSSION PAPER)</li><li>2. EMAIL FROM AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION, DATED 17/12/2021</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for the National General Assembly (NGA) of Local Government which will take place in Canberra on 19-22 June 2022. Any submissions for Notice of Motions are required to be received no later than Friday 25 March 2022.

This report was originally presented to Council at the Council Meeting on 31 January 2022. At that time Council resolved that:

1. *The Item be deferred to the 28 February 2022 Council Meeting to provide additional time for Council to consider a Motion for presentation to National General Assembly.*

*Resolution No. C0699/22*

This report now seeks to determine if Council will resolve to submit a Notice of Motion to the NGA.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. *The matter is for Council to determine. Options are provided at section 6 of this report.*
-

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

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

The NGA provides an opportunity for Councils across the country to influence the national policy agenda on issues affecting Local Government.

The NGA of Local Government is scheduled to be held in Canberra on 19-22 June 2022.

The 2022 NGA theme is 'Partners in Progress', focusing on how partnerships, particularly between the Australian Government and local governments, can tackle the immediate challenges facing communities and help us confidently prepare for the future.

The ALGA is currently calling for motions from Councils. The deadline for submitting motions is Friday 25 March 2022.

### **5. DISCUSSION**

The ALGA is the national peak advocacy body for local government. ALGA's work includes but is not limited to the establishment of national policy and extensive liaison and lobbying with departments, Ministers, and other parliamentarians at the Commonwealth level to achieve better outcomes for local councils.

The ALGA is comprised of delegates from each member association who refer matters of national relevance to the ALGA Board for consideration at regular Board meetings.

The 2022 NGA of Local Government is due to be held in Canberra on 19-22 June 2022 and is an opportunity for individual councils to identify matters of national relevance to the sector and for these matters to be considered by ALGA as national policy, for its advocacy role for more immediate action by ALGA on behalf of the sector.

#### Submissions of Motions for Debate

The ALGA Board is calling for motions for the NGA under the theme of 'Partners in Progress'. This theme is focusing on how partnerships, particularly between the Australian Government and local governments, can tackle the immediate challenges facing communities and help us confidently prepare for the future.

To inform the submission of motions, a discussion paper has been prepared by ALGA (Attachment 1).

*Attachment 1*

To be eligible for inclusion in the NGA Business Papers and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. Be consistent with the themes of the NGA;
3. Complement or build on the policy objectives of your state and territory local government association;
4. Be from a council which is a financial member of their state or territory local government association;
5. Propose a clear action and outcome; and
6. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level that will assist local government to meet local community needs.

Motions are to be lodged electronically using the online form available. Motions must include a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of Council. The background information to the motion assists all delegates, including those with no knowledge of the issue, in their consideration of the motion.

To ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Sub-committee will group the motions together under an overarching strategic motion. The strategic motions will either be drafted by ALGA or are based on a motion submitted by a Council which best summarises the subject matter.

Once all motions have been received, they are reviewed by the ALGA Board's NGA Sub-Committee as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-committee considers the importance and relevance of the issue to local government.

Councils must submit motions directly to ALGA. When ALGA collates the proposed motions, they will provide them to state associations seeking additional background material if required.

It should be noted that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association and will not be included in the Business Papers.

Motions that are accepted and placed on the Agenda for the NGA will be debated throughout the assembly.

Following the Call for Notices of Motions by ALGA, communication was sent to all Elected Members asking for consideration to submit a Motion.

Councillor K. Anastassiadis submitted the following motion for the consideration of Council:

**Motion:**

The National General Assembly calls on the Australian Government and the State and Territory Governments to:

- jointly undertake an investigation of the adequacy of the current policy on packaging and product recycling information
- consider establishing a consistent national approach that mandates the provision of information and advice by all manufacturers or wholesalers/retailers regarding the relevant recycling stream for all packaging as well as products produced or sold in Australia.

**National Objective:**

The National Waste Policy (2018) and the National Waste Policy Action Plan (2019-2030) establishes six (6) targets, including making comprehensive, economy wide, and timely data publicly available to support better consumer investment and policy decisions.

In all Australian jurisdictions, there is responsibility to support and give effect to the National Waste Policy Action Plan through local government, departments of environment and nationally through the national ministerial council.

**Summary of Key Arguments:**

Increasingly consumers and in particular councils, as the main level of government responsible for collecting and managing waste in Australia, need to have the information to ensure product wastes are directed to the right waste or recycling stream. Many products and packaging do not include information about how they should be disposed of. Whilst there is a voluntary code, there is no obligation on manufacturers, wholesalers, or retailers to provide information about which waste stream the product/packaging should be directed to.

The current scheme operating in Australia is a voluntary co-regulatory scheme which focuses on packaging and does not cover products. This scheme forms part of the National Waste Action Plan (2019-2030).

Packaging is overseen by the Australian Packaging Covenant Organisation (APCO) which ensures collaboration to keep packaging materials out of landfill and ensure the maximum local economic value of the materials, energy, and labour. APCO oversees the Sustainable Packaging Guidelines and leads the ANZPAC Plastics Pact.

A consistent national approach for the sorting, storage and collection of waste and resource recovery (recyclable) materials is needed to ensure:

- uniform recycling standards.
- consistent national waste and resource recovery messaging and education.
- improved resource recovery opportunities while reducing contamination.
- Consistent development standards, controls, and infrastructure for all sectors for waste control.

A fundamental aspect of this is to establish consistent labelling requirements for all products/packaging to ensure their appropriate and easy disposal. Councils rely on residents to do this well, noting that consumers already bear a significant time burden by ensuring that waste is placed in the relevant waste stream given the level of scrutiny and decision-making required. Women generally spend more time recycling further, adding to their higher domestic burden.

For councils, waste services are one of the largest expenditure lines increasingly requiring nuanced policy and community education strategies to reduce waste, contamination, and cost.

The key question is whether the current voluntary system is adequate and if there is a need to move towards a more comprehensive and possibly mandatory scheme. Requesting a national investigation is consistent with the directions of the national action plan and will allow a mid-stream review of progress towards achieving targets; how well the action plan is being implemented and whether greater effort is needed on this issue to meet national objectives.

ABS 2018-2019 data:

- Residential waste constitutes 20% of total Australian waste.
- Australia generated 76M tonnes of waste (increase of 10% since 2016-2017). Over half is sent for recycling.
- \$17B is spent on waste services (18% increase since 2016-2017).
- Households are the third largest waste generator at 12.4M tonnes / 16.3% after Manufacturing 12.8M tonnes / 16.9%; Construction, 12.7M tonnes /16.8%), Electricity, gas, water 10.9M tonnes / 14.4%).
- Households contribute the largest amount of plastic waste (47%) and organic waste (42%).
- Households incurred the third largest expenditure on waste collection, treatment, and disposal services - \$595M after Construction, Manufacturing & Agriculture).

## 6. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The following matter be submitted to the Australian Local Government Association for inclusion in the upcoming National General Assembly (currently scheduled for 19-22 June 2022).

### **Motion:**

The National General Assembly calls on the Australian Government and the State and Territory Governments to:

- jointly undertake an investigation of the adequacy of the current policy on packaging and product recycling information
- consider establishing a consistent national approach that mandates the provision of information and advice by all manufacturers or wholesalers/retailers regarding the relevant recycling stream for all packaging as well as products produced or sold in Australia.

### **National Objective:**

The National Waste Policy (2018) and the National Waste Policy Action Plan (2019-2030) establishes six (6) targets, including making comprehensive, economy wide, and timely data publicly available to support better consumer investment and policy decisions.

In all Australian jurisdictions, there is responsibility to support and give effect to the National Waste Policy Action Plan through local government, departments of environment and nationally through the national ministerial council.



## **Summary of Key Arguments:**

Increasingly consumers and in particular councils, as the main level of government responsible for collecting and managing waste in Australia, need to have the information to ensure product wastes are directed to the right waste or recycling stream. Many products and packaging do not include information about how they should be disposed of. Whilst there is a voluntary code, there is no obligation on manufacturers, wholesalers, or retailers to provide information about which waste stream the product/packaging should be directed to.

The current scheme operating in Australia is a voluntary co-regulatory scheme which focuses on packaging and does not cover products. This scheme forms part of the National Waste Action Plan (2019-2030).

Packaging is overseen by the Australian Packaging Covenant Organisation (APCO) which ensures collaboration to keep packaging materials out of landfill and ensure the maximum local economic value of the materials, energy, and labour. APCO oversees the Sustainable Packaging Guidelines and leads the ANZPAC Plastics Pact.

A consistent national approach for the sorting, storage and collection of waste and resource recovery (recyclable) materials is needed to ensure:

- uniform recycling standards.
- consistent national waste and resource recovery messaging and education.
- improved resource recovery opportunities while reducing contamination.
- Consistent development standards, controls, and infrastructure for all sectors for waste control.

A fundamental aspect of this is to establish consistent labelling requirements for all products/packaging to ensure their appropriate and easy disposal. Councils rely on residents to do this well, noting that consumers already bear a significant time burden by ensuring that waste is placed in the relevant waste stream given the level of scrutiny and decision-making required. Women generally spend more time recycling further, adding to their higher domestic burden.

For councils, waste services are one of the largest expenditure lines increasingly requiring nuanced policy and community education strategies to reduce waste, contamination, and cost.

The key question is whether the current voluntary system is adequate and if there is a need to move towards a more comprehensive and possibly mandatory scheme. Requesting a national investigation is consistent with the directions of the national action plan and will allow a mid-stream review of progress towards achieving targets; how well the action plan is being implemented and whether greater effort is needed on this issue to meet national objectives.

ABS 2018-2019 data:

- Residential waste constitutes 20% of total Australian waste.
  - Australia generated 76M tonnes of waste (increase of 10% since 2016-2017). Over half is sent for recycling.
  - \$17B is spent on waste services (18% increase since 2016-2017).
  - Households are the third largest waste generator at 12.4M tonnes / 16.3% after Manufacturing 12.8M tonnes / 16.9%; Construction, 12.7M tonnes /16.8%), Electricity, gas, water 10.9M tonnes / 14.4%).
  - Households contribute the largest amount of plastic waste (47%) and organic waste (42%).
  - Households incurred the third largest expenditure on waste collection, treatment, and disposal services - \$595M after Construction, Manufacturing & Agriculture).
3. Staff be authorised to compile additional background information in support of the proposed motion and liaise with the ALGA (if required) in relation to the wording of the motion set out in Part 2, and if essential, modify the wording to facilitate acceptance of the motion for consideration at the upcoming Australian Local Government Association National General Assembly (currently scheduled for 19-22 June 2022).

This option endorses the proposed motion relating to compulsory voting in Local Government to be submitted to ALGA for consideration at the National General Assembly in June 2022.

Option 2 –

1. The report be received.

Council is not obligated to submit a Notice of Motion. This option receives the report and takes no further action.

## **7. RECOMMENDED OPTION**

This is a matter for Council to determine.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- There are no financial/budget implications associated with the recommended options.

**8.2 Legislative/Risk Management**

- Should Council determine to submit a Notice of Motion, staff will need to ensure it meets ALGA requirements, which may require slight modification to the wording of the motion, without changing the intent of the motion, prior to submission to ALGA. Option 1 point 3 of the recommendation provides the capacity for staff to make changes to the motion if required, to facilitate submission to the ALGA.

**8.3 Staffing/Work Plans**

- Not Applicable

**8.4 Climate/Environmental Impact**

- Not Applicable

**8.5 Social/Economic**

- Not Applicable

**8.6 Stakeholder Engagement**

- Not Applicable

**9. REPORT AUTHORISERS**

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





AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

PARTNERS IN PROGRESS

**2022**

NATIONAL

**GENERAL**

ASSEMBLY

19 - 22 JUNE 2022

**CALL FOR MOTIONS**

DISCUSSION PAPER





**NGA22.COM.AU**

## SUBMITTING MOTIONS

This discussion paper is a call for councils to submit motions for debate at the 2022 National General Assembly (NGA) to be held in Canberra 19 – 22 June 2022.

It has been prepared to assist you and your council in developing your motions. You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s can address one or more of the issues identified in the discussion paper.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.

The theme of the 2022 NGA is – Partners in Progress.

The NGA aims to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.

In submitting your council's motion/s you are encouraged to focus on how partnership can address national issues at the local level, and new ways the Australia Government could partner to strengthen the local government sector to advance community well-being, local economic development, create jobs, address environmental challenges, climate change and complex social issues such as housing affordability.

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda and promote new ways of strengthening the local government sector and our communities.

Note: If your council does submit a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



**To submit your motion go to:**  
[alga.asn.au/](http://alga.asn.au/)

## KEY DATES

### CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something; and
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs.

Motions should commence as follows - *This National General Assembly calls on the Australian Government to .....*

*Example*

*This National General Assembly calls on the Australian Government to restore Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.*

## OTHER THINGS TO CONSIDER

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the issue. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note that motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and relatively simple. Complex motions with multiple dot point can be difficult to implement and to advance.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 25 March 2022.





## Introduction

As Australia emerges from the crisis management phase of the COVID-19 global pandemic, attention now turns to rebuilding and to the future.

By the time of the NGA in June 2022, the next federal government and 47th Parliament of Australia, will almost certainly have been elected.

Prior to the election the major political parties will have campaigned on priorities and made numerous policy and programs commitments that will help shape our nation's future.

Invariably, in government, these policies and programs will need to be refined, developed and implemented. Almost certainly they will need to be adapted to meet changing circumstances, emerging issues and local and regional needs.

We know from previous elections that governments will not be able to achieve their policy agenda alone. They need reliable partners committed to playing their part in taking the nation forward, working together on mutual goals and advancing national prosperity for all.

During the election campaign, ALGA will be working extensively with state and territory local government association members, and many of you, to advance the national priorities highlighted in the Federal Election manifesto 'Don't' Leave Local Communities Behind'.

These priorities were significantly influenced by many of the resolutions of past NGAs.

Whether the Coalition Government is returned or a new Government formed, the 2022 NGA provides the first major opportunity to engage with relevant portfolio Ministers and key members of the new Government.

Most importantly, it provides you - the elected representatives of Australia's local councils and communities - with the opportunity to reaffirm our national priorities and to place new ideas on the national policy agenda.



## The Immediate Recovery Challenges

Government at all levels have collaborated to avert the worst possible health and economic outcomes of the COVID-19 pandemic across Australia.

By November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold.

Every community was affected, some more than others, and local government has been at the forefront of developing local solutions to local challenges.

*Given the economic and social impacts of the COVID pandemic on communities over the past 2 years, are there issues that need to be addressed by a new partnership between the Commonwealth Government and local governments?*

*Given the impacts of the COVID pandemic on your council and other councils around the country, are their issues that a partnership between the Commonwealth Government and local government should address?*

## Jobs

In September 2021 the national, seasonally adjusted unemployment rate, was 5.2% (ABS). The underemployment rate was 9.5% with monthly hours worked decreasing by 1 million hours. Roy Morgan's survey work suggests Australian unemployment (unadjusted) was 9.2% in October with underemployment at 8.6%.

National statistics however mask variations at the state, regional and local level. State and Territory unemployment ranged from 3.9% in Western Australia and the Northern Territory, 5.1% in Queensland and Tasmania, 5.3% in South Australia, NSW 5.4%, Victoria 5.6% and the Australian Capital Territory 6.6%. Similarly, regional and local community unemployment vary from the national average reflecting local circumstances and the different impact of the COVID-19 pandemic, lockdowns and their flow-on effects have on the local economy. Youth unemployment and Aboriginal and Torres Strait Islander unemployment is also consistently higher.

As an employer of staff and of contractors, as well as a facilitator of local economic development, local government can play a key role in addressing unemployment and underemployment.

In keeping with the ALGA Federal election manifesto, 'Don't' Leave Local Communities Behind' local solutions are required for local circumstances.

*What new partnership program could the Australian Government develop to take advantage of local government's knowledge of the local economy, geographic spread across the country and its ability to create jobs?*

*As an employer, what are the pre-requisites for councils to create more good quality, secure local jobs that build community capacity and address local workforce skills shortages?*



### Building Back Better Businesses

The economic shock of the past 2 years has caused unprecedented disruption to local businesses and communities. While many businesses have adapted to difficult circumstances, some have not survived. The current vacant shops fronts and offices of the streetscapes in our cities and towns is evidence of the challenges that our local businesses, local industry and communities have faced.

*The capacity of the private sector, and small business in particular, to bounce back is untested.*

*What new partnership programs could the Australian Government introduce to take advantage of local government's role in economic development, including to support local businesses?*

### Opening Australia's Borders

As previously mentioned, by November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold. At this point, under the National Plan to Transition Australian National COVID-19 Response, governments were committed to introducing new measures such as opening international borders, minimising cases in the community without ongoing restrictions or lockdowns, Covid vaccination boosters encouraged and provided as necessary, and allowing uncapped inbound arrivals for all vaccinated persons, without quarantine.

As Australia opens-up its international borders economic recovery is expected to accelerate. The return of expats, international students, overseas migration and international tourism will increase population, supply of labour and demand for goods and services including for accommodation.

In the first instance, economic activity can be expected to return to pre-Covid levels. Over time, with appropriate support, it will grow.

The closure of borders and particularly international borders affected many parts of the tourism industry and the economies of many local communities. While domestic visitors helped fill a gap, recovery of many parts of the industry and the economy of communities that depend heavily on tourism will depend on the return of international travel.

To do this Australia must position itself to compete in international markets. This comes through offering high quality destinations, services and experiences that highlight the quality and value available in Australia. In addition to delivering a better visitor experience, this should also increase productivity, efficiency and innovation.

*In the short term, what new partnership programs could the Australian Government introduce to assist local government meet the return of international students and stronger migration now and into the future?*

*What new programs could the Australian Government develop to partner with local government to facilitate tourism and the traveller economy?*

### Workforce Shortages and Re-engineering Work

In November 2021 business representatives report significant labour shortages particularly in the agriculture and hospitality sectors. The lack of backpackers, overseas students and migrant workers, combined with people not wanting to return to the workforce, are just some of the reasons attributed to these shortages.

While opening borders may increase the supply of labour, some argue that there is a more fundamental change in Australia's workforce and workplaces.

Although not reported in Australia yet, in the United States the post Covid workforce has been associated with what some have called the 'Great Resignation' as employees have adjusted their expectations, work life balance and priorities and simply not returned to their old jobs.

Many workers have been required to work from home for extended periods during the pandemic, including working remotely and now look for greater flexibility in their work. Technology and automation are transforming work and the workplace.

Many are prepared to change jobs to maximise this flexibility and the benefits derived from it. Traditionally this has led to wage pressure but coupled with demand for greater workplace flexibility employers need to be innovative to attract and retain employees. As an employer, councils are not immune and will also need to develop these strategies.

*What new programs could the Australian Government develop to partner with local government to help support an influx of skilled migrants?*

*What new programs could the Australian Government develop to partner with local government to help councils attract and retain appropriately trained workers and employees?*



## Climate change

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 focused global attention on climate change and global and national efforts to achieve net zero emissions by 2050 and limit global warming to 1.5 degrees.

For decades local governments have played an important leadership role in addressing climate change. Councils have supported the adoption of a wide range of community-based programs and initiatives to lower the carbon footprint of local communities. As a sector, local government has led the debate for lowering carbon emissions, sourcing renewable energy, responded creatively to reduce greenhouse gas emissions from landfills, facilitated the construction of green buildings and water sensitive design of cities and towns.

Pragmatically, local government has been at the forefront to address the impacts of climate change and adaptation to climate change. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

*How do we work together to ensure that there is local adaptation to climate change and climate extremes?  
What partnerships are available to achieve climate neutrality?*

## Natural Disasters

With the high-risk weather season commencing, many councils will be engaging with their communities about disaster preparedness, resilience and recovery. Not only have we experienced one of Australia's worst bushfire seasons in 2019-20, but some councils also had to deal with multiple disaster events within a 12 month period. Some councils have had to deal with bushfires, followed by storms, flooding, hailstorms, more flooding and COVID-19. These multiple disasters have had a devastating effect on many councils' financial sustainability and their ability to fund mitigation measures for the upcoming high risk weather season. Smaller rural and regional councils are further financially challenged and require help with preparedness and mitigation, as they currently have zero capacity to fund major mitigation projects.

The Royal Commission into National Natural Disaster Arrangements recognised that councils need help. It concluded that without assistance many local governments cannot undertake the roles and responsibilities allocated to them by their State/Territory Governments.

*What new programs could the Australian Government develop to partner with local government to help to address natural disasters to assist in recovery and build resilience?*



## Environment

Local government plays a critical role in environmental management including environment protection.

“Australia’s Strategy for Nature 2019 – 2030” recognises that we all have a role in securing nature as the foundation of our existence. It is an overarching framework for all national, state and territory and local strategies, legislation, policies and actions that target nature. It has 3 goals:

1. Connecting all Australians with nature;
2. Care for nature in all its diversity, and
3. Share and Build knowledge.

To achieve these goals there are a variety of options for joint action to reduce threats and their impacts include ensuring the design and management of the protected area network considers and accommodates future threat scenarios and establishes robust mechanisms to respond effectively to new and emerging threats. The strategy suggests there are opportunities to ‘... improve planning, regulation, environmental impact assessment and approvals processes. In addition, threat abatement activities could include targeted pest management, ecosystem restoration (integrated fire management, revegetation), pollution control, greenhouse gas emissions management and climate change adaptation’.

*How could the Australian Government partner with local government to help support the implementation of the Australian Strategy for Nature 2019 – 2030 and take advantage of local knowledge?*

*What new programs could the Australian Government develop to partner with local government to help to reduce threats and risks to nature and build resilience?*

## The Circular Economy

The 2019 National Waste Policy Action Plan applies principles of a circular economy to waste management to support better and repeated use of our resources. The circular economy principles for waste are:

1. Avoid waste
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed consumer decisions.

Councils play a major role in the management of household and domestic waste. Therefore, local government has a critical role to play in further developing the circular economy.

*How could the Australian Government partner with local government to advance the circular economy?*

*What new programs could the Australian Government partner with local government to progress these objectives?*



### Affordable Housing

The shortage and costs of rental properties and affordable home ownership is causing significant social and economic impacts in cities and towns across Australia, including rural and regional communities. This is due to a range of factors such as changes in recent migration patterns, cheap finance and labour and material shortages in the construction sector.

The impacts on local governments and communities includes housing stress for individuals and families, difficulty in attracting and housing key workers and an increase in homelessness.

The House of Representatives Standing Committee on Tax and Revenue 2021 is leading an inquiry into the contribution of tax and regulation on housing affordability and supply in Australia. Whilst the provision of affordable housing is not a local government responsibility, local governments often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements. The housing challenge is different in each community and the council response is dependent on its financial resources and priorities.

*How could the Australian Government partner with local government address housing affordability?*

*What new programs could the Australian Government partner with local government to progress this objective?*

### Conclusion

Thank you for taking the time to read this discussion paper and support for the 2022 National General Assembly of Local Government.

A reminder:

- Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.
- It is important to complete the background section on the form.
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- Motions must meet the criteria published at the front of this paper.
- When your council submits a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.





[NGA22.COM.AU](http://NGA22.COM.AU)





**From:** [REDACTED]  
**To:** [PO Box 1](#)  
**Subject:** ALGA Federal Election Priorities  
**Date:** Friday, 17 December 2021 10:49:57 AM  
**Attachments:** [REDACTED]

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17 December 2021

City of Unley  
PO Box 1  
UNLEY SA 5061  
pobox1@unley.sa.gov.au

To the Mayor, Councillors and CEO (please distribute accordingly)

As the national voice of local government, the Australian Local Government Association (ALGA) advocates on behalf of Australia's 537 councils for funding and policy outcomes that support local governments to deliver better results for their communities.

Each year we hold a National General Assembly (NGA) in Canberra where councils from around our nation discuss current and emerging challenges and opportunities and advocate to the Federal Government on critical issues facing our sector.

The motions passed at our NGA inform ALGA's strategic direction and national advocacy objectives. We listen to what you tell us, and take your message to Ministers, MPs and decision-makers in Canberra and around the country through Ministerial meetings, forums, budget submissions, and advocacy campaigns.

Next year's NGA will be held in Canberra from 19-22 June and will be an opportunity for us to clearly set and articulate our agenda to a new or returning Federal Government.

The theme for this event will be *Partners in Progress*, focusing on how partnerships, particularly between the Australian Government and local governments, can tackle the immediate challenges facing communities and help us confidently prepare for the future.

**We are now calling for motions for next year's NGA, and I would encourage you to consider whether there is a strategic issue of national importance that your council can bring to this event.**

We have prepared the attached discussion paper which covers some of the critical national policy areas that our sector needs to consider now and into the future and will help you prepare your motion.

To assist us, please ensure that your motions meet the following criteria:

1. Be relevant to the work of local government nationally;
2. Be consistent with the themes of the NGA;
3. Complement or build on the policy objectives of your state and territory local government association;
4. Be from a council which is a financial member of their state or territory local government association;
5. Propose a clear action and outcome; and
6. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions

that are not directly relevant to the work of, or in the national interests of, local government.

All motions should have a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council. Motions can be lodged online at [alga.asn.au](http://alga.asn.au) until 11:59pm on Friday 25 March 2022.

**I've also attached a copy of ALGA's 2022 Federal Election Priorities.**

The 17 national priorities outlined in this document have been informed by motions passed at last year's NGA, and unanimously endorsed by ALGA's Board in conjunction with our member state and territory local government associations.

They cover our key priority portfolios of economic recovery, transport, and community infrastructure, building resilience, circular economy and intergovernmental relations, and outline what local government could achieve, if formally recognised and adequately funded.

They have been assessed by independent economists, and if implemented by the next Federal Government they would create at least 42,975 new jobs and add \$6.39 billion per annum to Australia's GDP.

In the lead up to next year's election, ALGA and your state and territory local government associations will be calling on all parties and candidates to support these national priorities, empowering local government to play a meaningful role in Australia's recovery.

Your council can support this national campaign by endorsing ALGA's priority asks, identifying local projects and programs that could be delivered with better funding partnerships, writing to local members and candidates, and highlighting the value strong funding partnerships can deliver for your local community.

**Will you join ALGA at the 2022 National General Assembly in Canberra from 19-22 June, and will you work with us to advocate for these key national priorities and help ensure no community is left behind in Australia's COVID-19 recovery?**

Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.



Cr Linda Scott  
ALGA President

## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.9  
**DATE OF MEETING:** 28 FEBRUARY 2022  
**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 FEBRUARY 2022					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/08/21	4.6	<b>SUSTAINABLE BUSINESS SUPPORT PROGRAM - SINGLE-USE PLASTIC BAGS UPDATE</b> 2. An Elected Member briefing be held to provide details on the impact of plastic bags going to landfill within the City of Unley, to allow an informed submission to be made to the Stage 3 consultation for implementation of the Single-Use and Other Plastic Products (Waste Avoidance) Act 2020.	GM City Development	The Administration has been liaising with Plastic Free SA which is a non-for-profit-organisation that works with local businesses to transition to no plastics. A briefing will be held with Elected Members in March 2022 on how Council can play a more active role in businesses reducing their reliance on single use plastic bags through engagement with Plastic Free SA.	March 2022
23/08/21	5.1.2	<b>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: FRONT BOUNDARY HEDGES - IMPACT ON PEDESTRIAN ACCESS</b> 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.	GM City Services	The audit of hedges has been completed, with outcomes of the audit and next steps presented at the Council briefing on 15 November 2021. A report will be presented to Council in March, presenting the future approach to both reactive and proactive compliance for overhanging vegetation.	March 2022
27/09/21	5.1.1	<b>NOTICE OF MOTION FROM COUNCILLOR J. BONHAM RE: CALL FOR ACTION FOR CONSERVATION COUNCIL AND PROPOSED ITEM OF BUSINESS FOR GAROC</b> 2. The CEO be authorised to write to the Conservation Council of South Australia indicating that Unley Council has endorsed in principle 'A Call to Action: Protecting Adelaide's Tree Canopy'. 3. The 'A Call to Action: Protecting Adelaide's Tree Canopy' report be referred to ERA to evaluate the recommendations contained in the report, and to investigate what role councils may play in their implementation, and a report be provided to member councils on completion of investigations.  4. A motion be submitted for consideration at the next General Meeting of the LGA requesting the LGA lobby the State Government regarding the provisions applying to arborist qualifications/standards and methodologies used for tree assessments, potentially through the introduction of a Practice Direction under the Planning, Development and Infrastructure Act 2016. 5. Council staff be authorised to liaise with the LGA Secretariat in relation to the wording of the motion set out in Part 3, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Local Government Association Ordinary General Meeting and to ensure legislative compliance.	CEO  CEO  Executive Manager Office of the CEO  Executive Manager Office of the CEO	Completed  Report was submitted to ERA Mayors late 2021 and this topic was included in ERA's submission to both major political parties in terms of priority policy issues. The Mayors have not requested the CEO's to undertake any further work on this topic. The ERA CEO's will discuss this further at their meeting in March 2022 to determine if any further work is required.  The next LGA General Meeting at which this motion can be considered will be held in April 2022.  As required.	Completed  June 2022  April 2022  July 2022
22/11/21	5.1.1	<b>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: REQUEST TO UNDERTAKE A MOVEMENT STUDY OF GLEN OSMOND ROAD</b> 1. The City of Unley write to the City of Burnside and request that a joint meeting be held with the Minister for Infrastructure and Transport, Corey Wingard, with a view to the Department for Infrastructure and Transport (DIT) undertaking a holistic movement study of Glen Osmond Road from Fullarton Road in the south-east to Greenhill Road in the north-west that includes: • safe and timely movement of pedestrians (including those using mobility aids) and cyclists along and across the road. • safe and timely movement of pedestrians (including those using mobility aids) and cyclists at the intersection of Glen Osmond Road, Kenilworth Road and Young Street. • motor vehicle traffic volumes and speeds on Glen Osmond Road.  • motor vehicle movements at the intersection of Glen Osmond Road, Kenilworth Road and Young Street including: -- illegal turns from Kenilworth Road into Glen Osmond Road. -- queuing across pedestrian crossings and the slip lane. -- entry from the commercial premises located within the intersection.	General Manager City Development	- A meeting between Mayors and CEO's occurred on 18 January 2022. It was agreed that Unley would draft a letter to the Minister and Burnside would co-sign the letter. Discussion also covered a future PLEC submission by both councils for undergrounding of street lights and streetscape improvement for all of Glen Osmond Road (in stages) commencing from Cross Road and heading progressively north.  - Letter sent to Minister for Infrastructure & Transport 9 February 2022.  - Meeting held between City of Unley and DIT CEO's to discuss redesign opportunities for the intersection of Glen Osmond / Kenilworth / Young. - DIT has indicated that they are happy to consider a redesign in light of recent funding received by Parkside Primary School, in conjunction with Council.	Completed  Completed  Completed  June 2022
31/01/22	4.2	<b>DRAFT NORTH UNLEY PARK MASTER PLAN</b> 3. Following the conclusion of community consultation, a further report be considered by Council summarising the feedback received in relation to the draft North Unley Park Master Plan and the presentation of a final Master Plan.	GM City Development	Community consultation to commence in March/April 2022. A report will go back to Council with feedback and draft Master Plan in May 2022. Final Master Plan is expected to be completed June 2022.	June 2022

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2022					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
31/01/22	4.3	<p><b>MIKE TURTUR BIKEWAY OVERPASS</b></p> <p>2. The City of Unley write to the Minister for Infrastructure and Transport, requesting that the Department for Infrastructure and Transport (DIT) expand the current scope of the Mike Turtur Bikeway Overpass project to include:</p> <p>2.1 Widening of openings beneath the existing tram overpass at Lyons Parade (western side) and Railway Terrace South (eastern side) to safely accommodate for increased pedestrian and cycle movements.</p> <p>2.2 Establishment of a 4.0m wide shared use path (lit) and additional landscaping to connect the eastern ramp with Richards Terrace and the Marino Rocks Greenway (adjacent to the showgrounds).</p> <p>2.3 Improvements to the Goodwood Station subway and access ramps to allow Disability Discrimination Act compliant access to the station; and</p> <p>2.4 Provision of usable open space within the eastern ramp loop (Lot 32 / 42 Devon Street).</p> <p>3. A copy of the letter to the Minister for Infrastructure and Transport also be sent to the Member for Unley, Member for Badcoe, and the Unley Bike User Group.</p>	GM City Development	Completed - letter sent to the Minister for Infrastructure and Transport 10 February 2022.	Completed
31/01/22	4.4	<p><b>MIKE TURTUR BIKEWAY OVERPASS COMMUNITY CONSULTATION REGARDING PROPERTY ACCESS</b></p> <p>4. A further report be presented to Council outlining the results of the community consultation processes for the amendment to the Forestville Community Land Management Plan and issuing of the Licence Agreement.</p>	GM City Development	<p>Further to the Council Decision at the Council Meeting (Item 4.4) on 31 January 2022 consultation commenced 7 February and closes 1 March 2022.</p> <p>The consultation will be reviewed and summarised and presented to Council for consideration in March 2022.</p>	March 2022
31/01/22	4.6	<p><b>DRAFT DISABILITY ACCESS AND INCLUSION PLAN</b></p> <p>3. Following the completion of community consultation, a final Disability Access and Inclusion Plan be presented to Council for endorsement.</p>	GM City Services	Community consultation on the draft Disability Access and Inclusion Plan is underway, concluding 21 February 2022, with the final plan presented to Council for endorsement at the March 2022 meeting.	March 2022
31/01/22	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE: SUPPORT TO BUSINESSES DURING CURRENT COVID-19 (OMICRON) OUTBREAK</b></p> <p>1. Administration investigate and report back on what support Council could provide to businesses during the current COVID-19 (Omicron) outbreak.</p>	GM Business Support & Improvement	Administration will report back to Council at the Council Meeting March 2022 with options for support to business.	March 2022

## MOTION OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR J. RUSSO RE: GREENHILL ROAD CORRIDOR UPLIFT
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	NIL

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Councillor J. Russo has given notice of intention to move the following motion at the Council meeting to be held on 28 February 2022 .

### MOTION

That:

1. The City of Unley write to Adelaide City Council (ACC), Kadaltilla/Adelaide Park Lands Authority and Department of Infrastructure and Transport (DIT) to commence discussions around potential planning of a joint initiative project for the Greenhill Road Corridor.
- 

### **Background**

The Greenhill Road Corridor for the City of Unley stretches from Glen Osmond Road to Anzac Hwy. Council administration has confirmed that the area of approximately 3 to 5 metres within the South Parklands of Greenhill Road is the responsibility of the City of Unley. The below cadastral map shows that the road reserve for Greenhill Road is within City of Unley and the Parklands in the boundary with ACC. The boundary is indicated by the red line below:



The ACC does have a Adelaide Park Lands Management Strategy which considers the South Parks lands. A local resident has expressed an interest and started initial inquiries about the pathways that run parallel to Greenhill Road and was informed by ACC that this area was the responsibility of the City of Unley.

These pathways are either non-existent or a mixture of pebbles, dirt and grass. In the winter the paths can become muddy and not conducive to walking, riding, or pushing prams/wheelchairs and they have not really been maintained. Multiple access points cross from the City of Unley to ACC but there are no proper pathways that enable users to go along Greenhill Road. There is a mixture of sporting association, recreational groups and a business (Tree Climb) and there is also some parking bays and small carparks along this strip.

Here is an opportunity for the City of Unley to lead the way by engaging with the Adelaide City Council (ACC), Kadaltilla/Adelaide Park Lands Authority and Department of Planning Transport and Infrastructure (DPTI) in considering how the Greenhill Corridor can be improved from an accessibility, parking, greening, economic development, transport connection (e-scooters, bicycles, wheelchairs, prams) and sporting and recreational opportunities, for both the City of Unley community but also users of the South Park Lands.



## MOTION OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE: SUPPORT TO THE PRESERVATION OF THE GOSSE BUILDING AT HIGHGATE PARK
<b>ITEM NUMBER:</b>	5.1.2
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	NIL

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Councillor P. Hughes has given notice of intention to move the following motion at the Council meeting to be held on 28 February 2022 .

### **MOTION**

That:

1. The City of Unley writes to the Treasurer, Minister for Human Services, and Minister for Education indicating the support for the retention and preservation of the Gosse Building located at 2 Highgate Street, Fullarton (Highgate Park).
- 

### **Background**

The statement below is from Wikipedia.

*The Gosse building opened in 1949 as hospital staff accommodation but was repurposed in 1997 as university student accommodation. The Gosse Building now provides affordable rental accommodation (\$165/week) for 63 residents, most of whom are international university students.*

*The Highgate Park site including the Gosse building is owned by the Home for Incurables Trust. The sole trustee and registered proprietor of the Highgate Park site is South Australian Minister for Human Services Michelle Lensink. In 2020, after the closure of the Highgate Park hospital, the South Australian government commissioned a targeted stakeholder engagement survey of members of the disabled community, local community and others for ideas on future use of the Highgate Park site. Despite being the only people living and working on the Highgate Park site at the time, the South Australian government chose to exclude all Gosse residents, staff and management from the local community engagement process for ideas on future use of the Highgate Park site.*

*Gosse residents, facing the prospect of homelessness should the Gosse building be demolished, and its land site sold and redeveloped as part of the sale and redevelopment of the Highgate Park site, launched a campaign in December, 2021 to save Gosse International Student Residence. The Gosse residents support the commercial proposal prepared by the Gosse Business to purchase the Gosse Building and its site as a parcel of land separate to the sale of the remainder of the Highgate Park site in order to preserve the Gosse Building as affordable university student accommodation.*

The statement below is a copy of an extract of a letter and is used with permission of the author. Noting that the author's personal details have been removed from the below extract.

*January 23, 2022*

*Dear Ministers Lucas, Gardner, and Lensink:*

*RE: Future of Gosse International Student Residence in Fullarton*

*We are writing to express our deep concern about the future of the Gosse International Student Residence (GISR) in Fullarton, and to declare our full support for the proposal by GISR to purchase the existing student accommodation facilities, so that it can maintain its desperately-needed affordable housing for international students.*

*Anti-Poverty Network SA is a grassroots-based, volunteer-run, advocacy organisation. We represent, and are led by, people on the lowest incomes: our members and supporters include job-seekers, pensioners, carers, sole parents, low-income workers, and students, both domestic and overseas.*

*Our community have experienced, directly and intensely, the effects of Australia's protracted and worsening housing affordability crisis.*

*We know that rapidly-rising housing prices and private rents, a historically tight rental market, and the historic loss of much of our public housing stock – almost half of our stock has been sold-off, since the 1980s – have created a perfect storm for those simply looking for somewhere affordable and secure to live.*

*While investors and land-lords have profited from our increasingly expensive housing market, for those on low incomes – including students – unaffordable housing costs have profound impacts on health and wellbeing.*

*When the overwhelming-majority of someone's income is spent on housing, people are forced to make difficult choices: skipping meals (or not purchasing fresh fruit and vegetables); rationing medicines and avoiding specialist services; avoiding using heating or cooling; and falling into dangerous and unsustainable cycles of debt, in order to survive.*

*At a time like this, the last thing we need is to further exacerbate this crisis, by ending the vital service provided by GISR, a service that has provided immense benefits to countless international students, by providing lower cost housing.*

*GISR's student accommodation facilities at Fullarton must be retained.*

*We look forward to your response, and would be happy to meet to further discuss these matters.*

## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF FEBRUARY 2022  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 28 FEBRUARY 2022  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (26/01/22 to 22/02/22)

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
26/01/22	Australia Day Citizenship Ceremony – Soldiers Memorial Gardens	Mayor
26/01/22	Aus Lights on the River official Ceremony – Elder Park Amphitheatre	Guest
27/01/22	Meet The Mayor	Host
31/01/22	Council Meeting	Mayor
01/02/22	Active Ageing Alliance Meeting (remote)	Attendee
03/02/22	ICLEI Oceania Member Roundtable: Accelerating Climate Action in 2022 (remote)	Mayor
03/02/22	Meet the Mayor	Host
03/02/22	ERA Mayors & CEO's Meeting	Mayor
04/02/22	ERA Mayors Breakfast – Luigi's Delicatessen	Mayor
07/02/22	EM Briefing – By-Law Review / Significant Trees	Attendee
09/02/22	Our Roads SA's Meet The Candidates Forum (remote)	Attendee
10/02/22	CPCA Owners Executive Committee Meeting	Host
10/02/22	Meet The Mayor	Host

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
12/02/22	Evening Under The Stars (Unley Road Association) – Soldiers Memorial Gardens	Attendee
13/02/22	Grow Grow Grow (remote)	Attendee
16/02/22	Community Engagement Dog Exercise Times – Page Park	Attendee
16/02/22	Heritage For The People – State Election Forum (remote)	Attendee
17/02/22	Mayor Wisdom Adelaide Hills Council – GAROC Discussion	Mayor
21/02/22	EM Briefing – Unley & Goodwood Ovals: Leases & Licenses	Attendee

### Mayor Report

Over the past two months I have spoken as Mayor with eight Church Congregations in Parkside, Unley, Fullarton, and Goodwood Wards.

During these COVID uncertain times the building of community is important. Four Corners highlighted a very sad trend and problem in Japan. Typical was a 40 year old man living at home with his parents trapped in his bedroom. He connected with the world through social media and TV. This fear of leaving home appears to me to have grown during this extended end of Covid times. As a result I have made myself available to be invited by churches across Unley in groups of six at a time. The first visit was to judge the extraordinary fancy hats at a garden party following the service at St Georges Goodwood.

The Church events ranged from the Carols at Glen Osmond Primary School, run by the Glen Osmond Baptist Church on their oval with a well tied-down bouncy castle, to the most recent commissioning of the leader of the English-speaking congregation, a service on 6 February, with both congregations present.

I was delighted that about 1,000, well spaced out, people who live and/or shop in Unley joined in the Evening Under the Stars. It was a delight to mix, meet and listen to the stories of so many across our Memorial Gardens before the sun went down on a glorious summer night. Congratulations to the Unley Road Association for delivering this successful event.

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF FEBRUARY 2022  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 28 FEBRUARY 2022  
**ATTACHMENTS:** NIL

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### 1. **RECOMMENDATION**

That:

1. The report be received.
- 

#### **Functions attended (26/01/22 to 22/02/22)**

<b>Date</b>	<b>Function/Event Description</b>
26 Jan	2022 Australia Day Citizenship Event
29 Jan	Liaise with Goodwood Cricket Club, Millswood Croquet Club, Millswood Lawn Tennis Club re current concerns
31 Jan	Council Meeting
1 Feb	Active Ageing Alliance meeting
7 Feb	Deputy Mayor & Mayor fortnightly catch up
	Presided over EM Briefing: By-Law Review / Significant Trees List Review and Update
9 Feb	Page Park Drop In Sessions (x2)
	Our Roads SA Meet the Candidates Zoom Forum re Cross Road as a Freight corridor
11 Feb	Farewell staff Kerry Matulick. Kerry will be missed. Her contribution to our waste strategies cannot be overstated.
12 Feb	An Evening Under the Stars. The 10 <sup>th</sup> year saw a brand new format which I feel has energised the event for the future.
18 Feb	Ward catch up with Mayor & Cr Boisvert
21 Feb	Deputy Mayor & Mayor fortnightly catch up
	Presided over EM Briefing: Unley and Goodwood Ovals: leases and licenses
22 Feb	Social Media Training for Elected Members

## **Main Road Observations**

### **Cross Road**

The message from the Our Roads SA Meet the Candidates Zoom Forum (noted above) is that all candidates (whether State or Federal) who represent seats bordering Cross Road are on the same page. They all support the construction of the Truro By-Pass to avoid Cross Road becoming a freight route.

### **North-South Corridor**

The DIT project team is considering the format for the continuation of Reference Group meetings.

They are considering focusing the groups into north, south and central and combining both business and community in each of these geographical locations. Unfortunately, as they get their act together and consider the feedback already received they have deferred the previously indicated February meeting to **late March 2022**.

I presume this also means the planned February public forums have been delayed also.

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MONTH OF FEBRUARY 2022
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	1. COUNCILLOR M. BRONIECKI 2. COUNCILLOR P. HUGHES

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Council to note attached reports from Members:

1. Councillor M. Broniecki
  2. Councillor P. Hughes
-





**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR M. BRONIECKI

**Functions attended** (26/01/22 to 22/02/22)

<b>Date</b>	<b>Function/Event Description</b>
26/01/2022	Australia Day Citizenship Ceremony
31/01/2022	Council Meeting
1/02/2022	Unley Community Centre Ride
1/02/2022	Aged Care Alliance Meeting
7/02/2022	Council Briefing: By law Review & Significant Tree List Review and Update
8/02/2022	Unley Community Centre Ride
8/02/2022	Unley Museum Meeting
8/02/2022	Meeting with CEO
9/02/2022	Our Roads SA Meet the Candidates Webinar
11/02/2022	Farewell for Staff Member
11/02/2022	Meeting with GM City Development re Unley Park Sports Club
14/02/2022	Beam Mobility E-scooter Trial
15/02/2022	Unley Community Centre Ride
15/02/2022	Audit Committee Meeting
21/02/2022	Council Briefing: Unley & Goodwood Oval Leases and Licenses
22/02/2022	Unley Community Centre Ride



**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR P. HUGHES

**Functions attended** (26/01/22 to 22/02/22)

<b>Date</b>	<b>Function/Event Description</b>
26 <sup>th</sup> Jan.	Attended Council's Australia Day Citizenship Ceremony.
7 <sup>th</sup> Feb.	Attended a Fullarton Ward Briefing where numerous resident concerns were addressed.
7 <sup>th</sup> Feb.	Attended Council Briefings.
9 <sup>th</sup> Feb.	Attended a Roads SA Forum (by Zoom) re the future use of Cross Road for freight and alternatives.
10 <sup>th</sup> Feb.	Attended the 'Come and Try E-scooter' session for Elected Members, becoming (possibly) the first person to trial an approved e-scooter on the footpaths of Unley.
12 <sup>th</sup> Feb.	Attended An Evening Under the Stars hosted by the Unley Road Traders. An excellent, well presented event.
21 <sup>st</sup> Feb.	Attended Council Briefings.
22 <sup>nd</sup> Feb.	Attended Social Media Training for Elected Members.

## **CORRESPONDENCE**

<b>REPORT TITLE:</b>	CORRESPONDENCE
<b>ITEM NUMBER:</b>	6.4.1
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. CITY OF UNLEY</li><li>2. HON COREY WINGARD MP AND HON JOHN GARDNER MP</li><li>3. CITY OF UNLEY</li><li>4. HON JOSH TEAGUE MP</li></ol>

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The correspondence from:

- City of Unley – Letter of Support for Brown Hill Keswick Creek Stormwater Project
- Hon Corey Wingard MP and Hon John Gardner MP – Parkside Primary School, Improve Road Safety Works for Pedestrian Crossing Facilities at Intersection of Young Street and Glen Osmond Road
- City of Unley – Letter to Hon Corey Wingard MP – Request to Undertake a Movement Study of Glen Osmond Road
- Hon Josh Teague MP – Protection of Existing Tree Canopy

be noted.

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27 January 2022

**Re. City of Unley Support for Brown Hill Keswick Creek Stormwater Project**

The Brown Hill Keswick Creek Stormwater Project has been a collaborative effort between 5 Councils and the State's Stormwater Management Authority to adopt and deliver a suite of works to protect Adelaide from significant flood events. If the recent flood event in the South Australia's regional areas has shown us anything, it's how vital it is that this infrastructure work is delivered as quickly as possible, particularly with the uncertainties and complexity of a changing climate.

The Brown Hill Creek catchment is the sixth most likely region in Australia to experience a major flood event, placing the Brown Hill Keswick Creek Stormwater Project among the highest priority flood mitigation works across the nation. Delivery of the project will protect critical transport infrastructure, key sites such as Ashford Hospital and significant Federal Government assets and investments such as Adelaide Airport, ARTC rail network and Keswick Terminal interstate rail hub, Keswick Army Barracks and the North South Corridor Project. Upon completion of the full schedule of works, total damage estimates associated with a significant flood event will decrease by \$411m.

Insurance availability and affordability are key concerns for the almost 200,000 residents within the catchment with regular anecdotes of owners unable to insure their homes or doing so at significantly inflated prices. An article from the Insurance Council of Australia identifies that if quality flood data was made available by the State Government, the federal electorates of Hindmarsh, Sturt and Adelaide would be included in the top 20 flood exposed federal electorates in the nation. In addition, the Australian Government's guidelines for the Preparing Australian Communities program identifies the Cities of Unley, Burnside and West Torrens as flood risk LGAs.

Although a major flood event has not occurred in the catchment since 1930, the high flow events of 2005 and 2016 have provided recent reminders of the flood risk and the impact that is felt both immediately and for an extended period subsequent to an event.

Delivery of the project will result in \$145.5m in economic benefits and 1,200 jobs over the construction period. The total damage estimate associated with a single significant flood event is \$418.5m and completing the project will reduce that damage estimate to \$7.5m – a net benefit of \$411m. Flood risk continues to act as an impediment to investment in the growth and prosperity of stakeholders within the catchment and beyond.

Yours sincerely

**Peter Tsokas**  
Chief Executive Officer

**Michael Hewitson AM**  
Mayor

**CITY of VILLAGES**

Civic Centre 181 Unley Road  
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Hon Corey Wingard MP



Government  
of South Australia

Minister for Infrastructure  
and Transport

Minister for Recreation,  
Sport and Racing

GPO Box 668  
ADELAIDE SA 5001  
DX 450

T: (08) 8490 6200

E: [MinisterWingard@sa.gov.au](mailto:MinisterWingard@sa.gov.au)

22MTR0224

Mayor Michael Hewitson  
City of Unley

By email: [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

Dear Mayor Hewitson

We are pleased to advise that Parkside Primary School has been identified as a priority for road safety upgrades to improve safety for children walking and cycling to school. This forms part of a \$6 million investment by the Marshall Liberal government to improve road safety around schools.

The following works have been identified for delivery:

- **Parkside Primary School** - to improve pedestrian crossing facilities associated with the intersection of Young Street and Glen Osmond Road

The works were identified as a high priority based on crash statistics near the location, traffic impacts related to the transition of Year 7 into high school, letters of concern from the community and information gathered through the Department for Infrastructure and Transport's (DIT) Way2Go program.

DIT will work with the school community and local council to ensure any local issues are considered in delivery of the works.

If you would like to discuss these works please contact Ms Katelyn Heinemann, DIT on 7109 8002 or via email at [Katelyn.Heinemann@sa.gov.au](mailto:Katelyn.Heinemann@sa.gov.au).

Yours sincerely

Handwritten signature of Hon Corey Wingard MP in blue ink.

Hon Corey Wingard MP  
Minister for Infrastructure and Transport

11 February 2022

Handwritten signature of Hon John Gardner MP in blue ink.

Hon John Gardner MP  
Minister for Education

11 February 2022





MAYOR'S OFFICE

Michael Hewitson AM



9 February 2022

Hon. Corey Wingard MP  
Minister for Infrastructure and Transport  
GPO Box 668  
Adelaide SA 5001

Via email: [ministerwingard@sa.gov.au](mailto:ministerwingard@sa.gov.au)

Dear Minister

**Re: Request to Undertake a Movement Study of Glen Osmond Road**

I write on behalf of the Mayors and CEO's of City of Unley and City of Burnside seeking a joint meeting with you to discuss consideration of DIT undertaking a holistic movement study of Glen Osmond Road.

This request follows a recent Notice of Motion at the City of Unley Council Meeting 22 November 2021 at which it was resolved that:

1. *The City of Unley write to the City of Burnside and request that a joint meeting be held with the Minister for Infrastructure and Transport, Corey Wingard, with a view to the Department for Infrastructure and Transport (DIT) undertaking a holistic movement study of Glen Osmond Road from Fullarton Road in the south-east to Greenhill Road in the north-west that includes:*
  - *safe and timely movement of pedestrians (including those using mobility aids) and cyclists along and across the road.*
  - *safe and timely movement of pedestrians (including those using mobility aids) and cyclists at the intersection of Glen Osmond Road, Kenilworth Road and Young Street.*
  - *motor vehicle traffic volumes and speeds on Glen Osmond Road.*
  - *motor vehicle movements at the intersection of Glen Osmond Road, Kenilworth Road and Young Street including:*
    - *illegal turns from Kenilworth Road into Glen Osmond Road.*
    - *queuing across pedestrian crossings and the slip lane.*
    - *entry from the commercial premises located within the intersection.*

*Resolution No. C0660/21*

*....2/*

CITY of VILLAGES

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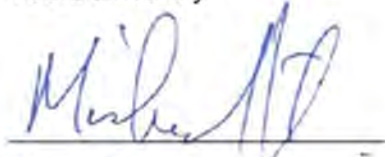
- 2 -

Following the resolution of Council, the Mayors and CEO's met on 18 January 2022 to discuss the matter, and now seek a joint meeting with you to progress the potential for undertaking a holistic study with a view to then work collaboratively to address outcomes.

Of particular concern we have noted that following the completion of the Fullarton Road and Glen Osmond Road intersection, no provision has been made for vehicles to traverse Glen Osmond Road, between Cross Road and Young Street, that forms the boundary between City of Unley and City of Burnside. We have a proposed solution.

In anticipation, we look forward to meeting and engaging with you on this opportunity.

Yours sincerely



**Michael Hewitson AM**  
Mayor, City of Unley



**Anne Monceaux**  
Mayor, City of Burnside



**Peter Tsokas**  
Chief Executive Officer



**Chris Cowley**  
Chief Executive Officer

The Hon Josh Teague MP

22MPL0089

Mayor Michael Hewitson  
City of Unley

By email: mhewitson@unley.sa.gov.au



Government  
of South Australia

Minister for Planning  
and Local Government

GPO Exchange  
10 Franklin Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mayor ~~Hewitson~~ *Michael*,

I write in response to your correspondence dated 31 January 2022, following our meeting on 15 December 2022, regarding your request for a formal response on the proposal by the City of Unley (Council) to establish a tree offset fund.

I note that in May 2020, the Council unanimously endorsed its Tree Strategy, with the inclusion of key tree canopy targets, and the request to establish an Off-Set Scheme to purchase land for tree planting.

The Urban Tree Canopy Off-Set Scheme (the Scheme) was introduced in March 2021 with the full operation of the Planning and Design Code (the Code). The Scheme applies to higher density infill zoning and to areas with certain designated soil types, allowing payment into the Scheme's fund instead of planting one or more new trees, or retaining existing trees. This Scheme is currently the only off-set scheme established under section 197 of the *Planning, Development and Infrastructure Act 2016* (the Act). In almost a year of operation, it has only been used three times.

The current Scheme relates directly to Code criteria requiring the number of trees required to be planted/retained when a new house is built, whereas the strategy proposed by Council does not appear to have a direct link to Code policy. 'Tree canopy' is currently not defined in the Planning Rules, as it is used in performance outcomes and strategic targets in the *30-Year Plan for Greater Adelaide*, rather than in a prescriptive manner.

Use of section 197 of the Act to support a scheme in providing financial incentives for new developments within the Council area is, in essence, a 'new' application of this part of the Act. It would therefore require amendments to the Planning and Design Code to support its operation. It is therefore my intention to seek further advice from the State Planning Commission (the Commission) on this matter.

Before proceeding further, it is recommended the Council gives due consideration to the following matters:

- The Code introduced new criteria in March 2021 to require the planting/retention of at least one tree per dwelling for new infill housing, and a minimum 10 per cent to 25 per cent of the site for soft landscaping (which is a defined term). I query reasons why the soft landscaping criteria might be considered insufficient to achieve the Council's intended outcomes and suggest that the operation of the soft landscaping and tree planting policy be

monitored over the coming year before initiating a new scheme which seeks to address similar outcomes.

- With regard to new plantings, how tree canopy would be assessed? For example, if a development application proposed a series of new plantings over 15 per cent of land, the actual extent of tree canopy would not be known until those trees reach maturity. How would shrubs and the like be considered? Is there a specific height to qualify as tree canopy?
- Would the financial contribution be imposed when a development application for any form of development is proposed, even if not decreasing the extent of vegetation currently on the land, which may be less than 15 per cent (e.g. a proposed home business, new fence, or installing solar panels)? If this is the case, the scheme might operate so as to deter ordinary home improvements and or renovations.
- The introduction of the Code sought to realise consistency in the planning rules between different council areas, while maintaining distinct policy in similar contexts (such as character areas, activity centres, employment lands, etc.). Consideration should be given as to why the Council warrants this unique financial measure as different from other councils. It is recommended that you engage with other councils and the Local Government Association of South Australia to determine interest in whether or not such a scheme might be applied more broadly.

I am aware senior representatives from the Planning and Land Use Services directorate within the Attorney-General's Department (AGD-PLUS) recently met to discuss the proposed new offset scheme with Council staff. I encourage Council to contact Mr Brett Steiner, Acting Director, Growth Management, via email [brett.steiner@sa.gov.au](mailto:brett.steiner@sa.gov.au) to continue these discussions.

Further, I am pleased to inform you that the Commission has identified a review of tree policy and regulation as one of its strategic priorities for 2021/22. This review has commenced and will include an Arborist Report and Research Report in relation current tree legislation, exempt species types and data outputs from the urban heat and tree canopy mapping recapture project, currently being undertaken by Green Adelaide.

In my view there is benefit in the Commission finalising this broader review of State-wide tree policy and legislation prior formally to considering the establishment of a scheme in the form you have presented.

As you are aware, local councils are encouraged to apply for funding through the annual Open Space Grant Program for projects that support the acquisition, management, or development of land for community open space. I congratulate the Council on its successful project in the most recent round, which received \$345,000 in grant funding for the purchase of land at Fullarton to support urban greening.

I encourage the Council to apply for funding in future rounds of the Open Space Grant Program, for projects that may further support key tree canopy targets. When the opening date of the next round is confirmed, AGD-PLUS will contact the Council to advise of the application process and assist with any queries.

The Marshall Government supports the protection of our existing urban tree canopy and acknowledges the many benefits it provides. We are committed to increasing Adelaide's urban tree canopy, and across both the Planning and Local Government and the Environment and Water portfolios, the State Government is investing in initiatives to both protect and enhance urban trees.

I commend the City of Unley for your commitment to protecting and increasing the tree canopy in your area. The Council's tree offset proposal is innovative and has merit. There is, however, further work that is necessary in order to determine whether or not an off-set scheme of the kind you propose may be applied.

I look forward to working collaboratively with Council in the coming months as we examine the detail of this proposal and other initiatives that will protect and increase our urban tree canopy.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Josh', is positioned above the printed name.

**Hon Josh Teague MP**  
Minister for Planning and Local Government

18/ 2 / 2022

Cc: Hon David Pisoni MP, Member for Unley

## REPORT OF COMMITTEE

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.2 -  
CONFIDENTIAL MINUTES OF AUDIT  
COMMITTEE

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 28 FEBRUARY 2022

**AUTHOR:** LIDA CATALDI

**JOB TITLE:** PRINCIPAL RISK MANAGEMENT OFFICER

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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 commercial information. The disclosure of which could reasonably be expected to confer a commercial advantage with whom Council is conducting, or proposing to conduct business, or to prejudice the commercial position of the Council.
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 consider Centennial Park Cemetery Authority's Long Term Financial Plan and Asset Management Plan, both of which contain commercially sensitive information, without compromising the commercial position of Council and the Centennial Park Cemetery Authority.

On that basis, the public's interest is best served by not disclosing 7.2 Confidential Minutes of Audit Committee, 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.

**ITEM 7.2**

**Confidential – removed from the public agenda – page 199 - 206**

## REPORT OF COMMITTEE

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.2 - CONFIDENTIAL MINUTES OF AUDIT COMMITTEE

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 28 FEBRUARY 2022

**AUTHOR:** LIDA CATALDI

**JOB TITLE:** PRINCIPAL RISK MANAGEMENT OFFICER

### 1. RECOMMENDATION

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Confidential Minutes of Audit Committee, considered at the Council Meeting on 28 February 2022:

- Minutes
- Report
- Attachment

remain confidential until 1 July 2031 and not available for public inspection until the cessation of that period.

2. The CEO be authorised to disclose information as required with relevant parties in order to enable implementation of Council's decision.
3. 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 -  
LEASE UNLEY COMMUNITY SPORTS CLUB  
INC, 166 UNLEY ROAD, UNLEY

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 28 FEBRUARY 2022

**AUTHOR:** ED SCANLON

**JOB TITLE:** MANAGER ECONOMIC DEVELOPMENT &  
STRATEGIC PROJECTS

---

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:
  - 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; 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 consider the lease arrangement of an existing property without compromising the commercial position of Council.

On that basis, the public's interest is best served by not disclosing Item 7.5 Lease Unley Community Sports Club Inc, 166 Unley Road, Unley, 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.

**Item 7.5 - Confidentiality Order Revoked 4 August 2022**

**CONFIDENTIAL DECISION REPORT**

<b>REPORT TITLE:</b>	LEASE UNLEY COMMUNITY SPORTS CLUB INC, 166 UNLEY ROAD, UNLEY
<b>ITEM NUMBER:</b>	7.5
<b>DATE OF MEETING:</b>	28 FEBRUARY 2022
<b>AUTHOR:</b>	ED SCANLON
<b>JOB TITLE:</b>	MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS
<b>ATTACHMENTS:</b>	NIL

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**1. EXECUTIVE SUMMARY**

The City of Unley as the owners of 166 Unley Road, Unley have for the past ten (10) years had a commercial lease arrangement with the Sturt Football Club. This site, also known as “Barzaar”, has been the hospitality and gaming location for the Sturt Football Club.

In line with the proposed Unley Central project, the existing lease expired in December 2021, since the expiration of the lease, the Sturt Football Club has had a month-by-month lease arrangement. Consequently, the Sturt Football Club have been seeking to lease another site on Unley Road for the purposes of relocating their gaming function.

With current legal proceedings restricting the sale and transfer of 166 Unley Road, Unley it has been determined that the future development involving this property is realistically going to take approximately three (3) years before demolition occurs. This report recommends entering into a new three-year lease agreement with the Sturt Football Club to ensure Council continues to generate a commercial return on the site whilst legal issues surrounding the sale and subsequent transfer of the site can be finalised.

**2. RECOMMENDATION**

That:

1. The report be received.
  2. The request of Sturt Football Club to enter into a three (3) year lease of 166 Unley Road, Unley be supported.
  3. The CEO be authorised to enter into negotiations with the Sturt Football Club and execute a three (3) year lease agreement for 166 Unley Road, Unley at no less than \$60K per annum.
-

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

#### 3. Economic Prosperity

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

### **4. BACKGROUND**

The City of Unley owns lettable commercial premises at 166 Unley Road, Unley. The site is approximately 450 sqm and for the last ten (10) years has been leased to the Sturt Football Club. The site is known to the public as Barzaar and has been the home to the Sturt Football Club's gaming and hospitality activities.

Council entered a new Lease Agreement with the Sturt Football Club for the site on 6 December 2016. The Lease was for a period of five (5) years and the annual lease was set at \$119,500 per annum plus CPI annually, on each anniversary of the Lease. The current lease expired on 5 December 2021.

Whilst under normal circumstances a new long-term lease would have been negotiated ahead of time, this wasn't an option at that time, as the site is proposed to be sold to facilitate the construction of a new private development. Due to the pending sale, the Sturt Football Club has been actively looking for an alternative site to accommodate their Barzaar operations.

With the ongoing legal case restricting the sale and transfer of 166 Unley Road, recent conversations with Optage and the developers have indicated that it may be approximately three (3) years before the current Barzaar site will be demolished to make way for the new Unley Central development. Based on this information, discussions have recently occurred with the Sturt Football Club to determine if a further lease on this site is an option.

Whilst the Sturt Football Club is currently well advanced with negotiations on a new long-term lease agreement on another privately owned site on Unley Road, they have proposed to Council Administration the following terms for a new lease on 166 Unley Road, Unley. These include:

- A three-year fixed lease agreement until March 2025, with the option of an additional two years (with a redevelopment clause attached to the additional two (2) year option which can be exercised by Council or the future owners of the site).
- An annual lease of \$60,000 per annum plus CPI annually at the anniversary of the lease agreement.
- A three-month exit notice period from Sturt Football Club during the fixed three (3) year lease.
- A three (3) month notice period from both parties for any option extended past the fixed three (3) year term.

## 5. **DISCUSSION**

The current lease arrangement on 166 Unley Road, Unley is a unique situation. Under normal circumstances, this property would currently be in the process of being prepared for sale and transfer as part of the new Unley Central development. However, legal proceedings against Council have delayed the project and restricted Council being able to negotiate further on this asset at this point.

This delay has resulted in the asset remaining with Council for the time being, until the legal matters can be resolved.

Council officers have discussed the timing of the new development with the proposed proponents of the Unley Central development. They are supportive of a three (3) year lease of 166 Unley Road, Unley to the Sturt Football Club and have agreed that, should the property be able to be sold and transferred to them prior to the end of this three (3) year lease, they would honour the conditions of any new lease to the Sturt Football Club.

The conditions put forward by the Sturt Football Club, under the current circumstances are viewed to be fair and reasonable.

The Sturt Football Club have located premises that they believe will be suitable for their needs and that offer them a long-term lease (i.e., 10 years) arrangement. This location whilst smaller in size, is also being offered at half of what the Club is currently paying Council. If the Sturt Football Club finalise the proposal with the owner, they expect to relocate to the new location within 6 months. There is then the risk for Council that the premises at 166 Unley Road, Unley will be difficult to rent and may remain vacant until the sale of the property is finalised. It is highly unlikely that as a short-term tenancy, Council will receive similar returns to what the Sturt Football Club has been paying over the last five (5) years.

The Sturt Football Club is prepared to look at a three (3) year fixed lease with the option of a further two (2) years should the development still not be able to continue at this time. The subsequent two (2) year option would include a development clause, meaning that Council or the developer could provide the other party three (3) months' notice to vacate the property.

Noting the current situation, the lease options proposed by the Sturt Football Club are viewed as fair and would provide benefit to both parties whilst legal proceedings play out. This arrangement would also continue to use the existing fit out of the building as it is, requiring no additional internal changes.

## 6. **ANALYSIS OF OPTIONS**

### Option 1:

1. The report be received.
2. The request of the Sturt Football Club to enter into a three (3) year lease of 166 Unley Road, Unley be supported.
3. The CEO be authorised to enter into negotiations with the Sturt Football Club and execute a three (3) year lease agreement for 166 Unley Road, Unley at no less than \$60K per annum.

This recommendation will see Council still receive a return on investment from its premises located at 166 Unley Road, Unley. Whilst the annual lease amount would be half the previous financial arrangement, it needs to be noted that this is now a short-term agreement and the risk of having vacant premises until the property is sold is very high.

Option 1 is a low-risk option for Council that continues to see an income generated and reduces the risk of the site being vandalised due to the site remaining vacant.

### Option 2

1. The report be received.

Council is not obligated to commence negotiations with the Sturt Football Club regarding a lease agreement for 166 Unley Road, Unley. This option receives the report and takes no further action.

Option 2 is a higher risk option. Whilst Council officers would actively seek to attract a new tenant for 166 Unley Road, Unley the reality is that a short-term lease that would suit the specific hospitality fit out of the premises will be challenging. There is a high risk that the site could remain vacant until the property is sold and transferred, with the market indicating that finding new tenants is challenging with many landlords offering financial incentives.

If a subsequent tenant was found, there would be additional costs to complete any fit outs or specific site works. These costs are an unknown.

## 7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

## 8. **POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- The Sturt Football Club have been paying \$119,500 per annum, plus CPI annually on each anniversary of the Lease.

- The Sturt Football Club has found an alternative premises on Unley Road that would be half of their current rent. As such, the Sturt Football Club proposes to Council that as 166 Unley Road, Unley is not a permanent or long-term lease option for them, they are prepared to pay \$60,000 per annum, plus CPI annually on each anniversary of the Lease.
- Whilst this has a significant impact on the income that Council has been generating, it is important to note that with current vacancy rates and the hospitality sector in South Australia currently doing it tough because of ongoing COVID-19 restrictions, there is a distinct possibility that this site could remain vacant until such time that the site is sold and transferred.
- Leasing to a new tenant could also involve additional fit-out costs to accommodate their needs.
- The risk of the site remaining vacant would result in the site not generating any income for Council and in fact costing Council money to maintain it. There would also be a higher risk of vandalism including graffiti should the site be vacant. Increased security could also be an added expense if the site is vacant.
- Whilst other lease opportunities could be assessed, the reality is that most businesses prefer longer-term leases to ensure business continuity.

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

- There is a significant risk for Council that should an appropriate lease with Sturt Football Club not be negotiated, the site at 166 Unley Road, Unley could remain vacant until such time that the legal matters pertaining to the sale and transfer of the site can be finalised.
- If the proposed lease agreement with Sturt Football Club is not negotiated, Council staff would look at alternative lease options for the site, however given the short-term lease being offered and the nature of the setup of the premises, it would be very unlikely that Council would receive the financial return on investment that it has received over the past five years.

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

- Nil

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

- Nil

### **8.5 Social/Economic**

- The long-term economic impact of the Unley Central development starting construction and being completed will be positive for the Unley region.
- This will include construction work as well as ongoing employment.

- Activation of the night-time economy and attraction of new businesses to the region will also benefit local business and the community.
- The current situation of a new lease on the Council asset at 166 Unley Road has only come about due to legal proceedings delaying the Unley Central development.
- Entering a new short-term agreement with the Sturt Football Club is a way of minimising risk for Council and being responsible to ratepayers by still generating an income (whilst reduced) off a Council owned asset.
- A new short-term agreement also reduces adding to the vacancy rate on Unley Road with a prominent building.

#### **8.6 Stakeholder Engagement**

- Sturt Football Club have been consulted with as part of the development of this report.

### **9. REPORT CONSULTATION**

Council's strategic assets and property officers.

### **10. REPORT AUTHORISERS**

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

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.5 - LEASE UNLEY COMMUNITY SPORTS CLUB INC, 166 UNLEY ROAD, UNLEY

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 28 FEBRUARY 2022

**AUTHOR:** ED SCANLON

**JOB TITLE:** MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 Lease Unley Community Sports Club Inc, 166 Unley Road, Unley, considered at the Council Meeting on 28 February 2022:

- Minutes
- Report
- Attachment

remain confidential until such time as a fully executed lease is in place for 166 Unley Road, Unley and not available for public inspection until the cessation of that period.

2. The CEO be authorised to disclose information as required within lease discussions with relevant parties in order to enable implementation of Council's decision.
3. 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.