

# 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 via electronic means using Zoom with the meeting live-streamed on the City of Unley Youtube on

***Monday 26 July 2021 7.00pm***

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

**Chief Executive Officer**

## **OUR VISION 2033**

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

## **COUNCIL IS COMMITTED TO**

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

## **KAURNA ACKNOWLEDGEMENT**

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

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

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

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

\*Kurna Translation provided by Kurna Warra Karrpanthi

## **PRAYER AND SERVICE ACKNOWLEDGEMENT**

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

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

Lest We Forget.

## **WELCOME**

## **ORDER OF BUSINESS**

### **ITEM**

### **PAGE NO**

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

##### **1.1 APOLOGIES**

Nil

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

Mayor Michael Hewitson

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

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

##### **1.4 MINUTES**

1.4.1 Minutes of the Ordinary Council Meeting held Monday, 28 June 2021

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

Nil

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

Nil

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

Nil

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Animal Management Plan 2016-2020 Year 5 Annual Report	
Unley Central Project - Proposed Amendments to the Development Deed	

## **NEXT MEETING**

Monday 23 August 2021 - 7.00pm

Council Chambers, 181 Unley Road Unley

## DECISION REPORT

<b>REPORT TITLE:</b>	DOG WASTE BINS AND BAGS IN COUNCIL PARKS AND RESERVES
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	AARON WOOD
<b>JOB TITLE:</b>	MANAGER ASSETS AND OPERATIONS
<b>ATTACHMENTS:</b>	NIL

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### 1. **EXECUTIVE SUMMARY**

This report proposes that Council consider providing organic (green) waste bins and compostable dog waste bags in Council's parks and reserves, in the context of its new Waste Management and Resource Recovery Plan 2021-2025 (Plan).

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

*A report be prepared investigating the benefits and the costs of installing organic (green) waste bins at City of Unley parks and replacing the existing complimentary black plastic dog waste bags with complimentary compostable dog waste bags, with the investigations to consider relevance of other related plans/strategies such as the Animal Management Plan and Waste Management Strategy.*

**Resolution No. C0354/20**

At that time, the Plan was being developed. As such, it was considered appropriate to include the possible implementation of this initiative in the Plan and hence the delay in presenting this report to Council.

At its meeting held on 22 March 2021, Council endorsed the draft Plan for community consultation. One of the proposed actions of the draft Plan, is to undertake a cost/benefit analysis for providing organic (green) waste bins and compostable dog waste bags in Council's parks and reserves.

Community consultation regarding the draft Plan has concluded and a report is to be presented to Council at its July 2021 meeting outlining a summary of the feedback received and seeking adoption of the Plan. Following this, the Administration will commence delivery of all actions of the Plan, including undertaking a cost/benefit analysis for this initiative.

Council needs to consider the results of all the various cost/benefit analyses required to be undertaken under the Plan, so that it can make an informed decision on the way forward regarding this initiative in the context of the other initiatives contained within the Plan it may wish to implement.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. Consideration of the installation of organic waste bins and compostable dog waste bags in Council parks and reserves occur as part of the implementation of the Waste Management and Resource Recovery Plan 2021-2025.

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

2. Environmental Stewardship
- 2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.

## **4. BACKGROUND**

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

*A report be prepared investigating the benefits and the costs of installing organic (green) waste bins at City of Unley parks and replacing the existing complimentary black plastic dog waste bags with complimentary compostable dog waste bags, with the investigations to consider relevance of other related plans/strategies such as the Animal Management Plan and Waste Management Strategy.*

**Resolution No. C0354/20**

At that time, Council's Waste Management and Resource Recovery Plan 2021-2025 (Plan) was being developed. As such, it was considered appropriate to include the possible implementation of this initiative in the Plan and hence the delay in presenting this report to Council.

At its meeting held on 22 March 2021, Council endorsed its draft Plan for community consultation. One of the proposed actions of the draft Plan, is to undertake a cost/benefit analysis for providing organic (green) waste bins and compostable dog waste bags in Council's parks and reserves.

The Plan is to be presented to Council for adoption at its July 2021 meeting. Once adopted, implementation of the Plan will commence which includes undertaking a number of cost/benefit analyses.

The analyses include the possible introduction of:

- Organic (green) waste bins and dog waste compostable bags in Council's open spaces which is the subject of this report.
- Weekly organics collection.
- Providing a 240 litre general waste and a 360 litre recycling bins for small to medium Multi Unit Developments (MUDs).
- Rear-lift collection service for medium to large MUDs.
- Hard waste collections for rental tenants who can prove they are vacating the property at no fee.

In this respect, it is important for Council to be strategic and consider the findings of all of the cost/benefit analyses as a collective in prioritising the implementation of the strategies and actions of the Plan.

## **5. DISCUSSION**

At the time Council resolved that this initiative be investigated, it was early on in the process of developing Council's Waste Management Plan. As such, it was not clear whether the analysis for this initiative would be included in the Plan or whether it would need to be considered by Council as a stand alone matter. However, since then, the decision was made to include this matter as part of Council's Plan

In addition, since Council's resolution, the Administration has commenced the procurement process for Council to enter into a new waste management collection and processing contract. As part of entering into the new contract, Council will need to consider what additional services it may wish to provide, above the current level of service. It is therefore timely for Council to consider progressing all cost/benefit analyses, as contained in the new Plan prior to entering into a new service contract.

Following adoption of the Plan, a further report will be presented to Council around September 2021 that will outline the findings of all of the cost/benefit analyses that are to be undertaken to enable Council to make informed decisions regarding which are to be pursued.

Currently, Council provides bio-degradable dog waste bags in many of its parks and reserves. As these bags are non-compostable, dog owners are required to dispose of their dogs' waste either in Council's general waste bins located within its open spaces or at home in their general waste (blue) bin. All dog waste, as part of general waste, is then diverted to landfill.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Consideration of the installation of organic waste bins and compostable dog waste bags in council parks and reserves occur as part of the implementation of the Waste Management and Resource Recovery Plan 2021-2025.

Under this option, the Administration would undertake all of the cost/benefit analyses, including for the initiative which is the subject of this report, and present the findings to Council for its consideration. The timing of this report is likely to be around September 2021. At that time, Council would make an informed decision regarding this matter in the context of the other analyses to be undertaken and prioritise implementations.

### Option 2 –

1. The report be received.
2. A cost/benefit analysis regarding the provision of organics waste bins and compostable dog waste bags in Council parks and reserves be undertaken as a separate exercise to the other analyses required under the Waste Management and Resource Recovery Plan 2021-2025.

Under this option, Council would decide to proceed with the cost/benefit analysis for this initiative as a separate exercise without considering the findings of the other analyses within the Plan. Whilst Council could decide to take this course of action, it would not be considered strategic.

### Option 3

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

Council may wish to decide on an alternate way forward. If that is the case, Council will need to articulate what that course of action is as part 2 of the resolution and the next steps in pursuing that option.

## 7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

There are no budget implications for Council regarding the undertaking of the cost/benefit analyses as this will be undertaken by the Administration. However, implementing this initiative will have a cost implication which Council will need to consider and this is yet to be confirmed.

Any costs incurred by Council would be incorporated into the new service contract to be entered into and would be above and beyond the current service levels provided.

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

There is no legislation associated with this matter.

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

The cost/benefit analysis for the providing this initiative, along with the other cost/benefit analyses will be undertaken by Council staff in the coming months. This will not only be part of implementing the adopted Plan but also in preparation of entering into a new service contract. A further report is to be presented to Council around September 2021 outlining the findings of the cost/benefit analyses to be undertaken.

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

Currently, Council provides bio-degradable dog waste bags in many of its parks and reserves. As these bags are non-compostable, dog owners are required to dispose of their dogs' waste either in Council's general waste bins located within its open spaces or at home in their general waste (blue) bin. All dog waste, as part of general waste, is then diverted to landfill.

The cost/benefit analysis to be undertaken will consider the environmental impact and benefits of Council providing compostable dog waste bags and public (green) bins in its parks and reserves.

### **8.5 Social/Economic**

Generally speaking, dog owners would find it beneficial to be able to have access to and use compostable dog waste bags which can then be disposed of in either green bins provided publicly in Council's parks and reserves or in their green bins at home.

## **8.6 Stakeholder Engagement**

Community consultation is not proposed to be undertaken regarding this initiative as part of the cost/benefit analysis. Council's consideration of possibly introducing this initiative is part of its Waste Management Plan which has been consulted on.

## **9. REPORT CONSULTATION**

Consultation has occurred with Council's relevant City Development staff. As part of the cost/benefit analysis, relevant staff from across the organisation will be consulted.

## **10. REPORT AUTHORISERS**

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

## DECISION REPORT

<b>REPORT TITLE:</b>	WASTE MANAGEMENT AND RESOURCE RECOVERY PLAN 2021-2025
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	AARON WOOD
<b>JOB TITLE:</b>	MANAGER ASSETS AND OPERATIONS
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. COMMUNITY CONSULTATION SUMMARY REPORT MAY 2021</li><li>2. WASTE MANAGEMENT AND RESOURCE RECOVERY PLAN 2021-2025</li></ol>

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### 1. EXECUTIVE SUMMARY

This report presents to Council for its consideration, a summary of the feedback received regarding the draft Waste Management and Resource Recovery Plan 2021-2025 and seeks Council's adoption of the final Plan.

At its meeting held on 22 March 2021, Council endorsed the draft Plan for community consultation. This was undertaken between 12 April 2021 and 10 May 2021 (inclusive) with comments invited to be received via Council's Your Say Unley Website.

In total, 63 survey responses were received. Of those, 58 were from residents of a detached or semi detached dwelling, four (4) from residents of a unit group or apartment complex and one (1) from a business owner or employee. Overall, the feedback received regarding the proposed strategies and actions of the draft Plan was positive and supportive.

The feedback received has been considered by Council staff and a number of minor amendments have been made to the Plan as summarised below:

- Ability for residents to drop off polystyrene as part of Council's recycling of "tricky" waste services offered for e-waste, batteries and engine oils.
- The cost/benefit analysis for the introduction of a rear lift collection service for medium to large Multi Unit Developments (MUDs) to include consideration of a weekly organics collection.
- Explore the opportunity to introduce the option for residents to dispose of hard waste directly to a waste transfer station facility using a voucher of equivalent value to the charge for a kerbside collection.

The final Plan outlines Council's proposed waste management and resource recovery strategies and actions with prioritised implementation over the coming 5-years to ensure Council's objectives are achieved. The final Plan is now presented to Council for adoption.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. The Waste Management and Resource Recovery Plan 2021-2025 contained in Attachment 2 to this report (Item 4.2, Council Meeting 26/07/2021) be endorsed.
3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required, in conjunction with the graphic design, in order to finalise the Waste Management and Resource Recovery Plan 2021-2025.

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

### **2. Environmental Stewardship**

2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.

To ensure alignment of the Plan with Council's other key environmental directions consideration was also given to:

- Four-Year Delivery Plan 2021-2025
- Draft Climate and Energy Plan

In developing the Plan, there were also a number of other considerations, including for the following State Government strategies and legislation:

- *Waste Strategy 2020-2025 – Supporting the Circular Economy*
- *Environmental Protection Authority Act 1993 – Fees & Levies Regulations*
- *Local Nuisance and Litter Control Act 2016 – Regulations 2017*
- *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*

#### 4. **BACKGROUND**

At its meeting held on 22 March 2021, Council considered the draft Waste Management and Resource Recovery Plan 2021-2025 Plan which outlines Council's proposed waste management and resource recovery strategies and actions for the upcoming 5-years. The Plan aims to build on the key successes and achievements that Council has made in recent years and guides the priorities for the coming years.

Following consideration of the matter, Council resolved that:

1. *The report be received.*
2. *The Draft Waste Management and Resource Recovery Plan 2021-2025, as contained in Attachment 1 to this report (Item 4.4, Council Meeting 22/03/2021), be endorsed for the purpose of undertaking community consultation.*
3. *The Chief Executive Officer be authorised to make minor editorial amendments as required, in order to finalise the Draft Waste Management and Resource Recovery Plan 2021-2025 for the purpose of undertaking community consultation.*
4. *Following the conclusion of community consultation, a further report be presented to Council for its consideration outlining a summary of the feedback received and a final Waste Management and Resource Recovery Plan 2021-2025.*

**Resolution No. C0469/21**

Council staff have undertaken the community consultation process, collated the feedback received and prepared a final Plan with a number of minor amendments for Council's adoption.

#### 5. **DISCUSSION**

##### **The Plan**

Council has achieved great outcomes in waste management in recent years, including a high diversion rate of waste from landfill. The Plan aims to build on this achievement and focuses on seven key elements as follows:

- Residential kerbside collection
- New proposals for MUDs
- Better efficiencies for hard waste collection
- Review of Council's internal waste management
- Review of services for a new contract
- Innovations and use of technology
- Continued community education and engagement

The key Objectives and Actions proposed under the Plan are to:

- Enhance community knowledge and understanding of correct waste separation and recycling.
- Improve community understanding of the cost benefits of improved waste management and resource recovery outcomes.
- Increase community awareness regarding the environmental benefits of sustainable waste management practices.
- Encourage and improve waste separation practices at community events including the recycling of glass bottles.
- Continue undertaking education campaigns with schools.
- Undertake education campaigns with businesses.
- Expand the 'Take the Pledge' campaign to increase participation, including for businesses. The campaign aims to recruit residents to pledge to use their kerbside bins to their full potential. As part of the campaign, residents place a sticker on their bins to advertise their participation with the aim of promoting the scheme to others.
- Focus on education for new residents moving into our City.
- Provide education regarding environmental implications of food waste in landfill (i.e. leakage of methane from landfill gas capture systems).
- Continue the provision of kitchen caddies to residents to support the diversion of food waste from landfill initiative.
- Provide education and awareness regarding the fate of recycling, to help improve community understanding of how much is being recycled, and where the recycled products are being used.
- Use social media and other available methods to provide education and promotion of Council's waste management and resource recovery programs and achievements.

### **Community Consultation**

Community consultation on the draft Plan was open on 12 April 2021 to 10 May 2021 in accordance with Council's Community Engagement and Consultation Policy.

The consultation process included the following:

- A detailed online survey via Council's Your Say Unley Website.
- Promotion across social media platforms.
- Advertisement in the Adelaide East Herald newspaper which appeared on 15 April 2021.
- Two drop-in sessions made available to members of the public with an opportunity to meet and discuss the draft Plan with Council staff. Both sessions were held on Earth Day which was on 22 April 2021 at:
  - Goodwood Library (10am -1pm); and
  - Unley Library (5pm - 8pm)

The online survey was structured around questions that were aimed at determining the level of support for the proposed strategies and action of the Plan and to allow direct feedback on Council's proposals. In addition to the questions, there was also an opportunity for respondents to provide any additional comments they wished to make.

### **Feedback Received**

In total, 63 survey responses were received. Of those, 58 were from residents of a detached or semi detached dwelling, four (4) from residents of a unit group or apartment complex and one (1) from a business owner or employee.

A full copy of all individual responses which have been received has been provided separately to Elected Members for review. A summary of the results to the online survey questions is contained in Attachment 1.

#### *Attachment 1*

The feedback received has been collated by Council staff and considered in finalising the Plan.

From the feedback received, the following is summarised:

- 67% are happy or very happy with the overall current kerbside waste collection service.
- 98% agree or strongly agree with the proposal to improve upon Council's current landfill waste diversion rates to achieve greater environmental outcomes.
- 94% agree or strongly agree with the proposal to reduce landfill waste by 5% per annum.
- 92% agree or strongly agree with the proposal to reduce organics in general waste bins by 10% per annum.
- 97% agree or strongly agree with the proposal to reduce contamination of recycling bins to less than 5%.
- 98% agree or strongly agree with the proposal to reduce contamination of organics bins to less than 1.5%.
- 70% would find a weekly organics collection beneficial.
- 68% supported a collection service to large MUDs noting that the whole community may incur additional costs to provide this service. Of those, 41% supported the initiative only if it is a similar cost per unit to a single residential property and 27% supported it even if it is a higher cost.
- 52% have booked a domestic hard waste collection with Council in the past 12-months.

- 51% would find it beneficial if there is a second annual hard waste collection service available at a cost price fee.
- 92% are supportive of the concept of a local community resource recovery day with 76% indicating that they would likely participate.
- 84% agree or strongly agree with Council exploring using bin ID tagging and cameras on waste management trucks.
- 43% currently participate in the "Take the Pledge" Program, 22% are aware of it but are yet to participate, 10% are aware but do not wish to participate and 25% have not heard of it previously.
- Communication regarding what material is placed in which bin via the Council rates notice, Unley E-Newsletter and letter addressed to the occupier were the three most supported forms of communication.
- 62% did not know that glass bottles and jars are accepted at recycling drop off centres with higher quality recycling albeit not receiving the 10 cents per item recycling fee.
- 41% would consider taking their non-deposit glass items to a nearby recycling centre (Glen Osmond Recycling and Daws Road Recycling Centres being closest to the City of Unley), 23% would not and 36% were unsure if they would or not.

In response to the feedback received, a number of amendments have been made to the Plan. A summary of the key suggestions received and response by Council staff are set out in Table 1.

**Table 1: Summary of key suggestions received and response**

Suggestion	Response
Increase capacity and frequency of recycling bins	<b>No change proposed.</b> It is acknowledged that some residents have excess recyclable waste. However, this is not a Council wide issue. Residents are able to access additional bins at a reasonable cost to meet their individual needs.
Increase education on 'Which Bin', waste diversion, re-use and avoidance (e.g. bin stickers, embossed on lid)	<b>Noted.</b> Council will continue to provide information and education to the community and will aim to identify the most efficient and effective communication methods, to educate residents and businesses on best practice within available budget constraints.
Polystyrene (EPS) - the only option is to ban it.	<b>Agree. Amendment made.</b> Council now provides a drop off location for polystyrene products located at Council's works depot. This product is able to be recycled. Additional wording has been provided in Section 2 of the Plan to indicate that Council provides a drop off service for polystyrene recycling.

Suggestion	Response
Bigger weekly blue bin	<b>No change proposed.</b> Council aims for a reduction of waste to landfill and appropriate diversion of waste resources. Supporting this would not enable Council to achieve this objective. Residents can pay for additional bins.
Provide more drop off locations for e-waste and batteries.	<b>No change proposed.</b> Council currently has an e-waste, batteries, globes, engine oil drop off location at Council's Works Depot. Other sites have previously been available for e-waste, however due to lack of surveillance at those locations constant vandalism has occurred (e.g. Fullarton Community Centre).
Allow soft plastics in yellow bin and provide more drop-off locations	<b>No change proposed.</b> Recycling plant operators do not allow receipt of soft plastics within yellow bins and the most effective way to recycle soft plastics is through separate collection and processing. The recycler of soft plastics in Adelaide (Redcycle) will only provide a collection point from nominated supermarkets.
Provide a separate bin for cardboard	<b>No change proposed.</b> It is acknowledged that some residents have excess recyclable waste. However, this is not a Council wide issue. Residents are able to access additional bins at a reasonable cost to meet their individual needs.
Provide a separate bin for glass recycling (e.g. bin or crate)	<b>No change proposed.</b> South Australia has a container deposit scheme which enables the recycling of a significant percentage of glass. The recycling depots also accept non-refundable glass products and residents are encouraged to use this alternative. The costs associated with introducing a kerbside bin or crate for glass collection would be cost prohibitive.
Blue bin only needs to be collected fortnightly	<b>No change proposed.</b> Metropolitan Councils are required by legislation to provide a weekly general waste collection service.
Suggest partnering with Charity groups – to find re-use of items	<b>Agree.</b> This currently forms part of Action 5.2.2 of the Plan to explore circular economy initiatives for hard waste items.
Increase rates for MUD Developments	<b>Noted.</b> This will be considered and will form part of the cost/benefit analysis to introduce a waste service for MUDs.
Small – Medium Unit Complexes should share bins – reduce number of bins	<b>Noted.</b> This will be considered and will form part of the cost/benefit analysis to introduce a waste service for MUDs.
Local Community Resource Recovery Day. Council must consider implications and issues that may arise and ensure appropriate rules and guidelines are developed	<b>Agreed.</b> No amendments are proposed to the Plan. However, as part of the implementation of the Plan, consideration will be given to an initiative that has minimal impact on the community and address concerns raised.

Suggestion	Response
More items should be included for hard waste (e.g. roof tiles, bricks)	<b>No change proposed.</b> These items are required to be processed through waste transfer stations not through hard waste collections.
Residents should be rewarded for not placing out BLUE bin weekly	<b>Noted.</b> Council is investigating various technologies (RFID) that would be required to enable Council to implement such an initiative (e.g. pay by presentation and or pay by weight).
Council should get benefits of 10c deposits in yellow bins	<b>Noted.</b> It is not possible for recycling processors to identify and quantify the number of container deposits from councils when deposited at their facility.
Free mulch collection	<b>No change proposed.</b> There is not adequate surplus supply from street tree trimmings etc to provide to the general public. It is predominantly used on Council reserves and occasionally to support local schools and not for profit groups.
Consideration to provide a weekly organics collection for large MUDs	<b>Agree. Amendment made.</b> Additional wording has been provided in Action 4.2.3 of the Plan to include consideration of a weekly organics collection service for medium to large MUDs, as part of the cost/benefit analysis to be undertaken.
Combine garbage and recycling and sort at depot	<b>No change proposed.</b> This would cause major contamination of resources of which would render them no longer recyclable and increase waste to landfill.
Weekly green collection in summer due to odours and maggots and potentially less demand in winter months	<b>Noted.</b> Will be considered as an option through the cost/benefit analysis that is to be undertaken regarding a weekly organics collection.
Single bin for the street we can put rubbish in	<b>No change proposed.</b> This is not a service that Council could provide to every street within the City.
More coloured examples in a brochure to help identify which bin.	<b>Noted.</b> Consideration to be given for education material to provide information on the use of clear coloured symbols or images to help identify which bin and to assist with correct separation.
Better identification of bin ownership to ensure compliance with Council bin entitlement policy.	<b>Noted.</b> This will be resolved if Council endorses the installation of RFID technology through the procurement of the new kerbside waste collection contract. This is subject to a cost/benefit analysis.
People should be fined if they don't start using the organics bin for food scraps	<b>No change proposed.</b> This is not recommended at this point in time. Council will continue to educate and inform the community to change waste disposal behaviours.
I would like to see the waste reduction targets increased	<b>Noted.</b> The proposed targets are considered appropriate, realistic and attainable. However, Council will endeavour to exceed expectations.

Suggestion	Response
Provide area collection bins for glass bottles	<b>No change proposed.</b> The risk of contamination would outweigh the benefits, as they would be located at unmonitored areas. Bottle depots are a more suitable location to monitor and sort coloured glass and greatly reduce contamination.
Could there be better management of street cleaning of leaves to reduce volumes placed in residential green bins	<b>Noted.</b> This does not form part of the objectives of the Plan. However, Council is continually reviewing its street sweeping service to identify efficiencies. The introduction of a weekly green bin collection service could help manage the disposal of excess leaves. However, this is subject to a cost/benefit analysis.
Developers/Owners of MUDs should be responsible for their own waste services	<b>Noted.</b> This will be considered and will form part of the cost/benefit analysis to introduce a waste service for MUDs.
Offset additional collection costs for MUDs by increasing rates	<b>Noted.</b> This will be considered and will form part of the cost/benefit analysis to introduce a waste service for MUDs.
That Council + Repair Cafe volunteers could provide workshops to share repair skills with residents to reduce hard waste	<b>Noted.</b> This currently forms part of Action 5.2.2 of the Plan to explore circular economy initiatives for hard waste items.
Option where hard waste can be delivered by the property owner to a depot/waste facility.	<b>Agree. Amendment made.</b> A new Action 5.2.5 has been provided in the Plan to explore the opportunity to introduce the option for residents to dispose of hard waste directly to a waste transfer station facility using a voucher of equivalent value of kerbside collection.
How about embedded SIM card trackers for the fate of our waste?	<b>Noted.</b> The destination of our kerbside waste is known, with the most environmentally friendly outcomes achieved through best practice processing to minimise waste to landfill.

The final Plan including the amendments which have been made in response to the feedback received is contained in Attachment 2. The amendments are highlighted in yellow in the attachment.

*Attachment 2*

### **Cost/Benefit Analyses**

The Plan contains a number of proposed actions for Council to consider in relation to the possible introduction of a new service or increase in services level. A cost/benefit analysis will be undertaken by Council staff for each of these possible new services. A further report will be presented to Council in the coming months outlining the findings of the cost/benefit analyses. At that time, Council can make an informed decision regarding which (if any) new services it wishes to deliver.

The cost/benefit analyses will be undertaken for the following:

- Introducing a weekly organics collection.
- Introducing a 240 litre general waste and a 360 litre recycling bins for small to medium MUDs.
- Introducing a rear-lift collection service for medium to large MUDs.
- Offering hard waste collections for rental tenants at no fee who can prove they are vacating the property.
- Requiring recyclability and/or product stewardship for procured materials which is to be considered as a joint delivery with Council's Climate and Energy Plan.
- Providing organics waste bins and compostable dog bags in Council reserves and parks.
- Confirming the scope of innovation and technology to be used by Council to achieve waste management objectives.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Waste Management and Resource Recovery Plan 2021-2025 contained in Attachment 2 to this report (Item 4.2, Council Meeting 26/07/2021) be endorsed.
3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required, in conjunction with the graphic design, in order to finalise the Waste Management and Resource Recovery Plan 2021-2025.

Under this option, Council would adopt the final Plan as amended following consideration of the feedback that was received during the community consultation process and will enable the CEO to undertake minor editorial amendments to finalise the adoption of the Plan.

Once the Plan is adopted, Council staff will undertake the implementation of the actions contained within the Plan, according to the priority of the adopted actions. This is to include the cost/benefit analyses which need to be undertaken in the coming months.

#### Option 2 –

1. The report be received.
2. Subject to the following amendments, the Waste Management and Resource Recovery Plan 2021-2025, as set out in Attachment 2 to this report (Item 4.2, Council Meeting, 26/07/2021) be adopted:
  - *Amendment requested to be inserted here*
  - *Amendment requested to be inserted here*
3. The CEO be authorised to make minor editorial or formatting amendments, as required in conjunction with the graphic design, in order to finalise the Waste Management and Resource Recovery Plan 2021-2025.

Council may wish to make amendments to the Plan prior to adopting the document. If this is the case, the amendments should be articulated as part of the resolution, and this option provides the relevant wording to enable Council to articulate the changes it wishes to make. These changes can then be incorporated without the need to come back to Council for further consideration of the matter.

#### Option 3 –

1. The report be received.
2. The Waste Management and Resource Recovery Plan 2021-2025, as set out in Attachment 2 to this report (Item 4.2, Council Meeting, 26/07/2021), be further amended as outlined below and returned to Council for review prior to adoption:
  - *Summary of amendments required to be inserted here*

Council may wish to request further amendments to the Plan and for Council to consider the changes prior to its adoption.

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

#### Option 4 –

1. The report be received.

This option means Council will receive the Plan but not endorse the document at this time.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- An external waste management consultant was appointed by the Administration to assist Council in the development of the draft Plan at a cost of \$18,500. This has been funded from Council's waste management operating costs.
- The actions of the Plan are proposed to be implemented as:
  - short-term year 1 (2021/22) and year 2 (2022/23)
  - medium-term year 3 (2023/24) and year 4 (2024/25)
  - long-term year 5 (2025/26) and beyond
- With regards to proposed new actions, Council will prioritise the implementation of these over the coming five years, being the life of the Plan. All actions will be implemented in financial years as short, medium and long-term priorities. This is subject to Council's allocation of funding as required as part of the Annual Business Plan and Budget process.
- Implementation of the continuing initiatives, as ongoing services will be funded through Council's waste management operating budget.
- Implementation of the proposed new actions will be subject to Council's consideration of allocating funding, as part of its Annual Business Plan and Budget consideration process, based on the prioritisation which has been proposed in the Plan.

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

- Council is required to consider the State Government's targets for waste management as contained in the Waste Strategy 2020-2025 – Supporting the Circular Economy.
- Council is required to adhere to the various legislative requirements as contained in the *Environmental Protection Authority Act 1993 – Fees & Levies Regulations*, *Local Nuisance and Litter Control Act 2016 – Regulations 2017* and *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*. The Plan has been developed with consideration to Council's obligations.
- A prudential report will be undertaken as part of the procurement process for entering into a new waste management services contract. The report will be developed by an external specialist and the results will be considered by the Audit Committee as required. The report will identify Council's risks and assess the measures for mitigation.

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

- The development of the Plan was undertaken internally and involved staff across the organisation.
- The implementation of ongoing as well as new initiatives will be delivered through a combination of Council staff time and the use of external consultants or contractors as required.

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

- Council is currently developing a Climate and Energy Plan which will better track, manage and reduce its operational carbon and energy footprint. The Plan has been developed to ensure alignment with the objectives of the Draft Climate and Energy Plan.
- Under the Plan, Council will consider, as part of its procurement processes, requiring recyclability and/or product stewardship of procured materials which would directly contribute to aligned goals in the Climate and Energy Plan on reducing carbon emissions.
- With the new services contract, two of the key elements will be the use of innovation and technology within the waste management industry and improved tracking and reduction of CO<sub>2</sub> equivalent emissions of resource management services.

### **8.5 Social/Economic**

- Many of the proposed improvements contained in the Plan are almost dependent on behavioural change. To achieve this, Council will continue its education and promotion to broaden awareness and knowledge throughout the community.

### **8.6 Stakeholder Engagement**

The community consultation process included the following measures:

- A detailed online survey via Council's Your Say Unley Website.
- Promotion across social media platforms.
- Advertisement in the Adelaide East Herald newspaper which appeared on 15 April 2021.
- Two drop-in sessions made available to members of the public with an opportunity to meet and discuss the draft Plan with Council staff. Both sessions were held on Earth Day which was on 22 April 2021 at:
  - Goodwood Library (10am -1pm); and
  - Unley Library (5pm - 8pm)

**9. REPORT CONSULTATION**

Consultation has been undertaken with key Council staff during the development of the Plan. This includes City Design, Assets and Operations, the CEO's Office and the Executive Management Team.

Elected Member briefings were held on 16 November 2020 and 9 March 2021 to seek feedback regarding the draft Plan and in finalising the document for endorsement by Council for community consultation.

**10. REPORT AUTHORISERS**

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

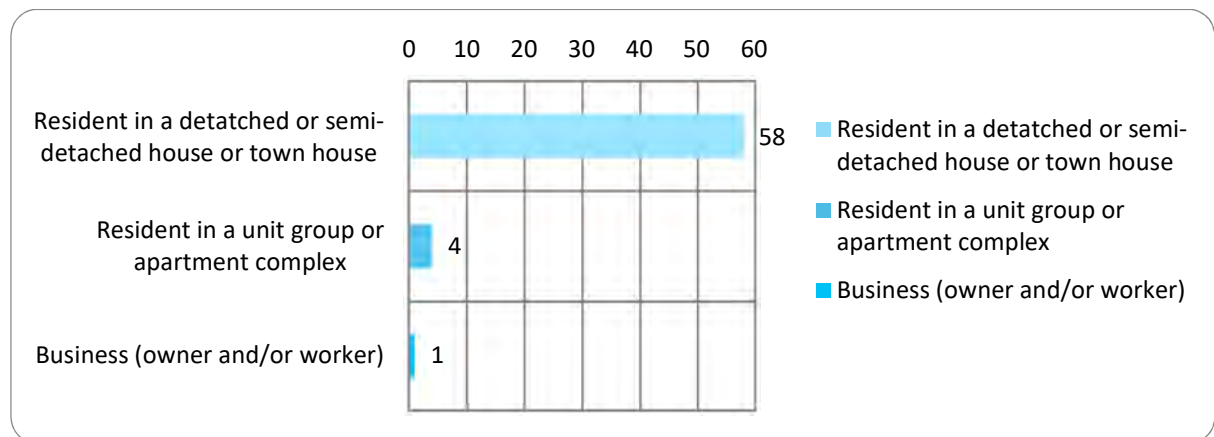
# ATTACHMENT 1

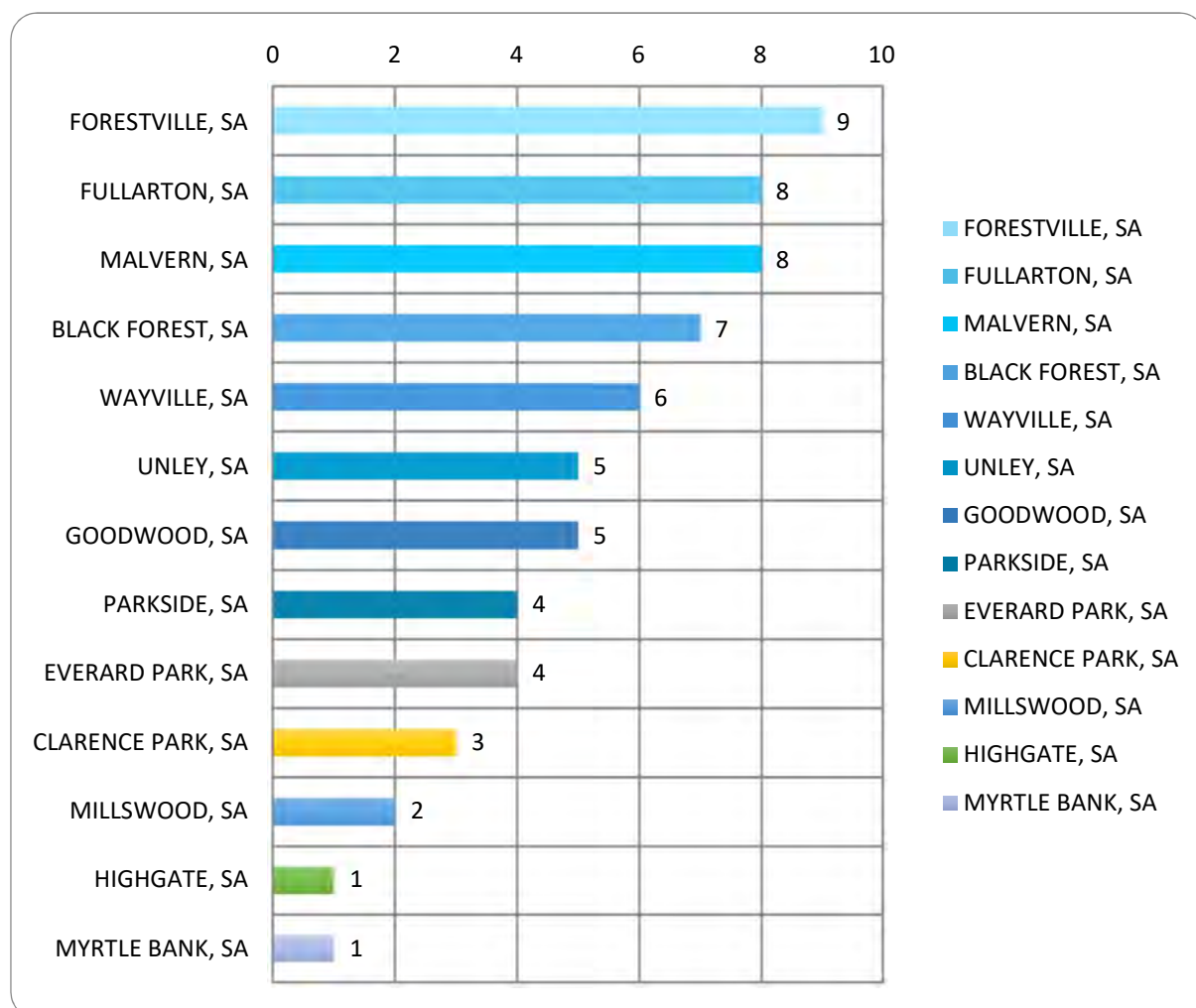
## Draft Waste Management and Resource Recovery Plan 2021-2025

### Community Consultation Summary Report May 2021

#### YourSay Survey - 63 responses

Question 1: Are you answering primarily as a:

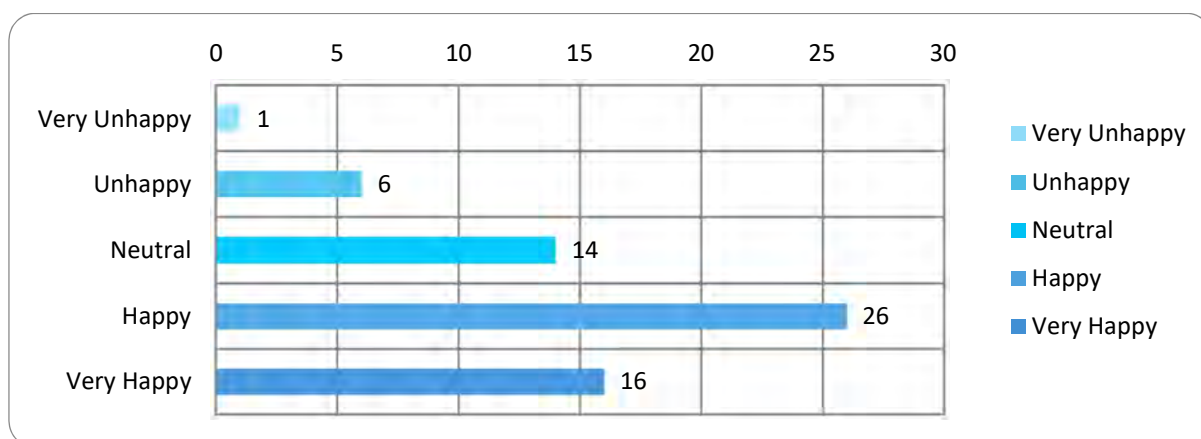


**Question 2: What is your suburb?****Question 3: What is the biggest challenge that you experience with waste/recycling in your home?**

Understanding of correct bin/location for items	11
Recycling bin – need larger capacity of more frequent collections	10
Concern for hygiene & odours from fortnightly organic collection	8
Organics bin – need larger capacity for garden vegetation	5
Illegal dumping/Contamination into bins by others (neighbours)	2
Need more locations for e-waste and soft plastic drop off	2
Soft Plastics – should allow collection in yellow bin	2
Need more drop off locations for soft plastic	2
Separate cardboard collection	2

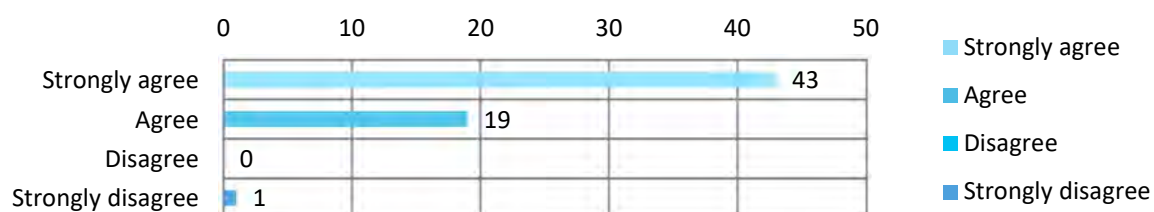
**Question 4: Do you have any suggestions or solutions for this challenge?**

Increase Organics collection to weekly	14
Provide more education on which bin and alternatives	13
Recycling Capacity – insufficient and need weekly	8
Provide more drop off locations for e-waste	3
Educate avoidance of plastic	3
Allow soft plastics in yellow bin	2
Lobby government to ban styrene foam and try to avoid	2
Further drop off locations for soft plastics	2
Further bin for cardboard	1
Further bin for glass recycling	1

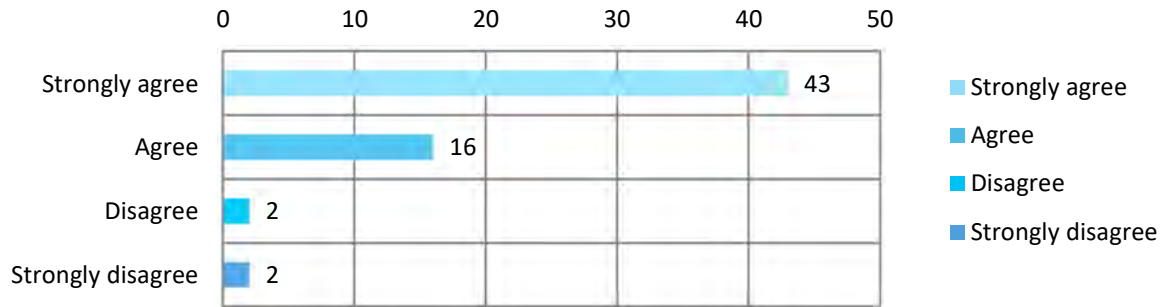
**Residential Kerbside Collection****Question 1: How satisfied are you overall with the current kerbside waste collection service?**

**Section 3 of the Draft Plan on Kerbside Residential Collection is guided by five objectives. Please review your support for each objective:**

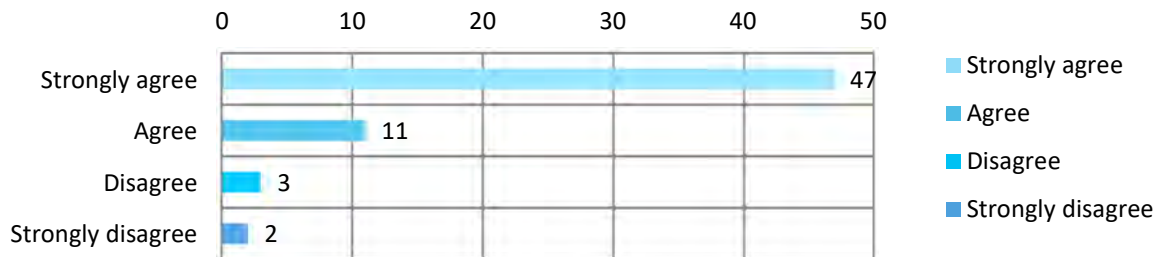
**Continue to improve upon current Council landfill waste diversion rates to achieve greater environmental outcomes**



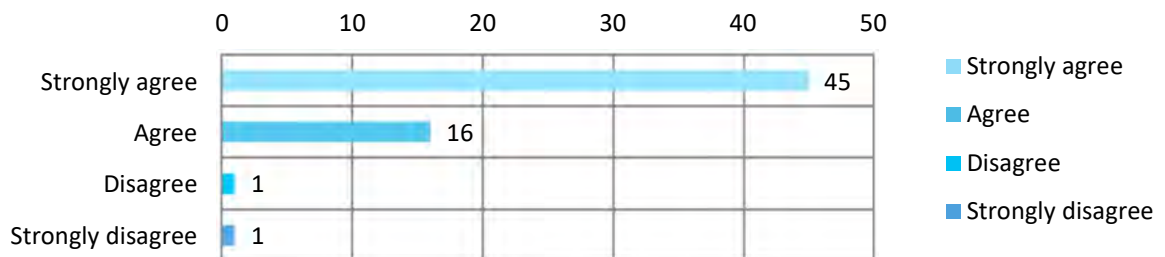
### Reduce landfill waste by 5% per annum



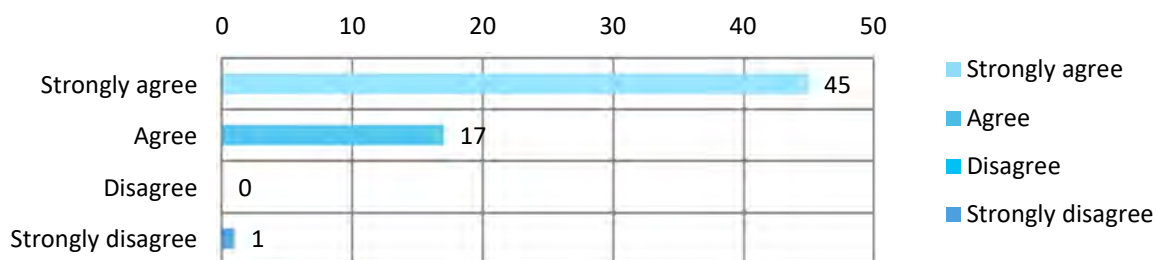
### Reduce organics in general waste bins by 10% per annum



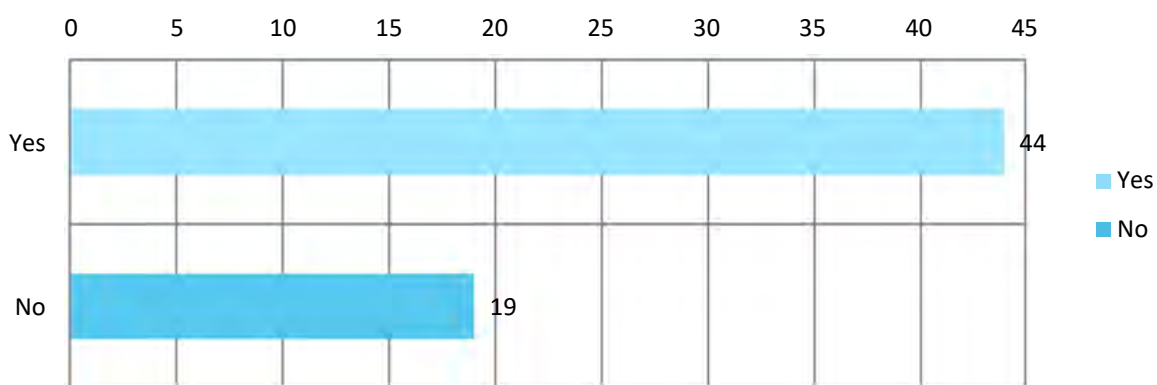
### Reduce contamination of recycling bins (yellow lid) to less than 5%



### Reduce contamination of organics bins (green lid) to less than 1.5%



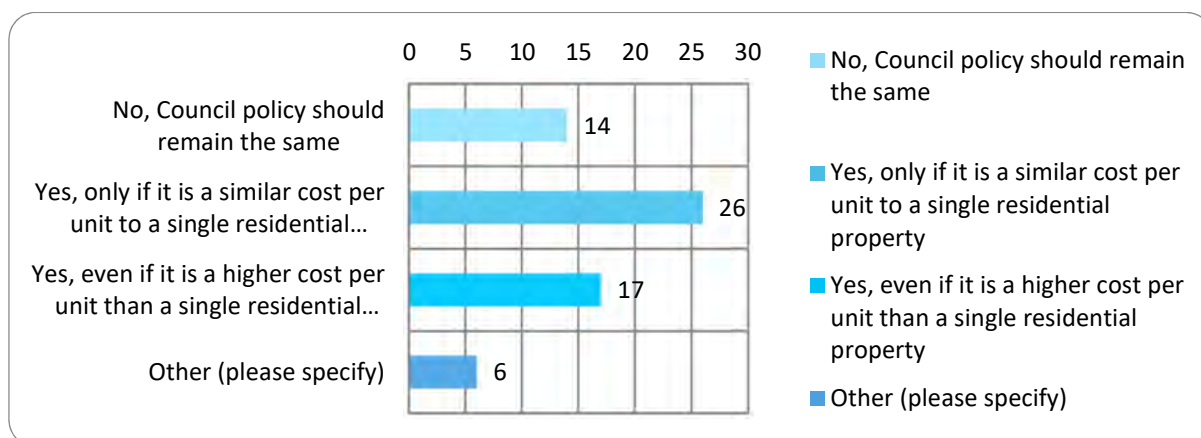
#### Question 1: Would you find it beneficial if there was a weekly organics (green lid) collection?



#### Question 2: Do you have any other comments on the kerbside collection objectives or actions?

Increase frequency of organics – (including suggestion for summer months only)	9
Support objectives – various reasons	7
Happy with the Service	6
Increase frequency or capacity of recycling	3
Support camera technology for non-compliance	3
Blue bin only needs to be collected fortnightly	2
Need more Hard Waste collections	1
Support more drop off locations for glass & bottles	1
Need to education – not reduce or increase frequency of collections	1
All Waste services should be provided to MUDS	1

**Question 3: Do you think Council should provide a collection service to large multi unit sites, noting that the whole of the community may incur additional costs associated with providing this additional service:**

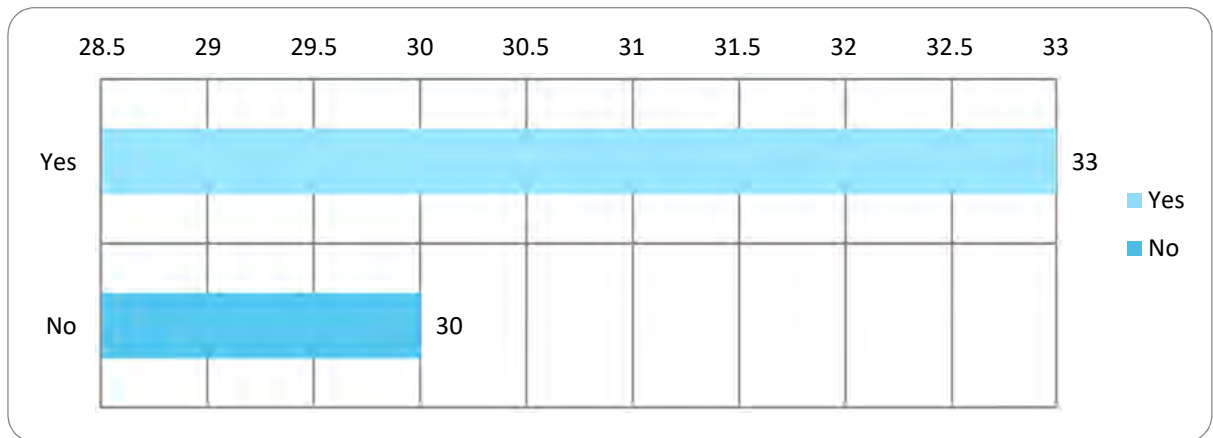


**Question 4: Do you have any other comments on how Council could work with large residential complexes regarding waste management?**

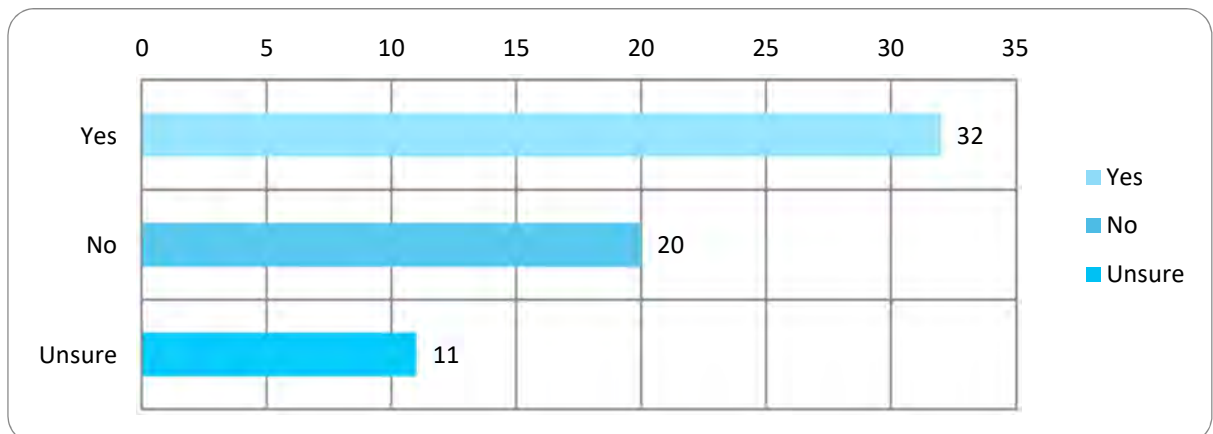
Council responsibility	8
Developer/Owners responsibility	6
Concern for correct waste separation – education and audits required	2
Education essential	1
Equal service provision	1
Better to have bulk (skip) bins	1
MUDS should be given choice on collection provider	1
Increase rates for MUD Developments	1
MUDS require weekly collection of all waste streams	1
Units should share bins – reduce number of bins	1
Research other councils (interstate) to see how they provide this service	1

## Hard Waste

**Question 1: Have you booked a domestic hard waste collection in the last 12 months ?**

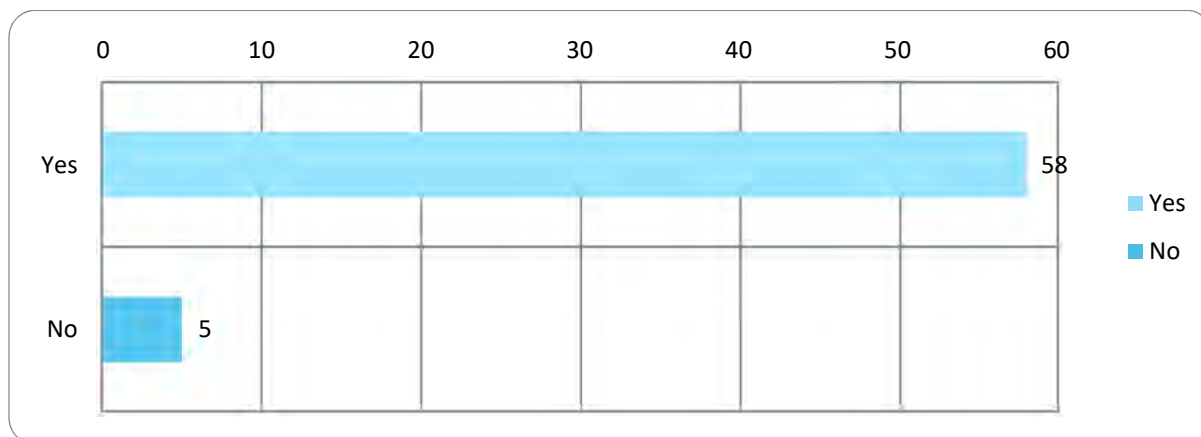


**Question 2: Would you find it beneficial if there as a second hard waste collection service available per financial year at a cost price fee?**



## Local Community Resource Recovery Day

**Question 1: Are you supportive of the concept of a Local Community Resource Recovery Day?**



**Question 2: Would you likely participate in a Local Community Resource Recovery Day?**



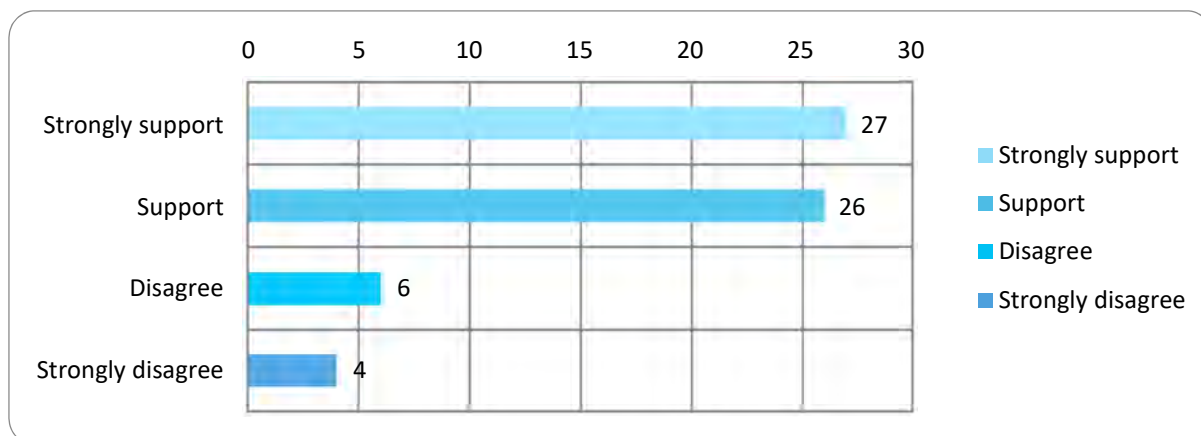
**Question 3: Do you have any comments on the idea of a Local Community Resource Recovery Day?**

Whilst many respondents considered this a good idea and good community engagement, many were concerned of pilfering and adding to the residents' pile of items – who collects this then ?

Concern for unwanted pilfering and adding of items by others	5
Good idea	34
Good idea but needs set rules need to be applied	1
Good idea but concerned about items lying around	1
Not necessary to have this day	1

**Question 4: Do you have any other feedback or ideas on managing hard waste?**

Happy with current hard waste service	4
Continue to educate of re-use and alternative locations for items, eg e-waste	2
Suggest partnering with Charity groups – to find re-use of items	2
Drop off at Unley Works Depot	2
More e-waste drop off sites	1
Map of hard waste collections, so can go search for re-use items	1
Need drop off locations for large cardboard	1
More items should be included for hard waste, eg roof tiles, bricks	1
Responsible purchasing of goods – quality and no need to continual throw away	1
Trial a Resource Recovery Day	1

**Technology****Question 1: Council is exploring using new technology such as bin ID tagging and cameras on waste management trucks, do you:****Question 2: Do you have any other feedback or ideas on smart technology in waste management?**

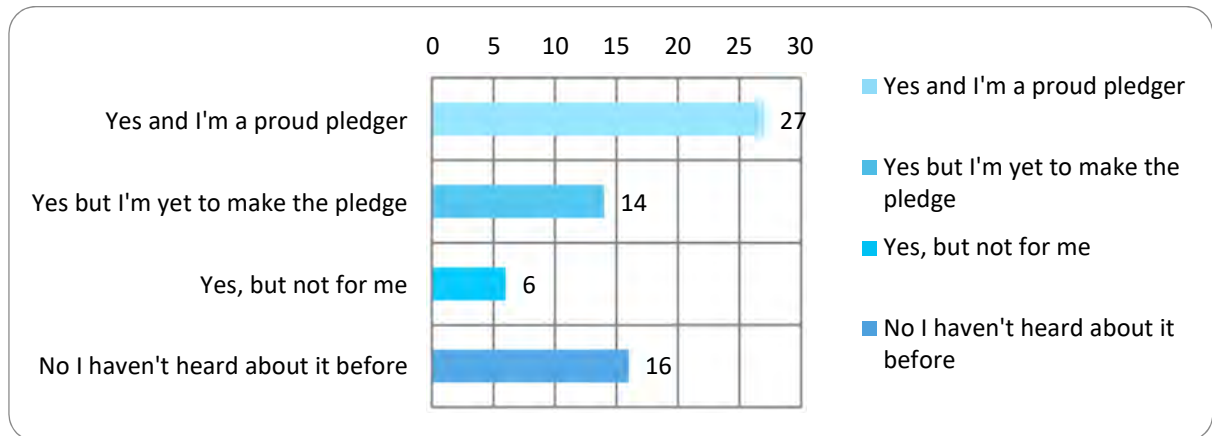
Electric Trucks should be cost neutral	3
Keen for introduction of Electric trucks	2
Concern that cameras do not show WHO put the wrong item in – generally neighbour	2
Residents should be rewarded for not placing out BLUE bin weekly	2
Support all initiatives to reduce Carbon and Waste reduction	2
Separate box/carton for bottles & glass	1
Council should get benefits of 10c deposits in yellow bins – prevent scavengers	1

## Communication and Education

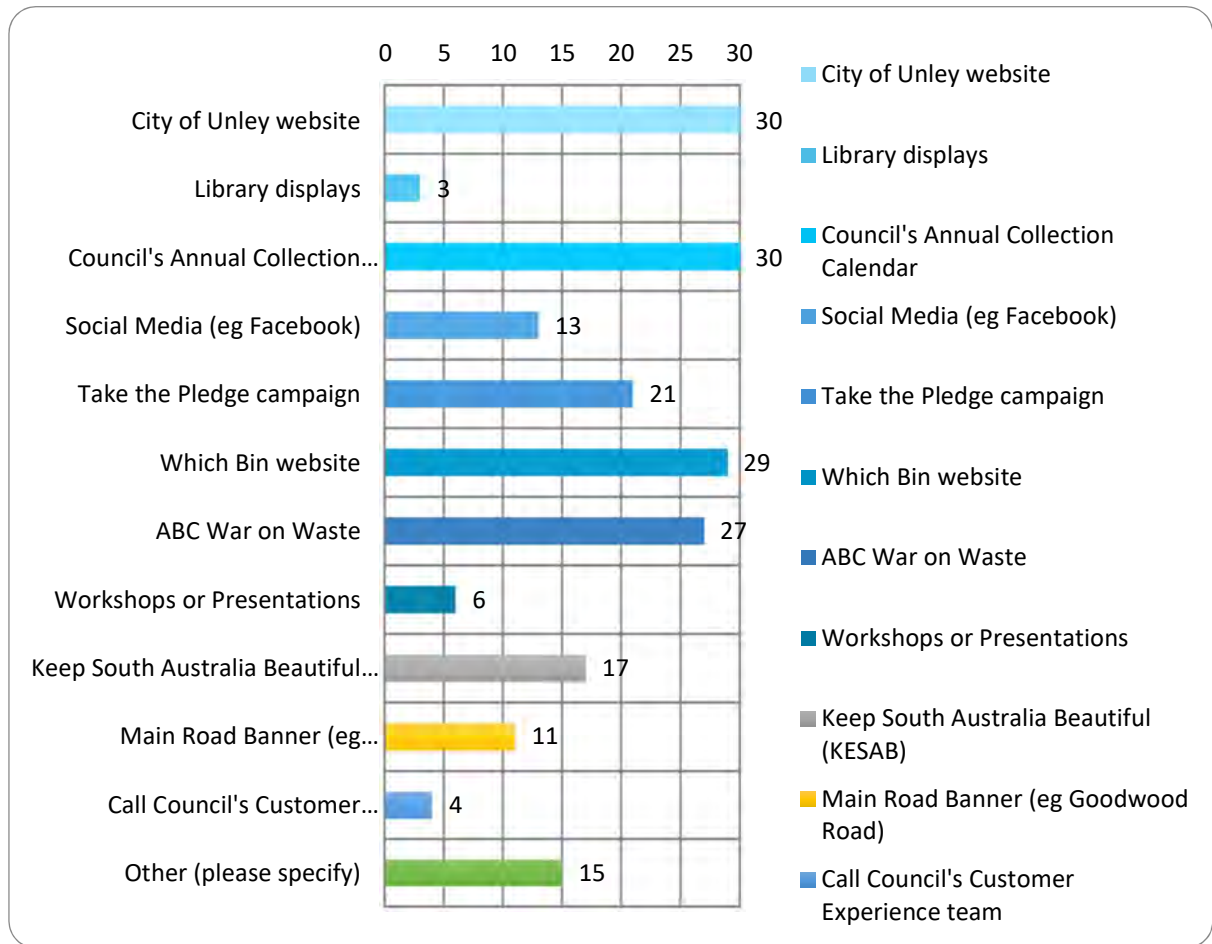
**Question 1: Whenever you are unsure what to put in a bin – where do you typically go for information first?**

- Website – Council or Which Bin are most popular
- Collection Calendar and flyers are helpful
- Information provided by Take the Pledge campaign
- Information on Bin Lids

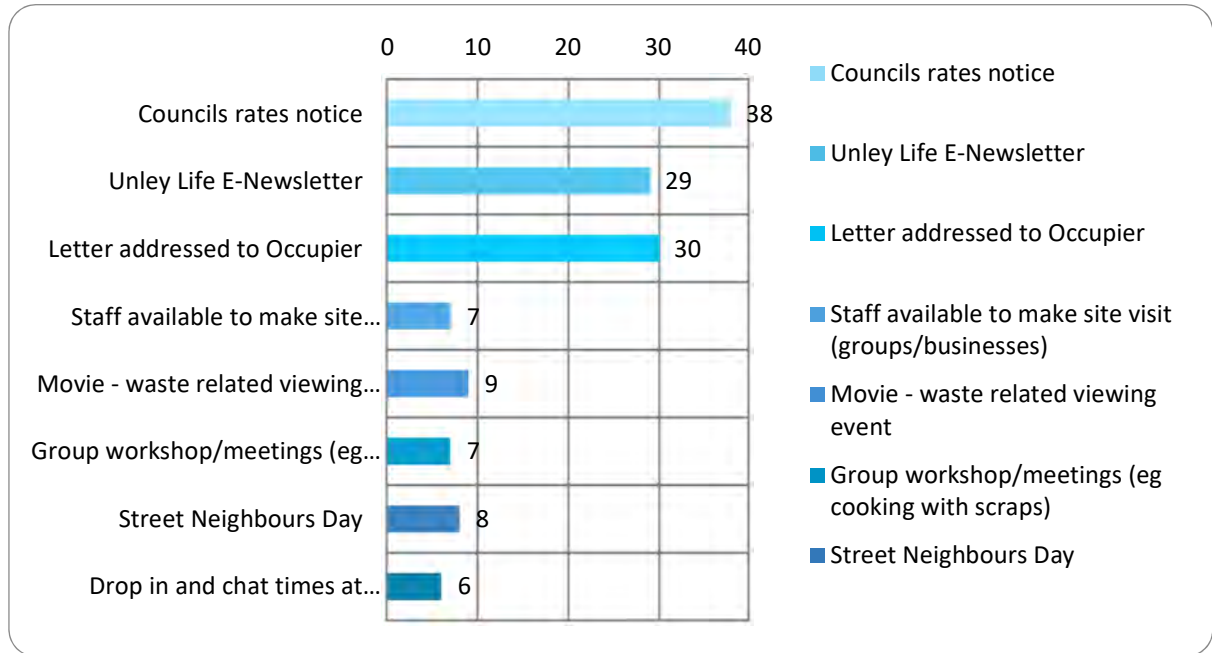
**Question 2: Have you heard of Council's "Take the Pledge" waste program where residents commit to use their kerbside bins and recycling to their full potential?**



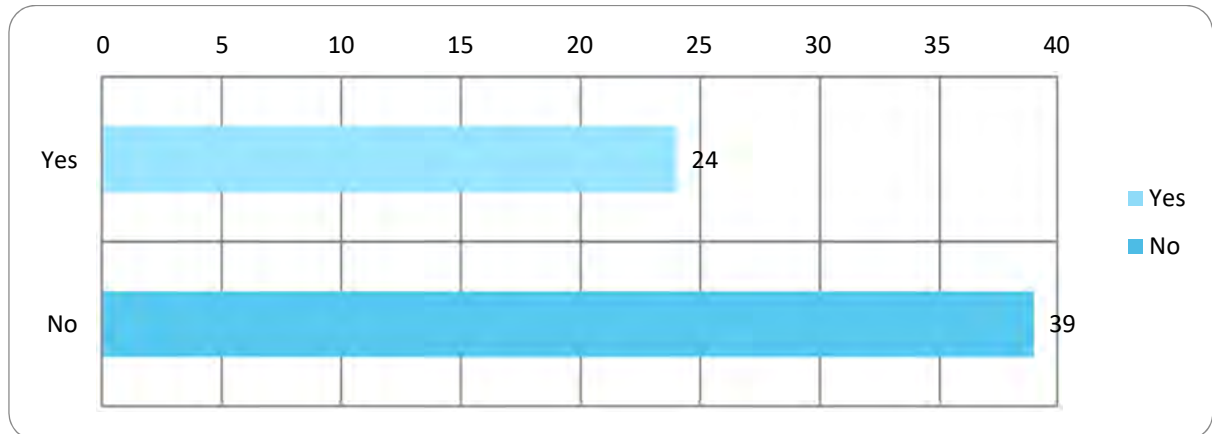
**Question 3: Have you previously found useful information about correct separation of your waste and recycling from any of these sources (tick all that apply)?**



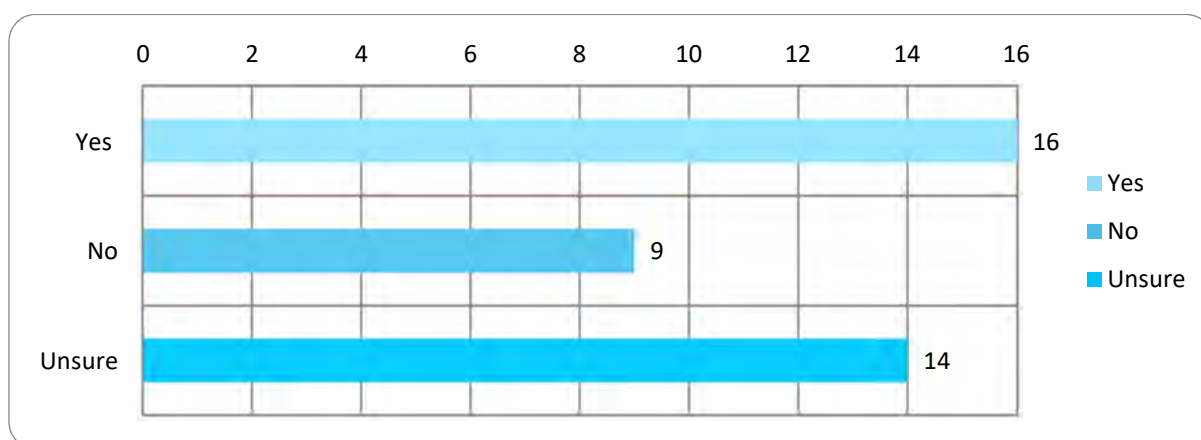
**Question 4: Would any of the following communication options be appealing to you to help learn what materials go in which bin?**



**Question 5: Did you know glass bottles and jars are accepted at Recycling drop off centres? You won't receive 10 cents per item, however the quality of the recycling is higher than in your Yellow bin.**



**Question 6: Would you now consider taking your non-deposit glass items to a nearby recycling centre? (In the City of Unley, the closest are Glen Osmond Recycling and Daws Road Recycling Centres)**

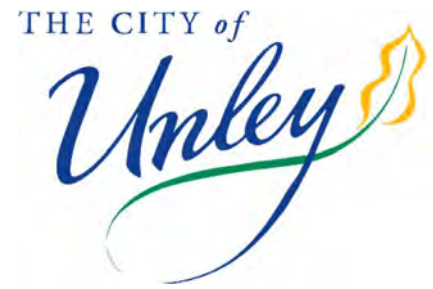


**Question 7: Do you have any other feedback or ideas on waste communication and education?**

Education – bin stickers, lids of bins, keep it simple, street ambassadors, community groups and businesses	12
Difficulty to get to some drop off sites	2
Tracking – barometer type promotion on how we are going with diversion	1
Continue with site visits to MUDS	1
Should be rebate on certain plastics and other glass	1
Provide more drop off locations for glass	1
Free mulch collection	1

**Question 8: Do you have any other feedback or improvement ideas about the Draft Waste Management Plan?**

Supportive of initiatives and ideas	8
Unley is doing a good job	4
Education is the key to success	1
Circular Economy - work in partnership with private sector	1
Support for weekly green collection	1
Support Hard waste collection for tenants moving out	1
Keep it simple and work with supermarkets	1
Supportive if MUDS are included	1
Request for free mulch service	1



# **Waste Management and Resource Recovery Plan 2021-2025**

**July 2021**

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## Mayor's Message

To be drafted following Council's adoption of the Plan

# 1. Executive Summary

The City of Unley (Council) Waste Management and Resource Recovery Plan 2021-2025 (Plan) sets out the proposed objectives and actions to provide sustainable waste management for the City and reduce waste to landfill as we continue to work towards achieving the targets of *South Australia's Waste Strategy 2020-2025 'Supporting the Circular Economy'*.

Waste management is one of the most visible services provided by Council and is of key interest to the community. Council has responded through a commitment to deliver excellence in waste management as a key objective of its Four-Year Delivery Plan 2021-2025.

## 1.1 Strategic Context

Through its Four-Year Delivery Plan 2021-2025, Council intends to implement several waste management strategies. This will be achieved through the delivery of various key initiatives and projects funded by Council through its Annual Business Plan and Budget, as well as numerous operations and ongoing services. In addition, Council is also developing a Climate and Energy Plan to better track, manage and reduce Council's operational carbon and energy footprint.

In developing the Plan, Council has prioritised the implementation of its strategies as contained in its Four-Year Delivery Plan 2021-2025 over the coming five (5) years and has aligned a number of objectives and actions to the Climate and Energy Plan.

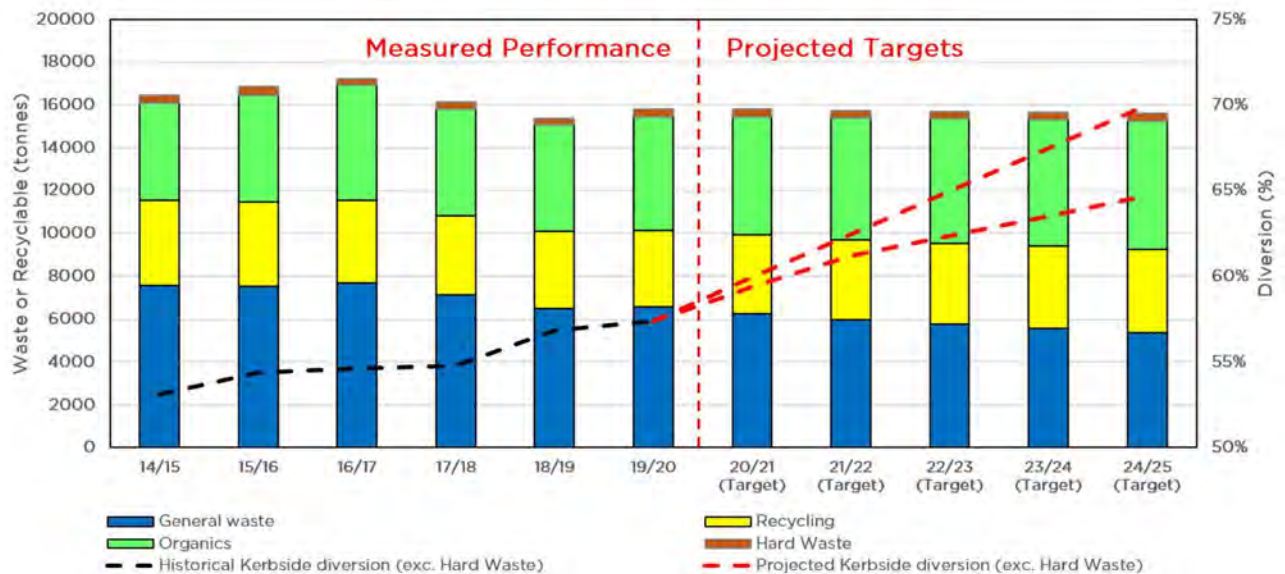
Consideration has also been given to the results of various kerbside collection audits which have been undertaken within the City in recent years, current gaps in resource collection to remove contamination using innovation and technology and the need to review Council's scope of services for delivering its waste management responsibilities.

Four Year Delivery Plan 2021-2025		
Objective 2.2	Excellence in waste management is achieved through avoidance, re-use and diversion	
Strategies	Key Initiatives/Projects	
2.2a Advocate to State Government to enable fortnightly general waste collection supported by kerbside, recycling and green waste collections	<ul style="list-style-type: none"> <li>Introduce a pilot program for business waste collection</li> <li>Include innovation as part of new waste contract</li> <li>Review hard rubbish collection</li> </ul>	
2.2b Provide targeted residential education programs to reduce contamination and increase recycling of soft plastics, organics and e-waste	<ul style="list-style-type: none"> <li>Trial weekly green waste collection program</li> <li>Implement Food Organics Incentive Program</li> <li>Investigate options for reduction/removal of single use plastics in council operations</li> </ul>	
2.2c Provide education programs and improved collection services to businesses	<ul style="list-style-type: none"> <li>Participate in the Eastern Region Alliance investigation of waste separation at source</li> </ul>	
2.2d Work with other Councils in waste management to share information, develop innovative solutions and achieve economies of scale	<b>Ongoing Services</b> <ul style="list-style-type: none"> <li>Waste minimisation and recycling at Council events</li> <li>E-waste and battery collection through Council Centres</li> </ul>	
2.2e Improve hard rubbish collection	<ul style="list-style-type: none"> <li>Kerbside residential waste collection – all waste streams</li> </ul>	
2.2f Reduce waste and single use plastics and increase recycling from Council's operations and events	<ul style="list-style-type: none"> <li>Hard rubbish service</li> <li>Recycling of Council office, building and landscape waste</li> </ul>	
2.2g Support development policy and assessment that reflects best practice in on-site waste management	<ul style="list-style-type: none"> <li>Kitchen caddies rollout program</li> </ul>	

## 1.2 Building on Our Successes

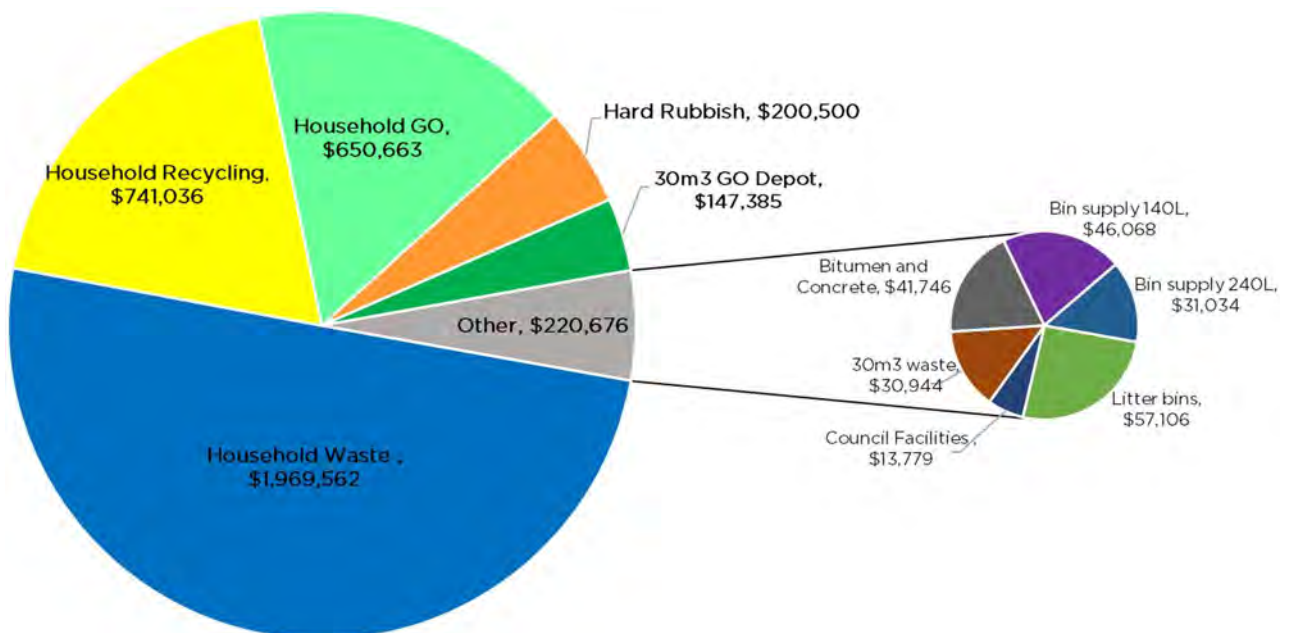
Council has achieved great outcomes in waste management in recent years, including a high diversion rate of waste from landfill. Over the past six years, this has increased by approximately 5% or 1,000 tonnes p.a. which equates to approximately 13.7% of all residential waste.

Council has one of the highest landfill diversion rates in South Australia and, compared to other metropolitan councils, a competitive waste spend per property. Figure 1 outlines Council's waste diversion and future projection of residential waste performance. Council plans to build on its success and continue to reduce general waste volumes (shown in blue in Figure 1).



**Figure 1: Projected kerbside collection target for Council**

Waste management and resource recovery is a significant part of Council's operational costs and it is therefore critical to adopt a continuous improvement approach. Figure 2 outlines Council's financial commitments based on its 2019/20 financial year actual costs.



**Figure 2: Council's waste management costs for the 2019/20 financial year**  
(Note: GO = Green Organics)

## 2. Current Services

Council provides a range of waste management and resource recovery services City-wide. The current scope of services has been reviewed in developing the Plan to ensure alignment with Council's strategic directions as set out in the Four-Year Delivery Plan 2021-2025.

Currently, Council provides the following waste collection services:

- **Residential**
  - Kerbside collection
    - General Waste (140 litre and 240 litre MGB, weekly)
    - Mixed Recycling (240 litre MGB, fortnightly)
    - Food Organics / Garden Organics (240 litre MGB, fortnightly)
      - Pilot project underway to trial weekly collection
    - Supply of bins to each rateable property (MGBs)
  - Hard waste collection
    - One (1) collection per financial year, up to 2m<sup>3</sup>
  - Removal of illegally dumped waste
- **Commercial**
  - For each rateable commercial property, kerbside collection bins are offered for general waste and mixed recycling
  - Food/garden organic bins are also provided in cases where there is a substantiated need
- **Council Facilities**
  - Public place general waste and recycle bins (including dog waste bag dispensers)
  - Garden organics from public spaces
  - Bitumen and concrete from public spaces / roads
  - General waste associated with Council work
  - General waste, recycling and organics generated at Council facilities
- **Special Services**
  - Disposal location for electronic waste (e-waste), batteries, engine oils and polystyrene (EPS)
  - Additional assistance for special needs residents (walk in / walk out service)
  - Information and education to the community for appropriate use of waste services

Council undertakes bi-annual audits of residential kerbside bins in order to measure how well the three-bin system is being used City-wide. Bins are randomly selected with all contents collected and combined. The contents are carefully separated and measured by weight and volume to determine 'diversion' of recyclable and compostable material away from landfill and 'contamination' based on how much material has been put into the incorrect bin.

In partnership with KESAB, Council has also run the 'Take the Pledge' campaign since February 2016. The campaign is designed to recruit residents to pledge to use their kerbside bins to their full potential. As part of the campaign, residents place a sticker on their bins to advertise their participation with the aim of promoting the scheme to others.

A sample of the campaign participants' bins is audited twice annually. Any bins which are found to be used nearly perfectly are entered into a draw to be rewarded with a gift voucher. Residents with bins which could be improved are provided with written advice on how to achieve this. The program is proposed to continue under the Plan and will be considered for expansion, particularly for businesses.

### 3. Residential Kerbside Collection

Council's current residential kerbside waste diversion rate is approximately 60% which is considered to be among the best in the Greater Adelaide Metropolitan Area.

The State Government's diversion rate, as contained in its *South Australia's Waste Strategy 2020-2025 - Supporting the Circular Economy* has a target of 60% by 2023 which Council has already achieved and 70% by 2025.

Council can achieve a diversion rate of 65% by 2023 if each household located within the City places only an extra 1kg of food waste and recycling into the correct bin each week. Similarly, Council can achieve the 70% diversion rate if 2kg per household were diverted.

Council's residential kerbside collection is approximately 75% of all waste collected by Council and 90% of waste to landfill. Approximately 75% of materials deposited in the kerbside general waste bin (blue bin) should be disposed of elsewhere, either in the recycling or organics bin, or specialist disposal for electronic (e-waste), soft plastics and other hazardous waste.

There is potential to reduce greenhouse emissions by approximately 580 tonnes CO<sub>2</sub> equivalent annually, recover 1,000 tonnes of recyclable materials and reduce Council's costs by more than \$400,000 p.a. if all materials are correctly disposed.

Contamination of recycling and organic bins remains a focus for Council which currently undertakes bi-annual audits to collate data and this is proposed to be continued.

In respect to recycling, contamination in the Greater Adelaide Metropolitan Area is approximately 16%. Between 2017 and 2019, Council recorded a significant reduction in recycling contamination from 14% to 7% but further reduction could still be achieved.

In respect to organics, the audits suggest that contamination of bins is trending upwards within the City at a rate equivalent to approximately 0.2% p.a.

#### 3.1 Objectives

- 3.1.1 Continue to improve upon current Council landfill waste diversion rates to achieve greater environmental outcomes.
- 3.1.2 Reduce landfill waste by 5% p.a. with a benchmark of 6,588 tonnes p.a. which equates to 330 tonnes p.a. (2020).
- 3.1.3 Reduce organics in general waste bins by 10% p.a. with a benchmark of 3,300 tonnes p.a. which equates to 330 tonnes p.a. (2020).
- 3.1.4 Reduce contamination of recycling bins to less than 5%.
- 3.1.5 Reduce contamination of organics bins to less than 1.5%.

#### 3.2 Actions

3.2.1 Continue the 'Take the Pledge' campaign and consider its expansion as follows:

- (a) Increase participation by 400 households p.a. from 1,787 households (2020).
- (b) Consider program adjustments and improvements.
- (c) Consider resident and business ambassador roles to accelerate recruitment of participants.

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

3.2.3 Provide education and promotion regarding disposal of specialised waste streams such as soft plastics, e-waste and hazardous waste.

3.2.4 Continue to use State Government education materials such as 'Which Bin'.

- 3.2.5 Use social media to promote food waste disposal to organics bins.
- 3.2.6 Use outdoor banners and signage for promotion where appropriate.
- 3.2.7 Advocate to the State Government regarding legislative change to enable fortnightly general waste collection.
- 3.2.8 Undertake a cost/benefit analysis for introducing a weekly organics collection.
- 3.2.9 Consider the benefits of promoting separation of wine bottles from recycling bins for disposal to bottle depots, to reduce contamination from broken glass and to improve recycling of this particular type of glass.
- 3.2.10 Continue undertaking bi-annual residential kerbside bin audits.

## 4. Multi Unit Developments

Council currently offers a kerbside waste collection for Multi Unit Developments (MUDs) using side-lift collection trucks. This is offered to MUDs which can use the standard kerbside bins and can safely present them for kerbside collection.

MUDs are increasing in numbers and vary in built form. For larger sites, waste collection may not be able to be accommodated using Council's standard kerbside services. Under the Plan, Council will consider developing design guidelines for developers which will assist in ensuring that MUDs are future-proofed for Council waste collection.

Council will also consider providing extended services for MUDs as follows:

- **Small to medium sites (up to 24 dwellings) -**

kerbside collection using 240 litre general waste and 360 litre recycling bins.

- **Large sites (more than 24 dwellings) -**

Full rear-lift service.

### 4.1 Objectives

- 4.1.1 Waste management and resource recovery outcomes for MUDs to be similar to low density (e.g. Torrens Title) dwellings.
- 4.1.2 Cost for provision of services to MUDs to be equivalent (per dwelling / ratepayer) to low density dwellings.
- 4.1.3 Support development policy and assessment that reflects best practice in on-site waste management.
- 4.1.4 Work in collaboration with developers to encourage all new MUDs to be designed to allow collection by Council if suitable services are offered in future and where possible.

### 4.2 Actions

- 4.2.1 Investigate introduction of guidelines or policy for design of waste storage and presentation for new MUDs to inform developers of Council requirements.
- 4.2.2 Undertake a cost/benefit analysis of introducing 240 litre general waste and 360 litre recycling bins for small to medium MUDs.
- 4.2.3 Undertake a cost/benefit analysis for the introduction of a rear-lift collection service for medium to large MUDs. **This is to include consideration of a weekly organics collection service.**
- 4.2.4 Investigate historical MUD sites City-wide to ensure they have the capability and provision for organics bins to encourage waste diversion.

## 5. Hard Waste

Currently, Council provides residents one (1) hard waste collection annually at no fee with an average of a three (3) week waiting period from booking to collection. This is considered to be a high service level when compared to an average of eight (8) weeks for other councils.

Council's costs to collect and process hard waste equates to approximately 5% of its overall total operating cost for waste management and resource recovery services.

Over the past six (6) years, the hard waste collection service was accessed by more than 8,600 residents City-wide, of which approximately 200 utilised the full number of allocated collections over these years. During this period of time more than 16,000 collections were undertaken by Council amounting to approximately 1,600 tonnes of hard waste.

Anecdotal evidence suggests that illegal dumping of hard waste is not a significant problem within the City. However, Council is considering reducing the level of illegal dumping even further by offering a collection service at no fee to residents of rental properties who are able to provide evidence that the collection is required as they are moving out. The hard waste service is proposed to be continued and improved under the Plan as follows.

### 5.1 Objectives

- 5.1.1 Maintain current hard waste collection service level.
- 5.1.2 Improve efficiency of the current hard waste collection service.

### 5.2 Actions

- 5.2.1 Consider a cost recovery model for offering a second annual hard waste collection for residents.
- 5.2.2 Explore circular economy initiatives for hard waste items collected.
- 5.2.3 Undertake a cost/benefit analysis for offering hard waste collections for rental tenants at no fee who can prove they are vacating the property.
- 5.2.4 Explore opportunities to trial local community hard waste days or other initiatives to enable the reuse, recycling, re-purposing of hard waste within the community.
- 5.2.5 Explore the opportunity to introduce the option for residents to dispose of hard waste directly to a waste transfer station facility using a voucher of equivalent value of kerbside collection.

## 6. Council Internal Waste Generation

Council owns and operates numerous sites and holds various community events. One of Council's largest sites is its Depot Operations which generates approximately 4,150 tonnes p.a. Of the overall total waste generated by the site annually, approximately 94% is recovered, reused and recycled with only 6% going to landfill.

Under the Plan, Council will seek to reduce its landfill waste further over the coming years. Council will also consider, as part of its procurement processes, requiring recyclability and/or product stewardship of procured materials. This would directly contribute to and would be aligned to the goals of Council's Climate and Energy Plan regarding reducing carbon emissions.

Education and promotion of recycling at Council held community events will also be a key focus for Council to ensure a continued improvement in the diversion of waste to landfill.

### 6.1 Objectives

- 6.1.1 Reduce Council waste to landfill by 2% p.a. from 250 tonnes (2020).
- 6.1.2 Increase recycled content where possible to facilitate circular economy initiatives.
- 6.1.3 Continue to strive for sustainable waste management and resource recovery to achieve best practice and minimise associated costs.

### 6.2 Actions

- 6.2.1 Undertake a cost/benefit analysis for requiring recyclability and/or product stewardship for procured materials.
- 6.2.2 Continue to promote correct sorting and disposal of landfill waste, food waste and recyclables at Council owned and operated sites.
- 6.2.3 Continue to reduce and eventually eliminate non-reusable, recyclable or compostable materials at Council owned and operated sites.
- 6.2.4 Implement the State Government's requirements regarding the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* and provide education regarding recycling at Council community events.
- 6.2.5 Continue to send all organics waste to compost.
- 6.2.6 Continue to maximise recycling of all construction and demolition materials.
- 6.2.7 Undertake a cost/benefit analysis for providing organics waste bins and compostable dog bags in Council reserves and parks.
- 6.2.8 Develop and implement a robust Council reporting mechanism for key waste management and resource recovery data to enable continuous improvement and to present to Council as part of its Quarterly Reporting considerations.
- 6.2.9 Investigate opportunities to incorporate recycled content for reuse in Council procurement of materials and products.
- 6.2.10 Collaborate and explore partnerships with other councils to share information, develop innovative solutions and achieve economies of scale.

## 7. New Services Contract

Council's current waste management and resource recovery contract will expire in 2021 and a new contract will be required for 2022 and beyond.

In undertaking the required procurement process to enter into a new contract, Council will revise its existing scope of service to align its operational delivery with its strategic goals as outlined in the Four-Year Delivery Plan 2021-2025 and the Plan.

The key objective of the new services contract will be improved optimal, low carbon and sustainable waste management and resource recovery practices within the City and ongoing diversion and reduction of waste to landfill.

A number of possible improvements in the scope of service provided via Council's services contract have been identified as part of the development of the Plan and it is an opportune time to address these through the procurement process for a new contract. Two (2) of these key elements will be the use of innovation and technology within the industry and improved tracking and reduction of CO<sub>2</sub> equivalent emissions of resource management services.

### 7.1 Objectives

- 7.1.1 Identify and implement opportunities for improvement in Council's delivery of waste management and resource recovery services.
- 7.1.2 Enter into a new optimised waste management and resource recovery contract for 2022 and beyond.

### 7.2 Actions

- 7.2.1 Review the current scope of services provided by Council through its waste management and resource recovery contract.
- 7.2.2 Undertake an open call procurement process to seek to enter into a new waste management and resource recovery contract for 2022 and beyond.

## 8. Innovation and Technology

Innovation and technology within the waste management and resource recovery industry is continually changing and evolving. It is paramount for Council to explore and utilise the latest innovations and technology available to achieve its objectives, as contained in the Four-Year Delivery Plan 2021-2025 and Plan.

As part of the development of the scope of services to be included in the procurement process for a new contract (refer to Section 7), and in the assessment of the tender submission to be received in this process, Council will finalise the actual scope of its innovation and technology.

Under the Plan, Council will consider the implementation of the following:

- **Bin Identification Tags** – Enables monitoring of individual bins to allow real-time location stamping of each collection, identification of stolen bins and real-time rejection reporting with photographic evidence.
- **Electric Trucks** – Electric (battery powered) trucks are gradually becoming more available in the market. These trucks have long-term environmental benefits but require consideration from an increased acquisition cost perspective.
- **Smart Trucks** – The market offers a combination of advanced tracking data systems known as “Fleetmax” and “Waste Track”. The technology enables detailed reporting on location of vehicles, position of bins, location and time of each collection, bin contamination and location of problem bins.
- **Public Place Smart Bins** – There are some advanced public place bins now available in the market. These bins offer a quick payback period of between two to five years and have many added benefits. These include solar power to avoid connection to mains power, level sensors to alert the need to be emptied, Teflon coating to reduce costs of cleaning graffiti, compaction of up to five times the capacity using solar power only and Wi-Fi connectivity.

### 8.1 Objectives

- 8.1.1 Implement appropriate innovation and technology initiatives to assist Council in meeting waste management and resource recovery strategies.

### 8.2 Actions

- 8.2.1 Undertake a cost/benefit analysis to confirm the scope of innovation and technology to be used by Council to achieve waste management objectives.
- 8.2.2 Document the scope of innovations and technology to be used in Council's new waste management and resource recovery contract.
- 8.2.3 Review and improve data collection to better measure, inform and guide City waste management activities and services and present to Council as part of its Quarterly Reporting considerations.

## 9. Education and Promotion

Many of the proposed improvements as contained in the Plan are almost completely dependent on behavioural change. To achieve this, the first critical step for Council is continued education to broaden awareness and knowledge throughout the community. This will provide a better understanding of how the community can contribute to the successful attainment of Council's goals and strategies.

Council has achieved great outcomes in recent years through a partnership with the community and the Plan aims to build upon that relationship to further improve outcomes.

Council will expand participation in the 'Take the Pledge' program and continue its great success. Council will also continue the education and promotion of this program with the community to educate others of the importance of partnering with Council to achieve improved results and sustainable outcomes.

### 9.1 Objectives

- 9.1.1 Enhance community knowledge of the correct separation of waste and recycling.
- 9.1.2 Improve community understanding of the cost benefit for improved waste management and resource recovery outcomes.
- 9.1.3 Increase community awareness as to the environmental benefits of sustainable waste management practices.

### 9.2 Actions

- 9.2.1 Continue undertaking education campaigns with schools, businesses and residents.
- 9.2.2 Continue and expand the 'Take the Pledge' campaign to increase participation, including the participation of businesses.
- 9.2.3 Focus on education and promotion for new residents moving into our City.
- 9.2.4 Provide education and promotion regarding environmental implications of food waste in landfill (i.e. leakage of methane from landfill gas capture systems).
- 9.2.5 Continue the provision of kitchen caddies to residents to support the diversion of food waste from landfill initiative.
- 9.2.6 Provide education and awareness regarding the fate of recycling, to help improve community understanding of how much is being recycled, and where the recycled products are being used.
- 9.2.7 Use social media and other available methods to provide education and promotion of Council's waste management and resource recovery programs and achievements.
- 9.2.8 Encourage and improve waste separation practices at community events, including the recycling of glass bottles.

## 10. Implementation

There are several current services delivered by Council which are proposed to be continued under the Plan and as such will be ongoing. Regarding proposed new actions, Council will prioritise the implementation of these over the five (5) years life of the Plan.

All actions will be implemented in financial years as short, medium and long-term priorities. This is subject to Council consideration and allocation of funding as required and as part of the Annual Business Plan and Budget process.

**The actions are proposed to be implemented as follows:**

- **Short-Term**      **Year 1 (2021/22) and Year 2 (2022/23)**
- **Medium-Term**      **Year 3 (2023/24) and Year 4 (2024/25)**
- **Long-Term**      **Year 5 (2025/26) and beyond**

	<b>Residential Kerbside Collection</b>	<b>Priority</b>
3.2.1	Continue the 'Take the Pledge' campaign and consider its expansion as follows: a) Increase participation by 400 households p.a. from 1,787 households (2020). b) Consider program adjustments and improvements. c) Consider resident and business ambassador roles to accelerate recruitment of participants.	Short
3.2.2	Provide education and promotion regarding single-use plastics in line with the Single-use and Other Plastic Products (Waste Avoidance) Act 2020.	Short
3.2.3	Provide education and promotion regarding disposal of specialised waste streams such as soft plastics, e-waste and hazardous waste.	Ongoing
3.2.4	Continue to use State Government education materials such as 'Which Bin'.	Ongoing
3.2.5	Use social media to promote food waste disposal to organics bins.	Ongoing
3.2.6	Use outdoor banners and signage for promotion where appropriate.	Ongoing
3.2.7	Advocate to the State Government regarding legislative change to enable fortnightly general waste collection.	Long
3.2.8	Undertake a cost/benefit analysis for introducing a weekly organics collection.	Short
3.2.9	Consider the benefits of promoting separation of wine bottles from recycling bins for disposal to bottle depots, to reduce contamination from broken glass and to improve recycling of this particular type of glass.	Medium
3.2.10	Continue undertaking bi-annual residential kerbside bin audits.	Ongoing

	<b>Multi Unit Developments (MUDs)</b>	<b>Priority</b>
4.2.1	Investigate introduction of guidelines or policy for design of waste storage and presentation for new MUDs to inform developers of Council requirements.	Medium
4.2.2	Undertake a cost/benefit analysis of introducing 240 litre general waste and 360 litre recycling bins for small to medium MUDs.	Short
4.2.3	Undertake a cost/benefit analysis for the introduction of a rear-lift collection service for medium to large MUDs. <b>This is to include a weekly organics collection service.</b>	Short
4.2.4	Investigate historical MUD sites City-wide to ensure they have the capability and provision for organics bins to encourage waste diversion.	Medium

	<b>Hard Waste</b>	<b>Priority</b>
5.2.1	Consider a cost recovery model for offering a second annual hard waste collection for residents.	Medium
5.2.2	Explore circular economy initiatives for hard waste items collected.	Long
5.2.3	Undertake a cost/benefit analysis for offering hard waste collections for rental tenants at no fee who can prove they are vacating the property.	Short
5.2.4	Explore opportunities to trial local community hard waste days or other initiatives to enable the reuse, recycling, re-purposing of hard waste within the community.	Medium
5.2.5	Explore the opportunity to introduce the option for residents to dispose of hard waste directly to a waste transfer facility using a voucher of equivalent value of kerbside collection.	Medium

	<b>Council Internal Waste Generation</b>	<b>Priority</b>
6.2.1	Undertake a cost/benefit analysis for requiring recyclability and/or product stewardship for procured materials. <b>To be considered as a joint delivery with Climate and Energy Plan.</b>	Short
6.2.2	Continue to promote correct sorting and disposal of landfill waste, food waste and recyclables at Council owned and operated sites.	Ongoing
6.2.3	Continue to reduce and eventually eliminate non-reusable, recyclable or compostable materials at Council owned and operated sites.	Ongoing
6.2.4	Implement the State Government's requirements regarding the Single-use and Other Plastic Products (Waste Avoidance) Act 2020 and provide education regarding recycling at Council community events.	Short
6.2.5	Continue to send all organics waste to compost.	Ongoing
6.2.6	Continue to maximise recycling of all construction and demolition materials.	Ongoing
6.2.7	Undertake a cost/benefit analysis for providing organics waste bins and compostable dog bags in Council reserves and parks.	Short
6.2.8	Develop and implement a robust Council reporting mechanism for key waste management and resource recovery data to enable continuous improvement and to present to Council as part of its Quarterly Reporting considerations.	Short
6.2.9	Investigate opportunities to incorporate recycled content for reuse in Council procurement of materials and products.	Short
6.2.10	Collaborate and explore partnerships with other councils to share information, develop innovative solutions and achieve economies of scale.	Short

	<b>New Services Contract</b>	<b>Priority</b>
7.2.1	Review the current scope of services provided by Council through its waste management and resource recovery contract.	Short
7.2.2	Undertake an open call procurement process to seek to enter into a new waste management and resource recovery contract for 2022 and beyond.	Short

	<b>Innovation and Technology</b>	<b>Priority</b>
8.2.1	Undertake a cost/benefit analysis to confirm the scope of innovation and technology to be used by Council to achieve waste management objectives.	Short
8.2.2	Document the scope of innovations and technology to be used in Council's new waste management and resource recovery contract.	Short
8.2.3	Review and improve data collection to better measure, inform and guide City waste management activities and services and present to Council as part of its Quarterly Reporting considerations.	Short

	<b>Education and Promotion</b>	<b>Priority</b>
9.2.1	Continue undertaking education campaigns with schools, businesses and residents.	Ongoing
9.2.2	Continue and expand the 'Take the Pledge' campaign to increase participation, including the participation of businesses.	Ongoing
9.2.3	Focus on education and promotion for new residents moving into our City.	Short
9.2.4	Provide education and promotion regarding environmental implications of food waste in landfill (i.e. leakage of methane from landfill gas capture systems).	Ongoing
9.2.5	Continue the provision of kitchen caddies to residents to support the diversion of food waste from landfill initiative.	Ongoing
9.2.6	Provide education and awareness regarding the fate of recycling, to help improve community understanding of how much is being recycled, and where the recycled products are being used.	Ongoing
9.2.7	Use social media and other available methods to provide education and promotion of Council's waste management and resource recovery programs and achievements.	Ongoing
9.2.8	Encourage and improve waste separation practices at community events, including the recycling of glass bottles.	Short

## DECISION REPORT

<b>REPORT TITLE:</b>	CLARENCE PARK COMMUNITY CENTRE MANAGEMENT AND PARTNERING AGREEMENT
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	REBECCA COX
<b>JOB TITLE:</b>	MANAGER COMMUNITY AND CULTURAL CENTRES
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. 2018-2021 MANAGEMENT AND PARTNERING AGREEMENT CLARENCE PARK COMMUNITY CENTRE</li><li>2. AUDITED FINANCIAL STATEMENT 2019/2020 CLARENCE PARK COMMUNITY CENTRE INC</li></ol>

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### 1. **EXECUTIVE SUMMARY**

This report seeks endorsement to commence negotiation of a new Management and Partnering Agreement between the City of Unley and Clarence Park Community Centre Incorporated.

The City of Unley has been working in partnership with Clarence Park Community Centre Inc (CPCC) since 2002. This partnership model of community centre management has proven successful, with both parties working collaboratively to ensure the Centre offers maximum value for local residents.

In 2015 a comprehensive review of the model and agreement was undertaken, which resulted in the development of a new Management and Partnering Agreement (the Agreement), enacted for 3+3 years. This Agreement expires in December 2021 and endorsement is now sought to commence renegotiation of this Agreement for a future term.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. Negotiation of a new Management and Partnering Agreement between the City of Unley and Clarence Park Community Centre Incorporated be endorsed.

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

#### **1. Community Living**

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

### **4. BACKGROUND**

Clarence Park Community Centre has been a valuable part of the Clarence Park community for the past 35 years.

Since 2002, the Clarence Park Community Centre has operated under a partnership agreement between the City of Unley and Clarence Park Community Centre Incorporated (CPCC). In 2015, a comprehensive review of the model and agreement was undertaken, resulting in the development of a new Management and Partnering Agreement, which aligns the agreements to legislation and provides clarity on the responsibilities and liabilities of each party.

The most recent Agreement has been in place since 2015 on a 3+3 year basis and is due to expire in December 2021.

*Attachment 1*

Through the current Agreement, the responsibilities of each party primarily include:

#### **Council**

- Provide the building, associated maintenance, insurance and utility costs.
- Employ and fund core staff at the Centre, including a part-time Coordinator and a part-time Customer Service Officer.
- Provide day to day management of the Centre.
- Allocate an annual operating budget for the Centre relevant to its responsibility, inclusive of staff costs, equipment, phone/fax/data, office supplies, marketing and promotion. In 2021/22 the approved Council budget for the Centre is \$152,763. Council additionally endorsed a one-off payment of \$15k in 2021/22 through the budget to CPCC to support the coordination of the TOYS Community Shed.
- Administer the grant funds received from Department of Human Services for the Centre, which in 2020/21 totalled \$17,127.
- Payment of all rates, taxes and charges relating to the Centre including utility, building maintenance and management and cleaning costs.

Additionally, Council also provides ongoing administrative and corporate support functions to enable the operations of the Centre.

### Clarence Park Community Centre Incorporated

- Retain the income from hall hire, with the requirement that these funds are reinvested in programs and services to directly benefit the Centre and local community. In 2019/20 the income received by CPCC through hall hire was \$44,426, noting this was limited by COVID-related closures. The previous year showed a hall hire income of \$53,009.
- Work directly with the community to develop and implement relevant and accessible programs and services that meet the needs of the local community.
- Employ and manage paid staff and volunteers required for the coordination of programs and services.
- Fulfil their obligations as a not-for-profit organisation.
- Seek and administer grant funding to support activities.

The below table summarises the activity and visitation of Clarence Park Community Centre since 2018/19, noting 2019/20 and 2020/21 were affected by COVID-related closures and varying restrictions on capacity.

2018/2019		2019/2020		2020/2021	
Total visitation	71174	Total visitation	54638	Total visitation	55033
Programs offered	2648	Programs offered	2119	Programs offered	2191
Hire Bookings	309	Hire Bookings	546	Hire Bookings	234

## **5. DISCUSSION**

Clarence Park Community Centre usually attracts approximately 70,000 visits each year. This has been impacted by COVID, with visits in 2020/21 reduced to 55,033, however the visitation trend is positive and is expected to recover to pre-COVID levels in 2021/22.

These visits are typically spread across approximately 2,000 programs and 500 hirers annually. Key programs and services include:

- Occasional child care service;
- TOYS community shed;
- Food Co-operative;
- School holiday programs;
- Exercise and Strength for Life classes;
- Cooking programs; and
- Playgroup and movement-based programs for children.

Recent customer feedback has shown high user engagement with the Centre. Seventy-six customers have provided comment and suggestions through feedback processes in 2020/21 and indicated high engagement and satisfaction with Centre offerings.

The Agreement in place with CPCC incorporates the following governance mechanisms to support transparency in operating the Centre:

- City of Unley staff coordinate the operations of the Centre and support programs and hire, providing oversight and advice. Having staff present provides high visibility and the ability to monitor and report on operations delivered in partnership with Council.
- Two Elected Members are non-voting members of the CPCC Board and provide an update on Council related topics relevant to Clarence Park Ward at the monthly meeting.
- Clarence Park Community Centre Coordinator attends Board meetings to provide information.
- Monthly financial reports are provided to the Board and shared with the City of Unley.

### Financial Performance

A copy of CPCC's 2019/20 Audited Financial Statement indicates a loss of \$33,174 for financial year 2019/20, noting a COVID-related forced closure was also experienced in the same financial year. The CPCC Auditor has noted this loss can be attributed to the write-off of plant and equipment.

### *Attachment 2*

Treasurer's reports provided in May 2021 indicate a year-to-date net profit of \$62,120. It is anticipated that the end of year position will continue as a net profit.

Following the Community Centres Directions Paper in 2014, Council determined to provide two years funding to the TOYS Community Shed, moving the Shed towards a more sustainable funding model. In line with this, Council provided a grant to the Shed of \$15k in 2014/15 and \$15k in 2015/16. Subsequently, CPCC additionally requested continued funding through Council's budget process in 2019/20 and received \$10k to support the Shed.

Council also endorsed an additional payment of \$15k in 2021/22 through the budget process to CPCC to support the coordination of the TOYS Community Shed.

### The Effectiveness of the Current Agreement

Both CPCC and Council staff concur that the Agreement is effective in enabling both parties to work collaboratively to provide benefit to the community. A component of the success of the model can be attributed to the composition of the CPCC Board that includes active community members and the involvement of Elected members and Council staff, which ensures a productive and collaborative ongoing working relationship between the two parties.

Early discussions have been held with the CPCC Chairperson to confirm their interest to renegotiate, to which their response was positive.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. Negotiation of a new Management and Partnering Agreement between the City of Unley and Clarence Park Community Centre Incorporated be endorsed.

This option enables discussions to commence regarding the renegotiation of the existing Agreement.

This supports the continuation of Council's relationship with CPCC for the joint management of Clarence Park Community Centre.

It should be noted that the final Agreement will be brought to Council for endorsement prior to the current Agreement expiring in December 2021.

### Option 2 –

1. The report be received.
2. Negotiation of a new Management and Partnering Agreement between the City of Unley and Clarence Park Community Centre Incorporated be endorsed, subject to the following requirements:

*[insert requirements]*

This option enables discussions to commence regarding the renegotiation of the Agreement in place, however specifies key requirements to be included in the negotiation process.

This supports the continuation of Council's relationship with CPCC for the joint management of Clarence Park Community Centre.

The final Agreement will be brought to Council for endorsement prior to the current Agreement expiring in December 2021.

### Option 3 –

1. The report be received
2. The negotiation of the Partnership and Management Agreement between the City of Unley and Clarence Park Community Centre Incorporated is not endorsed to proceed.

This option enables Council to propose an alternate method of proceeding which may result in the need to manage the relationship between CPCC and Council and may have a budgetary and service continuity impact.

Given the constructive and mutually beneficial outcomes of the existing arrangement this option is not supported.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

The Council-approved budget in 2021/22 for Clarence Park Community Centre is \$152,763.

Council also endorsed a one-off payment of \$15k in 2021/22 through the budget process to CPCC to support the coordination of the TOYS Community Shed.

**9. REPORT CONSULTATION**

Office of the Chief Executive Officer.

**10. REPORT AUTHORISERS**

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



**THE CORPORATION OF THE CITY OF UNLEY**  
ABN 63 714 797 082

***Council***

**and**

**CLARENCE PARK COMMUNITY CENTRE INC**  
ABN 32 898 477 452

***The Association***

***December 2018 – December 2021***

## **MANAGEMENT AGREEMENT (Part A)**

The Management Agreement (Part A) between The Corporation of the City of Unley and the Clarence Park Community Centre Incorporated outlines the parties obligations regarding the Services in relation to the Clarence Park Community Centre located at 72-74 East Terrace, Black Forest SA 5035.

The Partnership Agreement (Part B) is a separate document which outlines the working relationships and agreed outcomes required to be achieved for the benefit of the local community between The Corporation of the City of Unley and the Clarence Park Community Centre Incorporated.

## MANAGEMENT AGREEMENT

Between:

The Corporation of the City of Unley ABN 63 714 797 082 of Civic Centre, 181 Unley Road, Unley SA 5061, P.O. Box 1, Unley SA 5061 Ph: 8372 5111; Fax: 8271 4886; Email: POBOX1@unley.sa.gov.au (**Council**)

- and -

Clarence Park Community Centre Incorporated ABN 32 898 477 452 of 72-74 East Terrace, Black Forest SA 5035, Ph: 8293 8166; Fax: 8293 2886; (**the Association**)

## INTRODUCTION

- A. Council owns and has care, control and management of the Premises.
- B. The Association is an incorporated community organisation.
- C. In this Agreement, Council engages the Association to provide and be responsible for the delivery of programs and Services from the Premises.
- D. Council recognises the value that the Community Centre brings to the community and the operations support Council.

## TERMS

### PART 1 - PRELIMINARY

1. **Dictionary:** In this Agreement:

**Administrator** means at any time an individual administering this Agreement for Council as last notified to the Association, and initially means the individual named in Item 3 of the Schedule (or delegate).

**Business Day** means a day other than:

- (a) a Saturday or Sunday;
- (b) a day which is a public holiday in South Australia (within the meaning of the *Holidays Act 1910*); or
- (c) a day that falls between Christmas and New Year's Day.

**Contract Material** means all information (however stored) and things brought or required to be brought into existence by the Association in the Services.

**Council's Inputs** – see Item 6 of the Schedule.

**GST, taxable supply and tax invoice** have their meaning in *A New Tax System (Goods and Services Tax) Act 1999*.

**Insurances** mean insurances of the type/s or kind/s and at least the level/s of cover stated in Item 8 of the Schedule.

**Intellectual Property** means intellectual or industrial property of any kind including, without limitation, copyright, trade secrets or other information protected by law.

**Permitted Use** – see Item 5

**Premises** – see Item 1 of the Schedule.

**Representative** means at any time an individual administering this Agreement for the Association as last notified to Council, and initially means the individual named in Item 4 of the Schedule (or delegate).

**Reasonableness** – The appropriate standard or quality of decision-making that must be considered when making an administrative decision

**Services** – see Item 7 of the Schedule, or as the parties may agree in writing. The Services include incidental services not expressly mentioned but necessary for the satisfactory and efficient completion and performance of the Services expressly mentioned.

**Special Condition** – see Item 9 of the Schedule.

**Subcontractor** – An individual or business contracted to perform part or all of the obligations of The Association.

**Term** – see Item 2 of the Schedule, subject to early termination or extension as this Agreement may allow.

**Worker** means an individual (not an employee or volunteer of Council) who carries out work in any capacity for the Association, and includes a volunteer.

Expressions defined elsewhere in this Agreement have those meanings.

2. **Interpretation:** In this Agreement: neuter includes masculine and feminine; singular includes plural and *vice versa*; reference to a person includes a body politic or corporate, an individual and a partnership and *vice versa*; headings do not affect construction; no rule of construction applies to the disadvantage of a party because that party put forward this Agreement or any portion of it.
3. **Exclusion of warranties:** Subject to the other provisions of this Agreement, Council does not warrant:
  - 3.1 the nature, quality, reliability or fitness for purpose of the Premises or any plant or equipment supplied;
  - 3.2 that the Association would provide the Services at a surplus; or
  - 3.3 anything else.

## PART 2 - ENGAGEMENT

4. **Engagement:** The parties agree Council engages the Association to provide the Services in relation to the Premises during the Term and on the terms of this Agreement.
5. **Prior steps:** This Agreement governs any Services in relation to the Premises provided by the Association in anticipation of the signing of this Agreement.
6. **Objects:** The objects of the engagement are to:
  - 6.1 satisfy in part Council's statutory function to provide services and facilities that benefit its area; and
  - 6.2 maximize the use of the Premises by the community.
7. **Exclusivity:** The engagement is exclusive, however, Council may source Services from a third party if and to the extent the Association for any reason (other than Council's default) is unable to provide those Services as this Agreement requires.
8. **Term:** The Term is subject to early termination on the earliest of:
  - 8.1 the date a party (**Party 1**) gives written notice of termination to the other party (**Party 2**) because Party 2 for 10 Business Days or more failed to remedy its breach of this Agreement after prior written notice from Party 1 specifying the breach and requiring its remedy and stating that Party 1 intends to terminate the Term if Party 2 does not remedy;
  - 8.2 the date a party (**Party 1**) gives written notice of termination to the other party (**Party 2**) because for reasons to which clause 38 (*force majeure*) applies, the Association is for 10 continuous Business Days or more, or for total 20 Business Days or more in any 12 months, unable to provide all or substantially all of the Services, provided that the notice is given while such *force majeure* subsists;
  - 8.3 the date all of the following are satisfied:
    - 8.3.1 the Premises are unsafe or damaged as not to be usable under this Agreement or are inaccessible due to that damage; and
    - 8.3.2 Council gives written notice to the Association that Council considers that the rectification of the problem is impracticable or undesirable, or Council fails to rectify the problem within a reasonable time after the Association made written request to Council to do so; and
    - 8.3.3 before the problem is rectified, a party gives written notice of termination to the other party; or
  - 8.4 the date Council gives written notice of termination to the Association because either:
    - 8.4.1 in Council's reasonable opinion the Association is insolvent;
    - 8.4.2 any information provided by the Association to Council in connection with this Agreement is misleading or deceptive in a material particular; or
    - 8.4.3 the Association allows anything that in Council's reasonable opinion is likely to bring Council or the Premises into disrepute.

**9. Winding up the Term: On termination of the Term:**

- 9.1 rights and obligations of a party accrued before the termination are not affected;

The Association must vacate the Premises, return to Council any of Council's property in the Association's possession or under its control and, within 5 Business Days give to Council copies of any Contract Material in the Association's possession or under its control and not previously given to Council; and

- 9.2 the parties remain liable to observe and perform such provisions of this Agreement as expressed to survive the termination of the Term or capable of doing so.

- 9.3 Fixed assets would remain with the property, however the Administrator will agree to removal subject to appropriate area reinstatement at the total cost of the Association.

**PART 3 – CONTRACT MANAGEMENT**

**10. Administrator for Council:**

- 10.1 At all times during the Term, Council must have appointed an Administrator with authority to act generally for Council in the administration of this Agreement. At any time, Council may by written notice to the Association substitute another Administrator.

- 10.2 The Association may assume a communication from the Administrator is made with the authority of Council and that the Administrator keeps Council informed of relevant issues.

**11. Representative of The Association:**

- 11.1 At all times during the Term, the Association must have appointed a Representative with authority to act generally for the Association in the administration of this Agreement. At any time, the Association may by written notice to Council substitute another Representative.

- 11.2 Council may assume a communication from the Representative is made with the knowledge and authority of the Association and that the Association knows a matter known to the Representative.

**PART 4 – INPUTS FROM COUNCIL**

- 12. Council's Inputs:** At all times during the Term, and for the sole purpose of the Association providing the Services, Council must on a timely basis make available Council's Inputs to the Association.

This clause is an exhaustive statement of Council's obligations to provide to the Association any information, goods or services for the purposes of the engagement.

- 13. Use of a Council's asset:** Where for the purposes of the engagement Council requires or allows the Association the use of any asset of Council:

- 13.1 The Association does not thereby acquire any proprietary or security interest in the asset;

- 13.2 the right to the use rests in contract only (and is not in the nature of a lease or tenancy), is limited to use in the provision of the Services, and subject to such reasonable conditions as Council may at any time notify the Association, always including those now following;

13.3 as regards the Premises, the Association must:

- 13.3.1 comply with any reasonable written directions (howsoever called) given by Council to the Association about the management, safety, care or cleanliness of the Premises or the preservation of good order therein; and
- 13.3.2 on termination of the Term, remove promptly all its property from the Premises, (unless otherwise directed in writing by Council) make good any damage caused by its use or that removal (fair wear and tear excepted) and return to Council any keys for the Premises, and in default pay any reasonable costs Council incurs in making good or obtaining new locks and keys as applicable;

13.4 as regards any item of plant or equipment owned or leased by Council, the Association must use the same with reasonable care and return the item in the same condition (fair wear and tear excepted) as when first taken, and in default pay any reasonable costs Council incurs in making good;

13.5 as regards an asset that is the name and / or logo of Council, the use is subject to Council's prior approval in relation to size, prominence, placement and colours.

#### PART 5 – INPUTS FROM THE ASSOCIATION

14. **Resources generally:** At all times during the Term, subject to clause 12, on its own behalf and at its own cost, the Association must have available adequate resources (including financial, technological, physical and human resources) to provide the Services and perform the engagement.

15. **Insurances:**

- 15.1 At all times during the Term, the Association must hold the Insurances as stated in Item 8 of the Schedule.
- 15.2 The effecting of Insurances does not limit the liabilities of the Association under other provisions of this Agreement.
- 15.3 Prior to commencing the provision of the Services and on each anniversary of the commencement of the Term, the Association must provide evidence of Insurances.
- 15.4 If by reason of the Association's default or negligence Council claims under the *Local Government Association Mutual Liability Scheme* or under insurance held by Council, the Association must bear any excess or deductible incurred in respect of that claim.

16. **Workers:**

- 16.1 The Association must ensure that a Worker is of good character, qualified, competent, inducted in safety and environmental protocols, properly supervised, given and made to use appropriate safety clothing and equipment, and courteous to members of the public when providing Services.

17. **Subcontractor:** Except with Council's prior written consent, the Association must not subcontract any of the Services. Consent may be conditional. Such consent not to be unreasonably withheld, delayed or conditioned.

18. **Equipment:** At all times during the Term, the Association must ensure that any equipment used by the Association in providing any of the Services is fit for the purpose for which used.

## PART 6 – SERVICES

19. **Standard of care:** The Association must provide the Services in conformity with, in descending order of priority:
- 19.1 any applicable law or mandatory code of practice;
  - 19.2 such of Council's policies / procedures / operating guidelines about workplace safety, protection of the environment, records management then current so far as relevant, noting these will be provided by the Administrator as relevant;
  - 19.3 any reasonable instructions as may be given by Council;
  - 19.4 any service levels or benchmarks agreed with Council;
  - 19.5 the exercise of reasonable skill, care and diligence;
  - 19.6 the other provisions of this Agreement.

The Association must promptly and to the satisfaction of Council make good or pay compensation for any injury, death, loss or damage of property to the extent caused by the Association's or a Worker's wilful default or negligence.

20. **Meetings:** The Partnering Team as defined in the Partnership Agreement will meet every 6 months to review the Management and Partnership Agreements.
21. If at any other time during the Term Council so requires (but not more frequently than once every 30 days), upon reasonable notice either party must attend an Informal meeting at Council's offices or at the Premises to discuss the past and / or future performance by the parties of this Agreement.
22. **Defective provision of Services:** If either party fails to provide any of the Services in conformity with the Agreement and elect not to terminate the Term by reason of that failure, either party may require the other party to provide those Services again.

## PART 7 – RECORDS & REPORTS

23. **Records:** At all times during the Term and for at least 24 months thereafter, the Association must keep commercially reasonable records regarding its performance of this Agreement. At any time during that above period Council, its agents and its auditors may inspect and take extracts from those records wherever kept.
24. **Urgent reports:** The Association must report to Council on the same day as occurs or, if that is not practicable, on the next Business Day:
- 24.1 any injury to an individual when upon the Premises and requiring off-site medical attention;
  - 24.2 Any legally notifiable consequence, fact, event, situation, omission, occurrence, activity or failure that could result in a claim being made against Council or Council becoming party to any legal action.
  - 24.3 any material damage to the Premises or any loss or material damage to any property of Council upon the Premises;
  - 24.4 a material interruption to the provision of any of the Services from any cause; and / or
  - 24.5 a material variation, suspension, revocation or expiry of Insurance.

If at any time Council requires, within 2 Business Days the Association must provide to Council reasonable details of a matter reported under this clause and / or the progress and / or outcome of the matter reported.

25. **Ad hoc reports:** At any time, Council acting reasonably may require the Association promptly provide to Council any information as in the opinion of Council relates to the past or future performance by the Association of this Agreement.
26. **About reports:** A written report of the Association under this Agreement must be given as an electronic file (in an accessible format) attached to an email sent to Council.

#### **PART 8 – USE OF PREMISES**

27. **Permitted Use:** The Association must use the Premises only for the Permitted Use as stated in Item 5 of the Schedule and must not use or allow the Premises to be used for any other use.
28. **Hall Hire:**
  - 28.1 Income received from provision of hiring the Premises' facilities must be fully reinvested back into program development and delivery and activities that are of direct benefit to the Community and Centre as both parties recognise that these funds are moneys that otherwise would be receivable by the Council and in effect represent funding to the Association from the Council.
  - 28.2 The Association agrees to take responsibility for the hiring of the Premises' facilities to the public according to agreed charges and policies.
  - 28.3 Income received from the hiring of the Premises' facilities must be clearly designated in the Association's audited financial statements and reported annually to Council along with demonstrated expenditure.
  - 28.4 Income received from provision of hiring the Premises' facilities must be fully reinvested during the term of the Management Agreement unless otherwise negotiated.
29. **Use of Premises:**
  - 29.1 The Association will ensure that the Premises are used carefully and responsibly and in accordance with any directions that may be given by the Council from time to time.
  - 29.2 The Association will be responsible to remediate to standard by repairing or correcting any damage or malfunction which results from any misuse or abuse of the Premises by the Association or a Hirer.
30. **Expenses:** Except to any extent approved by Council in advance and in writing or as otherwise specified in this Agreement, Council is not liable to pay to or to reimburse the Association for any fee, levy, duty, cost or expense incurred by the Association in providing the Services or costs incurred by the Association's negligence.

#### **PART 9 - GOODWILL**

31. **Intellectual Property:**
  - 31.1 A party does not under this Agreement obtain a proprietary or security interest in any Intellectual Property of the other.

- 31.2 Where under this Agreement a party makes available for the other's use any Intellectual Property:
- 31.2.1 such is limited to the purposes of the engagement and ends when the Term ends;
- 31.2.2 the first party warrants that such use does not infringe the rights of any third party.
32. **Duty of confidence:** Subject to applicable laws (including the *Local Government Act 1999* and the *Freedom of Information Act 1991*) or to any extent necessary to the performance of this Agreement or in seeking a remedy under this Agreement, or to a person having legitimate interest therein, during the 12 months after the Term, a party must keep confidential and not disclose information about the other party that becomes known as a result of negotiations for or in its performance of this Agreement and not in the public domain.
33. **Publicity:** During and for 12 months after the Term, the Association must not make public comment about this Agreement or Council except:
- 33.1 to any extent required by applicable law; or
- 33.2 with Council's prior written consent.
- The Association must refer to Council any enquiries concerning the Services from any print or electronic or social media.

#### PART 10 – MISCELLANEOUS

34. **The Association to act in support:** If Council has obligations by mandatory operation of law that Council cannot fulfil without the Association or a Worker acting (or not acting) in a particular manner in the provision of the Services, then:
- 34.1 Council may direct the Association to ensure that such person acts (or does not act) in that manner; and
- 34.2 The Association must ensure such direction is complied with immediately, or if a timeframe is specified in the direction, in accordance with that timeframe.
35. **Conflict of interest:**
- 35.1 The Association warrants that at the date this Agreement bears, no conflict of interest exists or is likely to arise in the performance of its obligations under this Agreement.
- 35.2 If during the Term the Association knows of an actual or potential conflict of interest in the Association's performance of this Agreement, the Association promptly must notify Council in writing giving reasonable details. Council would treat such information as confidential.
36. **Assignment:** Except with Council's prior written consent, the Association may not assign or declare a trust over any of its rights or obligations under this Agreement. Consent may be conditional.
37. **Indemnity:** As a continuing obligation, the Association indemnifies and holds harmless Council against all claims, liability, costs or expenses in respect of:
- 37.1 the employment of a Worker, including a claim or finding that a Worker is an employee of Council;

37.2 the injury or death of an individual; and / or

37.3 loss or damage of any property,

in connection with the Association or a visitor to the Premises either: (a) entering, leaving, occupying or using the Premises; (b) using any property of Council upon the Premises; or (c) bringing on, installing or using upon the Premises any fixtures, plant or equipment not owned or leased by Council.

The above indemnity excludes a claim, liability, cost or expense to the extent caused by either: (i) a structural defect in the Premises or the building of which it forms part, if the defect was not caused or contributed to by the wilful default or negligence of the Association or a Worker; or (ii) Council's breach of this Agreement or the negligence of Council or a Council employee.

38. **Force majeure:** A party is not liable for failure to perform this Agreement to the extent and for so long as its performance is prevented or delayed because of circumstances (a **force majeure**) outside the party's direct control and without fault or negligence by that party, but only if that party:

38.1 immediately notifies the other party, giving reasonable details;

38.2 does everything reasonable to remedy the cause quickly;

38.3 immediately recommences its performance when the cause of the *force majeure* no longer exists.

39. **Vicarious liability:** As between these parties, the Association is liable to Council for anything done or not done by a Worker that if done or not done by the Association would breach this Agreement.

40. **Dispute resolution:**

40.1 Subject to this clause, any dispute in connection with this Agreement must not be the subject of litigation pending the party raising the dispute:

40.1.1 notifying the other party as to the nature of the dispute (with reasonable details), and what action the party giving notice thinks will resolve the dispute;

40.1.2 by the same or other notice, inviting the other party to a meeting of the parties' respective agents at some convenient location with a view to resolving the dispute.

40.2 If a party gives notice of a meeting as above, each party must send to the meeting an agent with authority to resolve the dispute, and at the meeting make a good faith attempt to resolve the dispute.

40.3 This clause does not prejudice the right of a party to:

40.3.1 seek injunctive relief to prevent immediate and irreparable harm; or

40.3.2 terminate the Term where the basis for doing so is not in dispute.

41. **Electronic communications:** Wherever practicable, written communications under this Agreement must be by email or, failing that, by postal mail.

42. **Notices:** To be effective, a notice under this Agreement must be in writing and given to a party either:
- 42.1 by registered post to the recipient's address now stated or as last notified - notice by post is given 3 days after it is posted or (if earlier) at the time at which the letter would be delivered in the ordinary course of post;
  - 42.2 by email to the recipient's email address now stated or as last notified - notice by email is taken to be given if and when the recipient issues a notice (by email or otherwise) confirming the notice has been read; or
  - 42.3 as permitted by legislation applicable to the recipient.
43. **Ombudsman Act:** The *Ombudsman Act 1972* empowers the Ombudsman to investigate any "administrative act", which expression includes an act done in the performance of functions conferred under a contract for services with Council. The Association agrees to comply with all its obligations as may arise under that Act in relation to this Agreement or the engagement.
44. **Legal relationship:** For the purposes of this Agreement (Part A), the parties are independent contractors and not partners, joint venturers, principal and agent, trustee and beneficiary for the provision of the Services or otherwise. Neither party may hold out any of its agents, employees or contractors to be the agent, employee or contractor of the other party. Except as this Agreement may specify otherwise, neither party may pledge the credit of the other, nor purport to enter into obligations on its behalf. In dealings with third parties for the purposes of the engagement, the Association must make clear the Association is only a contractor of Council.
45. **Severance:** If any part of this Agreement is found to be invalid or void or unenforceable, then that part will be severed from this Agreement and the remainder of this Agreement will continue to apply.
46. **Special Conditions:** Any Special Condition prevails over other provisions of this Agreement to the extent of any necessary inconsistency.
47. **About this Agreement:** This Agreement:
- 47.1 may be executed in counterparts - each executed counterpart is deemed an original of this Agreement;
  - 47.2 is the whole contract between the parties about its subject matter, and supersedes any prior contract or obligation between the parties about its subject matter;
  - 47.3 may be modified only by written agreement signed by or for both parties.
  - 47.4 encompasses the Agreement titled "Part B – Community Centre Partnering Agreement".
  - 47.5 In the event of any inconsistencies between this Agreement and "Part B – Community Centre Partnering Agreement", this Agreement will prevail.
48. **Costs:** A party bears its own costs of negotiating or preparing this Agreement.

.....	.....
<b>Signed for Council</b>	<b>Signed for the Association</b>
<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

A person signing on behalf of a party warrants they have authority to bind that party for that purpose

## **SCHEDULE**

**Item 1: Premises:**

Clarence Park Community Centre, 72-74 East Terrace, Black Forest SA 5035

**Item 2: Term:**

Starts 1 Amend to 3 year agreement from the date of signing

**Item 3: Administrator:**

Manager Community Development of Council at the time, or person acting in that or similar position.

**Item 4: Representative:**

The Chair of the board of management of the Association at the time, a person acting in that position, or a Board nominated representative.

**Item 5: Permitted Use**

Administration and program delivery, events or as otherwise agreed with Council

**Item 6: Council's Inputs:**

Working Capital

- (a) Payment of all, rates, taxes and charges relating to the Premises, including charges as deemed reasonable by Council, for telephone, electricity, water, gas, security, commercial cleaning, pest control, building and ground maintenance, fire safety annual inspections.
- (b) Grants for such purposes, upon such conditions, of such amounts and at such times as Council may choose to award.

Premises

- (a) Keys / security codes for 24/7 access to the Premises.
- (b) Any structural repairs not caused by the Association's wilful default or negligence.
- (c) Clean the Premises to a reasonable standard at least weekly (toilets at least daily if used that day), with a 'spring clean' every 12 months.
- (d) Remove rubbish upon the Premises to bins provided, and set out the bins for roadside collection.
- (e) Maintain and replace as required any garden / grassed area upon the Premises, including watering, trimming and cutting, annual application of fertiliser.
- (f) Receive and verify any delivery of parts / consumables to the Centre.
- (g) Effect minor repairs and maintenance to a Facility that do not require trade qualifications.
- (h) Attend promptly at the Premises if informed of break-in or fire upon the Premises.
- (i) Receive, respond to in a civil manner and if practicable satisfy any enquiries or complaints about the Premises or an event upon the Premises.

- (j) Council will undertake regular WHS inspections of the safety of the building
- (k) Council will undertake repairs and maintenance in line with standard asset management principles and agreed organisational Levels of Service.

Plant / equipment

- (a) Any improvements, plant, equipment, fixtures or fittings upon the Premises for the time being and either owned by or leased to Council.
- (b) Access to photocopiers / printers as reasonably required.

Consumables

Toilet / kitchen requisites

Labour

- (a) A manager (part-time) of the Premises (a Council employee), and with authority for him or her to coordinate and give direction to any Worker.
- (b) The (part-time) services of other Council employees as reasonably required and that at the time Council is able to, and agrees to, provide.
- (c) Ensure Council workers are employed and onsite during the opening hours of the Centre (in cases where core staff are unavailable, they will be substituted by another Council worker)
- (d) Ensure a Council staff member attends the monthly Board meetings and the Annual General meeting (including Board meetings held outside of Business Hours)
- (e) Council workers will provide general support and advice to the Association

Information

- (a) The loan of 1 copy (in hard copy or electronic format) of any floor plan / operating or maintenance instructions for fixtures now held by Council.
- (b) Systems and procedures for hire of the Premises.
- (c) Such advice or directions reasonably required by the Association.

**Item 7: Services**

**7.1 Services offered and provided by Council:**

Subject always to the current annual business plan and the other provisions of this Agreement:

- (a) Seek grant funding from other sources in government and private sectors.
- (b) Organise and host (free or fee-paid) educational / sport / recreation / leisure events at the Premises consistent with any Council policy at the time.

**7.2 Services offered by the Association:**

- (a) TOYS Program

- (b) Childcare Centre Service
- (c) Development and delivery of Community Programs
- (d) Development of Terms and Conditions for hire and ensure hirers comply.
- (e) Seek grant funding from other sources in government and private sectors.
- (f) Promote the use of the Premises within the community, with priority to residents and community groups in the area of Council, and with attribution of Council's support to the Premises. A booking of any portion of the Premises may be on an *ad hoc* or seasonal basis.
- (g) Organise and host (free or fee-paid) educational / sport / recreation / leisure events at the Premises consistent with any Council policy at the time.
- (h) Provide such labour (paid, or volunteers) as required for activities upon the Premises to be conducted safely and to an acceptable standard.
- (i) On each day the Premises are to be used for an activity, open and attend (via a responsible adult) at the Premises during the activity, close and secure the Premises (include set any alarm) after the day's activities.
- (j) Report to Council promptly any manifest loss, damage (including graffiti) or want of repair particularly as concerns any roof / plate glass / external door or lock / burglar or fire alarm.
- (k) Reports to Council as this Agreement requires.
- (l) Record each day's receipts in books of account (or if Council provides access to any software for that purpose, within that software).
- (m) Pay within terms any invoice for goods / services to the Premises ordered by the Association.
- (n) Such other things as this Agreement requires of the Association.

The Association may not add to or make an alteration to the Premises except with Council's prior written approval. Approval may be conditional.

#### Item 8: Insurances:

It is a requirement for the Association to provide:

- (a) Worker's compensation insurance for its employees engaged in providing any of the Services - if so required by law.
- (b) Public Liability Insurance cover in respect of the Premises for at least \$20 million, the policy for which extends to Council as an insured.
- (c) If the Services include the provision of food and / or beverages, Product Liability Insurance in respect of those Services for at least \$5 million, the policy for which notes Council extends to Council as an insured.
- (d) Professional Indemnity Insurance for claims made for financial loss, bodily/personal injury or property damage arising from an act, error or omission in the performance of the Services provided by the Association.
- (e) Against loss, damage or destruction of the Association's property upon the Premises for full replacement value.

(f) Council is responsible for the Building Insurance.

**Item 9: Special Conditions:**

- (a) If at any time during the Term, the Rules / Constitution of the Association are modified or replaced, within 10 Business Days, the Association must provide a copy to Council.
- (b) Within 10 Business Days after the minutes are first available, the Association must provide to Council a copy of minutes of any meeting of the Board of Management of the Association held during the Term.
- (c) Within 10 Business Days after their approval by the Board of Management of the Association during the Term, the Association must provide to Council a copy of the annual financial report of the Association.

**2018-2021**

**Community Centre  
Partnering Agreement**

**(Part B)**



**Clarence Park Community Centre Incorporated**

*Clarence Park Community Centre Partnering Agreement*  
- PART B

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*Clarence Park Community Centre Partnering Agreement  
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## 1. BACKGROUND

This Partnering Agreement (Part B) is to record the relationship between the Clarence Park Community Centre Incorporated (the Association) and the Corporation of the City of Unley (Council), both committed to working together to achieve a benefit for the local community in respect to the management and operation of the Clarence Park Community Centre (Centre).

The Partnering Agreement (Part B) is not a binding contract with contractual force but rather a guide outlining obligations of the Council and the Centre and is to be read with the Management Agreement (Part A).

The Agreement defines the model, roles, responsibilities and expectations of the parties whilst applying the Council's endorsed vision and goals that in turn will ensure the Centre is well used and valued by local communities.

## 2. VISION

To develop vibrant and welcoming community hubs, for connecting and learning, inspiration and opportunity, celebration and collaboration.

## 3. MISSION

To strengthen community spirit and well-being through providing diverse, accessible and inspiring opportunities to explore, share, connect and grow.

## 4. GOALS

1. Provide **accessible, affordable and friendly community** hubs which connect people, places and information.
2. Facilitate **active citizenship** through inspiring and supporting community members to create and deliver opportunities for community participation.
3. Build **community capacity** through the provision of quality facilities, services, referrals, resources and information.
4. Actively **encourage and support** the community to plan for and respond to current and future needs.
5. Provide and support programs, events and activities which strengthen community spirit and the cultural life of our community.
6. Create opportunities for understanding, celebrating and appreciating the **diversity of our community**.
7. Encourage **physical activity and social wellbeing** through facilitating and initiating opportunities for involvement in programs and access to services.
8. Embrace and enable community ownership and participation through diverse **volunteering opportunities**.
9. Utilise **technology** to enhance the effectiveness and efficiency of service provision and program management.
10. Apply **continuous improvement** methodologies to measure both the positive effect of the Program on the lives of community members and the efficiency of this Council service.

## **5. DURATION**

This Agreement will operate for a period of 3 years from the date of signing.

## **6. RESOURCES AND COMMITMENT**

### **a. Hall Hire**

Income received by the Association from hiring the Centre facilities will be retained by the Association for use in its operations in the Centre and must be fully reinvested back into the development and delivery of Programs and activities that are of a direct benefit to the Community and Centre as both parties recognise that these funds are moneys that otherwise would be receivable by the Council and in effect represent funding to the Association from the Council. (Refer to Part A Management Agreement Clause 28)

### **b. The City of Unley**

The City of Unley (Council) agrees to:

- provide access to the Centre and maintenance as outlined in the Management Agreement
- provide operational funding and staffing as per this Partnership Agreement for the provision of Community Development programs and associated activities.
- administer any funds received through the Department for Human Services

### **c. State Government Funding**

Funding from the State Government is made available from The Department of Human Services under the Family and Community Development Program. The terms and conditions of this funding are contained in the Service Agreement between The Department of human Services and the Corporation of the City of Unley, with a focus on reducing barriers and increasing participation in community activities in order to improve social connections and develop life skills.

- The program outcomes will make a contribution to the achievement of key community and government priorities of:
  - Safe communities, healthy neighbourhoods – through building social connections and providing opportunities for people to participate in, and contribute to, their communities
  - An affordable place to live – through supporting people to develop the skills and capacity to effectively manage their finances and improve their financial situation
  - Every chance for every child – through improving family relationships and supporting families to be resilient.

### **d. The Association**

The Association agrees to:

- Work directly in line with the Council's Community Plan, implement and foster relevant and accessible programs and projects that meet the needs of the local community.
- Work in collaboration with external parties to develop and deliver integrated approaches to service delivery.
- Seek grant funding from other sources, including government and non-government sector.

- Devise and implement systems for Centre users and the local community to provide feedback on Centre services and facilities and programs.
- Report annually on performance
- Deliver services and programs in line with the Management Agreement (Part A)
- Maintain and enact policies, procedures and plans in relation to the operation of its services and programs

**e. The Council and Association**

The parties to this Partnership Agreement will focus upon community development projects utilising a range of approaches to develop strong community links. These could include but not be limited to:

- personal development
- adult community education and Lifelong Learning
- pathways for learning
- healthy lifestyle and wellbeing programs
- intergenerational activities
- family well-being programs
- activities and programs targeting disengaged young people
- provision of relevant information
- appropriate referral
- advocacy
- support and encouragement to self-development groups
- positive and active ageing

No programs, activities or events shall be permitted in the Centre that brings either Council or the Association into disrepute.

Council is not responsible for programs or services of the Association, including but not limited to:

- TOYS
- Child Care Service

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**7. RESPONSIBILITIES AS EMPLOYER**

**a. Council**

Council agrees to:

- Provide staffing for the Centre in the form of a Community Centre Coordinator (CCC) and a Community Administration Support Officer (CASO). Each of these positions will be deemed to be employees of the City of Unley. Council will allocate its employees to best meet the current and emerging needs of the local community.
- Ensure Council workers are employed and onsite during the opening hours of the Centre (in cases where core staff are not available, they will substitute with another Council worker)
- Ensure all Council Employees are trained and adhere to any applicable law or mandatory code of practice, Council's policies / procedures / operating guidelines about workplace safety, protection of the environment and records management.
- Meet all salary and associated on costs for its employees
- Provide management and supervision of Council employees through the CCC
- Provide a safe and healthy workplace for its employees.
- Provide daily support and advice to staff, noting Association staff are the responsibility of the Association.
- Provide a council staff member to attend the monthly Board meetings and the Annual General Meeting.
- Invite CPCC volunteers to Council's 2 annual volunteer recognition events.

The CCC reports directly to the Team Leader Community Centres, however is responsible for working in a support and leadership role with the Association to maximise the efficiency and operation of the community centre in a sustainable manner. In particular the position will support the Manager Community Development in their role with the Association.

The CCC is also responsible for the supervision of the CASO. The CASO is responsible for providing a full range of efficient, high quality administration support services which meet both daily business needs of the community centre and project requirements for colleagues within the Community Centre's team. The position will support the Team Leader Community Centres and Manager Community Development in their role with the Association.

These descriptions are subject to change from time to time. This Partnering Agreement will adopt the latest version of the position descriptions as a general outline of the roles and responsibilities which the Association can expect from the Centre based Council employees.

A representative of the Association will participate in the selection and review of Centre based Council employees, including membership of committees or panels involved. The final hiring decision of Council employees remains the responsibility of Council.

Council will consult with the Association regarding changes to the deployment of Council employees at the Centre.

Representatives of the Association may have the opportunity to reflect on the performance of Council employees through the Performance Review process.

If there is any feedback in regard to the performance, role or function of the Council employees, the Association's first point of contact is the Team Leader Community Centres. If required all parties will follow Council's Complaints Handling Framework.

**b. The Association**

The Association agrees to:

- maintain an Employee Management policy
- recruit select and manage all its direct employees/contractors in compliance with all relevant legislation requirements including the Fair Work Act, National Employment Standards, Work Health and Safety and the Child Safe Environment Act
- remunerate all its employees/contractors in accordance with the applicable Award.
- meet the financial requirements for workers compensation, superannuation and any other associated on costs
- provide a safe and healthy workplace for all employees and volunteers of the Centre.

All Staff and volunteers employed directly by the Association are to report directly to the Association or its nominated Agent (i.e. Childcare Director).

Council staff can attend meetings of the Association to report but are not to vote on any matters or be included in debate or items of Confidentiality or that present a conflict of interest.

If it is negotiated that the Council staff work additional hours outside of the operating hours of the Centre for and on behalf of the Association, the cost of these additional hours and associated on costs (e.g. long service leave, personal leave, workcover, superannuation etc.) will be the responsibility of the Association. Council will forward a letter of agreement to be signed on behalf of the Association prior to such additional employment being undertaken.

The parties to this Partnership Agreement acknowledge that there will be occasions when the Centre based Council employees will have conflicting priorities, and agree to work together to ensure that these situations are recognised and dealt with co-operatively.

A representative of the Council may participate in the selection and review of Centre based employees, including membership of committees or panels involved. The final hiring decisions of the Association, remains the responsibility of the Association.

The Association will consult with Council regarding changes to the deployment of Association employees at the Centre.

Any Volunteers on Board Programs will be recruited by the Association and are required to be supervised and report direct to the Association. Council staff will not be responsible for direction or supervision of Association Volunteers.

**8. VOLUNTEER MANAGEMENT**

The parties to this Partnership Agreement acknowledge that each party will be responsible for the direct supervision of their recruited volunteers and the model of best practice in volunteer involvement as outlined in the National Standards for Involving Volunteers in Not for Profit

Organisation's and agree to implement these standards for the management of volunteers operating in the Centre.

## **9. COMMUNITY MANAGEMENT**

Community management is understood to be the involvement of local community members in leadership. This can occur formally through membership in the Association structure and informally through participation in working groups, projects and general volunteering opportunities.

The Association model provides an opportunity for residents to be actively involved in local decision making in regards to governance, facility management and program development/delivery. It also provides an excellent opportunity to support emerging leaders and leadership skills across the community.

### **a. Council**

Council values and supports community management in the development and implementation of Community Development initiatives and recognises the commitment of Centre volunteers to participate in this process.

Council agrees to engage and support members of the Centre in community management initiatives.

The Community Centre Coordinator will provide support to the Association in setting the strategic directions of the Centre; business planning, and budgeting.

Centre based Council employees work is guided by the Council's Annual Business Plans, Centre's Strategic and business plans objectives and policies and the roles position description and personal development plans.

### **b. The Association**

The Association agrees to:

- work with Community Development principles in the local community
- develop strategic plans, business plans and financial budgets which clearly match the strategic objectives of the Centre
- establish appropriate policies for the Centre's governance and service delivery
- work in partnership with Council through the Community Centre Coordinator to realise the aforementioned objectives
- hold meetings (feedback and information) between Community Centre Coordinator, Chairperson or a Board nominated proxy and nominated representative from the Council on a regular basis. In these sessions all parties have the opportunity to raise issues or questions about the Community Centre Coordinator and Community Administration Support Officer's work and these employees can give and receive feedback concerning his/her duties
- manage the organisation on behalf of its members, in accordance with its Constitution to achieve its organisational goals and objectives.

The role of the Association is to set strategic directions, in the context of the terms of this partnership and to ultimately be responsible for the proper management of assets and liabilities (including Association employees and volunteers).

#### **10. STRATEGIC AND BUSINESS PLANS**

Council agrees to develop an annual Community Centres plan in consultation with all Community Centre Coordinator's, which all Council employees across the Community Centres Team will be accountable. This plan will be developed in response to Council's Community Plan and relevant strategic plans and will operate in line with the financial year.

The Association will develop a Strategic Plan which will indicate strategic links to the Council Community Plan and an annual Business Plan which relates directly to the Strategic Plan. The Community Centre Coordinator and Manager Community Development will be able to provide assistance for this.

The Association's Annual Business Plan will outline the proposed activities to be undertaken for that year in order to achieve the stated outcomes. This Business Plan will be submitted to Council prior to 30 March each calendar year.

The Management Committee will develop and approve a budget for each financial year which will be submitted to Council.

#### **11. MONITORING AND REPORTING**

The parties to this Partnership Agreement agree that it is essential to achieve a balance between the need to convincingly demonstrate achievements and the need to keep information gathering as simple and unobtrusive as possible.

Monitoring and reporting mechanisms need to be proportionate and not impose unreasonable burdens.

Council requires the Association to provide a quarterly reporting schedule outlining the Centres level and nature of usage in activities, including program delivery, attendance and hiring (See Annexure 1, Reporting Template)

#### **12. FINANCIAL REPORTING**

Sound financial management provides accurate information to the Association to assist with the development of a sustainable budget, to ensure the Centre provides accurate financial projections and is able to manage financial risks, Council recommends that the Centre employs a book keeper or finance officer with the minimum qualifications of a Certificate IV in Accounting, and that they comply with the Australian Accounting and Auditing standards in relation to handling and treatment of accounting matters in order to obtain uniformity in accounting and auditing practice.

Centres must use the National Standard Chart of Accounts for their financial management and report against these for the financial acquittal of all Council funding and grants.

*Clarence Park Community Centre Partnering Agreement*  
- PART B

**13. ROLES**

Both parties recognise that in order to develop the full potential of the relationship each party will strive to create practical solutions and understanding when processes are unable to be adhered to.

A partnering team will be formed and meet at least bi-annually with additional participants from both organisations as agreed.

**14. PARTNERING TEAM**

Partnering Team	Role
<p>Council:</p> <ul style="list-style-type: none"> <li>• Manager Community Development</li> <li>• Community Centre Coordinator</li> <li>• Team Leader Community Centres</li> </ul> <p>Association:</p> <ul style="list-style-type: none"> <li>• Chairperson</li> <li>• two other representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of the partnering relationship</li> <li>• Mobilising and managing resources</li> <li>• Establishment of reporting requirements and systems</li> <li>• Review of performance against KPIs</li> <li>• Review and adjustment of KPIs</li> <li>• Identification and resolution of major issues for partnering relationship</li> <li>• Identification of opportunities for development of the partnering relationship</li> <li>• Assessment of the effectiveness of the partnering relationship</li> </ul>

**15. RELATIONSHIPS TO OTHER ARRANGEMENTS**

This Partnering Agreement should be read alongside the Management Agreement (Part A)

**16. SHARING INFORMATION**

The parties to the Partnership Agreement agree to share information in good faith, in full and on time so that both parties can make informed decisions about their joint work and about the partnering relationship.

Confidentiality must be observed and maintained at all times.

**17. MEDIA PROTOCOLS**

Council has established media protocols and staff experienced in the presentation and release of material (both 'good news' stories as well as managing any controversial issues).

The parties agree that there will be liaison on any proposed media activity concerning the partnership, including exchange of statements and announcements, before the material or information is released publicly.

The Team Leader Community Centres will be responsible for securing the necessary approvals for any material about the partnership for release through the media. Within the Centre the Chairperson will be responsible.

## **18. KEEPING RECORDS**

Notes from Partnering Team meetings will record the date, who was present, major topics, decisions, areas which need further discussion and agreed actions.

In addition to information related to the funding document, the partners will decide from time to time who needs what other types of information and in what form.

## **19. MANAGING RISK**

The parties acknowledge that managing the risks associated with legal, financial, reputational and operational liabilities is a shared responsibility.

The parties agree that they will develop a joint Risk Management Strategy which identifies risks and determines which of the following risk management options will be used:

- avoidance (eliminate, withdraw from or not pursue)
- reduction (mitigate)
- sharing (transfer, outsource or insure)
- retention (accept and budget).

Both parties are committed to complying with Work Health and Safety requirements and where possible, achieving standards that are beyond those imposed by legislation. The parties will endeavor to achieve these to the best of their ability. Specifically, committed to ensuring, in consultation with workers and their representatives: a healthy and safe work environment, including systems of work, plant, equipment and substance management that minimise the risk of injury or illness while at work.

If an injury, incident or near miss occurs at the Centre, or an activity of the Centre, a notification must be provided to council within 24 hours. If the CCC or CASO are not available notification be given to the Manager Community Development phone 8372 5111.

## **20. CUSTOMER GRIEVANCE PROCEDURES**

The Association agrees to establish a complaints register in order to collect, manage and respond to customer feedback and ensure that formal grievance procedures will be reviewed and maintained for the life of this Agreement.

Council agrees to provide advice and assistance as required.

## **21. DISPUTE RESOLUTION**

Both parties are committed to timely, respectful and shared problem solving.

The parties agree to the following protocols for resolving disputes between them as they arise:

- whenever possible resolve the dispute directly between the parties. Initially this should occur between the Association and the Council employed staff
- if unresolved then the issue will be referred to the Association Chairperson and Manager Community Development. If necessary the matter will be escalated to the General Manager City Services and if still unable to be resolved, the Chief Executive Officer of Council.

- appropriate documentation regarding the dispute and its resolution will be maintained and copies given to each party.

In no way does the above restrict or limit the Association from making representations to elected members and other officials of the Council as it sees fit. Rather, it is recognition by both parties that conflicts are inevitable and that an agreed procedure can help to maintain relationships when they are most needed.

## **22. TERMINATION**

If one party proposes terminating this Agreement before 30 June 2020, the other party will be notified in writing of this intention and the reasons.

Notification will be required to be provided as early as reasonably possibly taking into account insofar as practically possible, the commitments relating to the Agreement and the people affected by it.

The Agreement will not be considered to be terminated prior to the expiry date unless and until an exchange of correspondence documents the acceptance of termination from both parties.


A termination of this Agreement results in termination of the Management Agreement (Part A) and vice versa.


### 23. REVIEW OF THE AGREEMENT

This Partnering Agreement will be reviewed at least annually by a process to be developed and agreed by the Partnering Team.

At least six months prior to the conclusion of this Agreement, the Partnering Team will carry out an evaluation of the success of the Agreement.

This Agreement, or any of its terms and conditions, may only be varied by the mutual agreement, in writing of both parties.

  
.....  
Signed for Council  
Name: Megan Berghuis  
Title: GM City Services  
Date: 15/11/18

  
.....  
Signed for the Association  
Name: EMMA HOSKING  
Title: CHAIRPERSON CPCC  
BOARD OF MANAGEMENT  
Date: 30/10/2018-

A person signing on behalf of a party warrants they have authority to bind that party for that purpose

*Clarence Park Community Centre Partnering Agreement*  
*- PART B*



ACCOUNTANT

ABN : 53 573 663 140

Ron Carey BEc. FCPA

50 Wright Street,  
Renown Park SA 5008  
Mobile 0412 863 083  
Ph (08) 8346 1045 (h)

## AUDITORS REPORT

### Scope

I have audited the accounts of the Clarence Park Community Centre Inc. for the period 1 July 2019 to 30 June 2020.

The Community Centre management committee is responsible for the presentation of the accounts and information contained therein. I have conducted an independent audit of the accounts in order to express an opinion on it. The audit has been conducted in accordance with accounting standards to provide a reasonable assurance as to whether the financial report is free of material misstatement.

The procedure included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts and the evaluation of accounting policies and estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian accounting standards so as to present a view of the Clarence Park Community Centre Inc. operations.

In the course of my audit, I have employed normal audit procedures, which do not encompass a detailed verification of the individual items appearing in the Income and Expenditure Account of the Clarence Park Community Centre Inc. accounts.

However, I am satisfied that in my opinion the net loss result of -\$33,174.81 gives a true and fair view of the Clarence Park Community Centre Inc. financial position for the period under review. This was essentially due to write off of obsolete Plant and Equipment in 2019/2020.

### Audit Opinion

In my opinion;

- (i) correct accounting records have been kept from my examination of these books, including;
  - (i) records of the sources and nature of the income; and,
  - (ii) records of the nature and purposes of the expenditure.
- (ii) the accounts and statements of the Operating Account have been drawn up so as to give a true and fair view of the :
  - (i) financial affairs as at 30 June 2020
  - (ii) income and expenditure deficit for the period.

A handwritten signature in black ink, appearing to read 'Ron Carey', with a long horizontal line extending to the right.

Ronald James Carey BEc. FCPA  
30 August 2020

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## Clarence Park Community Centre

72-74 East Avenue  
Black Forest SA 5034

ABN: 32 898 477 452

Email: klindsay@unley.sa.gov.au

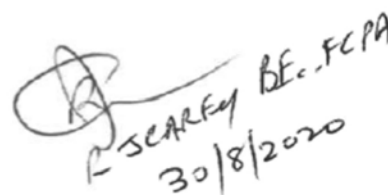
**Profit & Loss [Last Year Analysis]**

July 2019 To June 2020

	This Year	Last Year	\$ Difference	% Difference
Income				
Childcare				
Childcare Income				
Childcare Fee Income	\$59,674.95	\$99,825.69	-\$40,150.74	(40.2)%
Job Keeper Subsidy Received Childcare	\$18,000.00	\$0.00	\$18,000.00	NA
Childcare Fundraising Income	\$241.92	\$255.00	-\$13.08	(5.1)%
Credit Card Surcharge - CC	\$392.89	\$896.27	-\$503.38	(56.2)%
Merchant Fee - CC (90%)	-\$956.77	-\$1,270.87	\$314.10	24.7%
Total Childcare Income	\$77,352.99	\$99,706.09	-\$22,353.10	(22.4)%
Childcare Expenses				
Childcare Agency Staff Wages	-\$19,374.85	-\$5,579.69	-\$13,795.16	(247.2)%
Childcare Wages Paid	-\$82,921.22	-\$85,568.54	\$2,647.32	3.1%
Childcare JobKeeper Top up	-\$12,423.12	\$0.00	-\$12,423.12	NA
Childcare Superannuation Paid	-\$9,049.86	-\$10,957.95	\$1,908.09	17.4%
Childcare Workcover Paid	-\$1,661.45	-\$1,959.35	\$297.90	15.2%
Childcare Leave Paid	\$13,266.53	-\$2,038.58	\$15,305.11	750.8%
Childcare Staff Training	-\$188.64	-\$1,135.36	\$946.72	83.4%
Childcare Equip & Toy Purchase	-\$618.38	-\$141.71	-\$476.67	(336.4)%
Childcare Consumables	-\$1,500.40	-\$1,602.74	\$102.34	6.4%
Childcare Admin Expenses	-\$63.64	-\$9.09	-\$54.55	(600.1)%
Childcare Sundry Expenses	-\$381.70	-\$24.55	-\$357.15	(1,454.8)%
Childcare Advertising	-\$787.45	\$0.00	-\$787.45	NA
Total Childcare Expenses	-\$115,704.18	-\$109,017.56	-\$6,686.62	(6.1)%
Total Childcare	-\$38,351.19	-\$9,311.47	-\$29,039.72	(311.9)%
Hall Hire				
Hall Hire: Community (FRE)	\$38,145.30	\$45,298.59	-\$7,153.29	(15.8)%
Hall Hire: Casual (GST)	\$5,718.18	\$6,177.71	-\$459.53	(7.4)%
Hall Hire: Childcare Casual	\$722.73	\$1,636.36	-\$913.63	(55.8)%
Hall Hire: Childcare Regular	-\$36.00	\$0.00	-\$36.00	NA
Credit Card Surcharge - HH	\$1.09	\$40.05	-\$38.96	(97.3)%
Merchant Fee - HH (10%)	-\$88.34	-\$143.21	\$54.87	38.3%
Total Hall Hire	\$44,462.96	\$53,009.50	-\$8,546.54	(16.1)%
Centre Programs				
Short Courses				
Short Course Income	\$630.00	\$2,048.00	-\$1,418.00	(69.2)%
Short Course Expenses	-\$778.24	-\$573.92	-\$204.32	(35.6)%
Short Course Advertising	\$13.64	\$0.00	\$13.64	NA
Total Short Courses	-\$134.60	\$1,474.08	-\$1,608.68	(109.1)%
School Holiday Programs				
School Holiday Program Income	\$1,138.90	\$2,202.10	-\$1,063.20	(48.3)%
School Holiday Program Expense	-\$1,636.96	-\$1,852.23	\$215.27	11.6%
Total School Holiday Programs	-\$498.06	\$349.87	-\$847.93	(242.4)%
Centre Functions				
Community Events	-\$2,340.45	-\$1,659.52	-\$680.93	(41.0)%
Hall Hire/Program Expenses	-\$1,367.26	-\$538.36	-\$828.90	(154.0)%
Total Centre Functions	-\$3,707.71	-\$2,197.88	-\$1,509.83	(68.7)%
Total Centre Programs	-\$4,340.37	-\$373.93	-\$3,966.44	(1,060.7)%
Playgroup				
Playgroup Income				
Playgroup Weekly Income	\$2,067.05	\$3,112.00	-\$1,044.95	(33.6)%

This report includes Year-End Adjustments.

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## Clarence Park Community Centre

72-74 East Avenue  
Black Forest SA 5034

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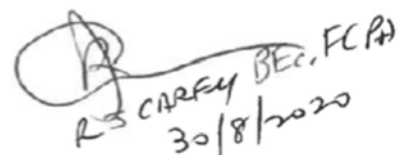
**Profit & Loss [Last Year Analysis]**

July 2019 To June 2020

	This Year	Last Year	\$ Difference	% Difference
Playgroup Assoc MShip Received	\$200.00	\$320.00	-\$120.00	(37.5)%
Total Playgroup Income	\$2,267.05	\$3,432.00	-\$1,164.95	(33.9)%
Playgroup Expenses				
Playgroup Assoc MShip Paid	-\$220.00	-\$356.36	\$136.36	38.3%
Playgroup Wages Paid	-\$3,215.45	-\$3,749.18	\$533.73	14.2%
Playgroup Sundry Expenses	-\$112.36	-\$7.74	-\$104.62	(1,351.7)%
Total Playgroup Expenses	-\$3,547.81	-\$4,113.28	\$565.47	13.7%
Total Playgroup	-\$1,280.76	-\$681.28	-\$599.48	(88.0)%
Moving Madness				
MovingMadness Income				
MovingMadness Term Fees	\$1,978.00	\$2,282.00	-\$304.00	(13.3)%
MovingMadness Casual Fees	\$515.00	\$966.20	-\$451.20	(46.7)%
Total MovingMadness Income	\$2,493.00	\$3,248.20	-\$755.20	(23.2)%
MovingMadness Expenses				
MovingMadness Wages	-\$3,655.36	-\$4,270.84	\$615.48	14.4%
MovingMadness Consumables	-\$3.04	-\$22.18	\$19.14	86.3%
MovingMadness Sundry Expenses	-\$9.08	-\$81.90	\$72.82	88.9%
Total MovingMadness Expenses	-\$3,667.48	-\$4,374.92	\$707.44	16.2%
Total Moving Madness	-\$1,174.48	-\$1,126.72	-\$47.76	(4.2)%
The Shed				
The Shed Income				
The Shed Sales Income	\$2,100.36	\$1,897.00	\$203.36	10.7%
The Shed Repairs Income	\$598.50	\$459.50	\$139.00	30.3%
The Shed Sundry Income	\$10,000.00	\$0.00	\$10,000.00	NA
Job Keeper Subsidy Received The Shed	\$6,000.00	\$0.00	\$6,000.00	NA
The Shed Fundraising	\$1,312.21	\$2,347.15	-\$1,034.94	(44.1)%
The Shed Membership	\$680.00	\$280.00	\$400.00	142.9%
Total The Shed Income	\$20,691.07	\$4,983.65	\$15,707.42	315.2%
The Shed Expenses				
The Shed Equip Purchase & R&M	-\$206.36	-\$858.20	\$651.84	76.0%
The Shed Consumables	-\$1,312.78	-\$360.42	-\$952.36	(264.2)%
Total The Shed Expenses	-\$1,519.14	-\$1,218.62	-\$300.52	(24.7)%
The Shed Coordinator				
The Shed Coord Wages Expense	-\$20,994.52	-\$20,905.82	-\$88.70	(0.4)%
The Shed Coord JobKeeper Top Up	-\$3,403.29	\$0.00	-\$3,403.29	NA
The Shed Coord Leave Paid	-\$1,952.13	-\$727.38	-\$1,224.75	(168.4)%
Total The Shed Coordinator	-\$26,349.94	-\$21,633.20	-\$4,716.74	(21.8)%
Total The Shed	-\$7,178.01	-\$17,868.17	\$10,690.16	59.8%
Strength for Life				
Strength for Life Income	\$22,393.60	\$23,009.54	-\$615.94	(2.7)%
Strength for Life Expenses	-\$18,436.83	-\$14,480.41	-\$3,956.42	(27.3)%
Strength for Life Equipment	-\$197.60	-\$1,013.52	\$815.92	80.5%
Total Strength for Life	\$3,759.17	\$7,515.61	-\$3,756.44	(50.0)%
Total Income	-\$4,102.68	\$31,163.54	-\$35,266.22	(113.2)%
Gross Profit	-\$4,102.68	\$31,163.54	-\$35,266.22	(113.2)%
Expenses				
Centre Income & Expenses				
Centre Income				

This report includes Year-End Adjustments.

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## Clarence Park Community Centre

72-74 East Avenue

Black Forest SA 5034

ABN: 32 898 477 452

Email: klindsay@unley.sa.gov.au


**Profit & Loss [Last Year Analysis]**

July 2019 To June 2020

	This Year	Last Year	\$ Difference	% Difference
Donations Received	-\$250.00	-\$20.00	-\$230.00	(1,150.0)%
Centre Sundry Income	\$0.00	-\$228.90	\$228.90	100.0%
<b>Total Centre Income</b>	<b>-\$250.00</b>	<b>-\$248.90</b>	<b>-\$1.10</b>	<b>(0.4)%</b>
Interest Earned				
Interest Earned Cheque Ac	-\$24.23	-\$185.23	\$161.00	86.9%
Interest Earned SID 154174155	-\$163.32	-\$1,614.50	\$1,451.18	89.9%
Interest Earned TD 167745793	-\$1,279.43	\$0.00	-\$1,279.43	NA
Interest Earned TD 167745801	-\$597.54	\$0.00	-\$597.54	NA
Interest Earned TD 167745827	-\$40.06	\$0.00	-\$40.06	NA
<b>Total Interest Earned</b>	<b>-\$2,104.58</b>	<b>-\$1,799.73</b>	<b>-\$304.85</b>	<b>(16.9)%</b>
<b>Total Centre Income &amp; Expenses</b>	<b>-\$2,354.58</b>	<b>-\$2,048.63</b>	<b>-\$305.95</b>	<b>(14.9)%</b>
Centre Expenses				
Accounting/Audit Fees	\$4,579.61	\$2,778.91	\$1,800.70	64.8%
Advertising & Promotion-Misc	\$935.91	\$0.00	\$935.91	NA
Administration Wages	\$6,291.03	\$5,891.08	\$399.95	6.8%
Sundry Payroll Expenses	\$3,202.00	\$2,997.00	\$205.00	6.8%
Internet Expense	\$1,085.02	\$1,022.30	\$62.72	6.1%
Telephone	\$648.07	\$534.50	\$113.57	21.2%
Board Expenses	\$603.49	\$598.38	\$5.11	0.9%
Bank Fees	\$164.07	\$107.26	\$56.81	53.0%
Insurance Expense	\$7,371.14	\$7,375.20	-\$4.06	(0.1)%
Governance	\$3,520.04	\$376.82	\$3,143.22	834.1%
Memberships & Licenses	\$114.55	\$109.09	\$5.46	5.0%
Postage Expenses	\$61.82	\$0.00	\$61.82	NA
Centre Repairs & Maintenance	\$4,818.21	\$2,219.88	\$2,598.33	117.0%
CPCC Volunteers/Staff	\$2,648.07	\$2,978.76	-\$330.69	(11.1)%
Centre Sundry Expenses	\$147.19	\$97.73	\$49.46	50.6%
<b>Total Centre Expenses</b>	<b>\$36,190.22</b>	<b>\$27,086.91</b>	<b>\$9,103.31</b>	<b>33.6%</b>
Bad Debts Expense	\$992.10	\$0.00	\$992.10	NA
Depreciation Expense	\$9,777.00	\$10,359.00	-\$582.00	(5.6)%
<b>Total Expenses</b>	<b>\$44,604.74</b>	<b>\$35,397.28</b>	<b>\$9,207.46</b>	<b>26.0%</b>
<b>Operating Profit</b>	<b>-\$48,707.42</b>	<b>-\$4,233.74</b>	<b>-\$44,473.68</b>	<b>(1,050.5)%</b>
Other Income				
Grants				
Community Grant				
Community Grant Income	\$0.00	\$3,041.80	-\$3,041.80	(100.0)%
Community Grant Expense	-\$4,467.39	-\$1,878.46	-\$2,588.93	(137.8)%
<b>Total Community Grant</b>	<b>-\$4,467.39</b>	<b>\$1,163.34</b>	<b>-\$5,630.73</b>	<b>(484.0)%</b>
SA Govt Covid 19	\$10,000.00	\$0.00	\$10,000.00	NA
<b>Total Grants</b>	<b>\$5,532.61</b>	<b>\$1,163.34</b>	<b>\$4,369.27</b>	<b>375.6%</b>
Cash Flow Boost	\$10,000.00	\$0.00	\$10,000.00	NA
<b>Total Other Income</b>	<b>\$15,532.61</b>	<b>\$1,163.34</b>	<b>\$14,369.27</b>	<b>1,235.2%</b>
Other Expenses				
Loss on disposal of Assets	\$0.00	-\$766.27	\$766.27	100.0%
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>-\$766.27</b>	<b>\$766.27</b>	<b>100.0%</b>
<b>Net Profit/(Loss)</b>	<b>-\$33,174.81</b>	<b>-\$2,304.13</b>	<b>-\$30,870.68</b>	<b>(1,339.8)%</b>

This report includes Year-End Adjustments.

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## Clarence Park Community Centre

72-74 East Avenue  
Black Forest SA 5034

ABN: 32 898 477 452

Email: klindsay@unley.sa.gov.au


**Balance Sheet [Last Year Analysis]**

June 2020

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
Bendigo Bank Chq Ac 132896	\$19,075.95	\$16,093.76	\$2,982.19	18.5%
Bendigo Bus Acc 157611039	\$4,712.69	\$4,757.69	-\$45.00	(0.9)%
Undeposited Funds Account	\$671.50	\$413.00	\$258.50	62.6%
Petty Cash	\$450.00	\$300.00	\$150.00	50.0%
Float	\$250.00	\$200.00	\$50.00	25.0%
<b>Total Current Assets</b>	<b>\$25,160.14</b>	<b>\$21,764.45</b>	<b>\$3,395.69</b>	<b>15.6%</b>
Trade Debtors	\$115.50	\$1,394.50	-\$1,279.00	(91.7)%
Childcare Debtors	\$376.75	\$1,976.00	-\$1,599.25	(80.9)%
Accrued Income	\$1,876.97	\$0.00	\$1,876.97	NA
<b>Term Deposits</b>				
Bendigo Bank TD 167745793	\$60,000.00	\$0.00	\$60,000.00	NA
Bendigo Bank TD 167745801	\$30,000.00	\$0.00	\$30,000.00	NA
Asset Replacement Fund	\$611.78	\$130,446.15	-\$129,834.37	(99.5)%
<b>Non Current Assets</b>				
<b>Plant &amp; Equipment</b>				
Plant & Equipment @ Cost	\$108,177.97	\$155,050.70	-\$46,872.73	(30.2)%
Plant & Equipment Accum Depn	-\$95,864.21	-\$136,692.21	\$40,828.00	29.9%
<b>Total Plant &amp; Equipment</b>	<b>\$12,313.76</b>	<b>\$18,358.49</b>	<b>-\$6,044.73</b>	<b>(32.9)%</b>
<b>Computers</b>				
Computers at Cost	\$8,073.43	\$6,306.43	\$1,767.00	28.0%
Computers Accum Depn	-\$7,355.01	-\$5,076.01	-\$2,279.00	(44.9)%
<b>Total Computers</b>	<b>\$718.42</b>	<b>\$1,230.42</b>	<b>-\$512.00</b>	<b>(41.6)%</b>
<b>Software</b>				
Software at Cost	\$2,626.89	\$2,282.89	\$344.00	15.1%
Software Accum Depn	-\$2,069.00	-\$2,113.00	\$44.00	2.1%
<b>Total Software</b>	<b>\$557.89</b>	<b>\$169.89</b>	<b>\$388.00</b>	<b>228.4%</b>
<b>Buildings</b>				
Buildings at Cost	\$17,739.04	\$17,739.04	\$0.00	0.0%
Buildings Accum Depn	-\$1,578.00	-\$1,135.00	-\$443.00	(39.0)%
<b>Total Buildings</b>	<b>\$16,161.04</b>	<b>\$16,604.04</b>	<b>-\$443.00</b>	<b>(2.7)%</b>
<b>Land Improvements</b>				
Land Improvements at Cost	\$8,010.54	\$8,010.54	\$0.00	0.0%
Land Improvements Accum Depn	-\$4,005.00	-\$3,204.00	-\$801.00	(25.0)%
<b>Total Land Improvements</b>	<b>\$4,005.54</b>	<b>\$4,806.54</b>	<b>-\$801.00</b>	<b>(16.7)%</b>
<b>Total Non Current Assets</b>	<b>\$33,756.65</b>	<b>\$41,169.38</b>	<b>-\$7,412.73</b>	<b>(18.0)%</b>
<b>Total Assets</b>	<b>\$151,897.79</b>	<b>\$196,750.48</b>	<b>-\$44,852.69</b>	<b>(22.8)%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Bendigo Bank MasterCard	\$464.09	\$1,803.40	-\$1,339.31	(74.3)%
Bonds Held	\$2,800.00	\$4,080.00	-\$1,280.00	(31.4)%
<b>GST Collected &amp; Paid</b>				
GST Collected	\$113.57	\$82.30	\$31.27	38.0%
GST Paid	-\$1,182.73	\$0.00	-\$1,182.73	NA
BAS Payment Account	-\$162.00	-\$1,514.00	\$1,352.00	89.3%
<b>Total GST Collected &amp; Paid</b>	<b>-\$1,231.16</b>	<b>-\$1,431.70</b>	<b>\$200.54</b>	<b>14.0%</b>
<b>Payroll Expenses</b>				
PAYGW Payable	\$5,316.00	\$2,262.98	\$3,053.02	134.9%
WorkCover Payable	-\$170.60	\$0.00	-\$170.60	NA

This report includes Year-End Adjustments.

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## Clarence Park Community Centre

72-74 East Avenue  
Black Forest SA 5034

ABN: 32 898 477 452

Email: klindsay@unley.sa.gov.au


**Balance Sheet [Last Year Analysis]**

June 2020

	This Year	Last Year	\$ Difference	% Difference
Total Payroll Expenses	\$5,145.40	\$2,262.98	\$2,882.42	127.4%
Employee Leave Entitlements				
Childcare Leave Payable	\$7,231.90	\$20,498.43	-\$13,266.53	(64.7)%
The Shed Coord Leave Payable	\$4,789.06	\$3,814.06	\$975.00	25.6%
Total Employee Leave Entitlements	\$12,020.96	\$24,312.49	-\$12,291.53	(50.6)%
Total Current Liabilities	\$19,199.29	\$31,027.17	-\$11,827.88	(38.1)%
Total Liabilities	\$19,199.29	\$31,027.17	-\$11,827.88	(38.1)%
Net Assets	\$132,698.50	\$165,723.31	-\$33,024.81	(19.9)%
Equity				
Retained Earnings	\$36,659.09	\$38,813.22	-\$2,154.13	(5.5)%
Current Year Earnings	-\$33,174.81	-\$2,304.13	-\$30,870.68	(1,339.8)%
Asset Replacement Reserve	\$129,214.22	\$129,214.22	\$0.00	0.0%
Total Equity	\$132,698.50	\$165,723.31	-\$33,024.81	(19.9)%

This report includes Year-End Adjustments.

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 R. S. CAREY REC. FCPA  
30/8/2020

## DECISION REPORT

<b>REPORT TITLE:</b>	GREEN ADELAIDE - INVITATION TO SUPPORT PROGRAMS
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KAT RYAN
<b>JOB TITLE:</b>	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. GREEN ADELAIDE LETTER 17 JUNE 2021</li><li>2. UNIVERSAL CHARTER FOR NATIONAL PARK CITIES</li><li>3. URBAN HEAT AND CANOPY COVER PROJECT PROPOSAL</li></ol>

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### 1. **EXECUTIVE SUMMARY**

This report seeks Council's endorsement to support Green Adelaide regarding two key program areas as part of a response to recent correspondence received.

Firstly, Green Adelaide is seeking Council's support in Green Adelaide's application for greater Adelaide to become a National Park City, which also includes signing the Universal Charter for National Park Cities. The National Park City concept aims to build awareness of and support for the benefits of living with nature in cities, and to inspire community action to contribute to this. There is strong alignment between National Park City and City of Unley strategies and projects, particularly relating to urban greening.

Secondly, Green Adelaide is seeking a financial contribution towards a collaborative recapture of urban heat and canopy cover mapping in late Summer 2022. This will enable value for money and consistency in data captured across metropolitan Adelaide for multiple uses. A contribution of an estimated \$10,000 from each Council is being sought towards an overall project valued at \$500,000. Funds requested to contributing to heat mapping can be sourced from Council's existing Resilient East operating project budget.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. That Council supports the request from Green Adelaide as follows:
  - 2.1 Assist Green Adelaide in preparing and submitting an application for Adelaide to become a National Park City, subject to:
    - 2.1.1 Funding and governance for the preparation and submission of the application to be borne by the Green Adelaide Board
    - 2.1.2 Consultation occurring on the draft Adelaide National Park City Vision, Charter and Action Plan
  - 2.2 Support the coordination of a metropolitan wide Urban Heat Mapping and Canopy Cover project being undertaken by the State Government with a request that the current costing proposal be reassessed to better reflect each Council's size.
  - 2.3 Provide a contribution to funding the metropolitan wide Urban Heat Mapping and Canopy Cover Mapping project, which is to be funded through Council's existing Resilient East operating project budget at an estimated cost of \$10,000, be endorsed.
3. The Chief Executive Officer be authorised to prepare and send correspondence to Green Adelaide outlining Council's resolution of the above points (2.1 through to 2.3) and financial contribution to the Urban Heat Mapping and Canopy Cover Mapping Project

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

2. Environmental Stewardship
  - 2.1 Unley's urban forest is maintained and improved.

## **4. BACKGROUND**

### **Green Adelaide**

Formed on 1 July 2020 under the *Landscape South Australia Act 2019*, Green Adelaide is working towards a vision of a cooler, greener, wilder and climate resilient metropolitan South Australia.

Green Adelaide replaced the former Adelaide and Mount Lofty Ranges Natural Resources Management Board which previously covered the City of Unley area.

Green Adelaide have a focus on seven key priorities which are:

- Coastal Management
- Water Resource and Wetlands
- Green Streets and Flourishing Parklands
- Biodiversity and Water Sensitive Urban Design
- Controlling Pest Plants and Animals
- Nature Education
- Fauna, Flora and Ecosystem Health

### **National Park City**

The National Park City concept was developed in London by Daniel Raven-Ellison, a teacher and geographer, who asked the question “What if a city was a National Park?”. It is not a reference to a national park in the sense of a protected conservation area, but in the sense that a city can be a place where community connects with and celebrates their surroundings, builds a sense of place, and commits to a shared vision to make nature part of their lives every day. In February 2019, London became the first National Park City. Detail of what is involved in the process can be found at [www.nationalparkcity.org](http://www.nationalparkcity.org)

### **Urban Heat and Canopy Cover Mapping**

Urban heat and canopy cover mapping is an important ongoing assessment that Council needs to continue to undertake at appropriate intervals. The data enables staff to understand current status, trends and potential to create predictive models based on evidence that will inform Council’s climate adaptation strategy, greening programs and asset management planning.

Council in partnership with Resilient East undertook heat mapping of eastern Adelaide in 2018. Council also partnered with a large number of Councils and the State Government in 2019 to adapt an existing Light Detecting and Ranging (LiDAR) layer captured in 2018 to provide a canopy cover assessment. Previous heat mapping and canopy cover data is now publicly available and hosted by the State Government at the following website

<https://data.environment.sa.gov.au/Climate/Data-Systems/Urban-Heat-Mapping/Pages.aspx>

A direct link is also available from the home page of Resilient East at [www.resilienteast.com](http://www.resilienteast.com)

It should be noted that Council recently undertook its own LiDAR canopy cover recapture in early 2021 and the results are currently being collated.

## 5. **DISCUSSION**

On the 3 June 2021 the Mayor and CEO attended a forum with Green Adelaide as part of a series of workshops to assist Green Adelaide to develop priorities and inform its Regional Landscape Plan and Annual Business Plan. A follow up letter (Attachment 1) has been received from Green Adelaide seeking endorsement of two key program areas:

- National Park City
- Urban Heat and Canopy Cover Mapping

*Attachment 1*

### **National Park City**

Green Adelaide is leading a campaign for metropolitan Adelaide to become the second city in the world to gain National Park City (NPC) status.

The National Park City concept aims to build awareness of and support for the benefits of living with nature in cities, and to inspire community action to contribute to this. One of the requirements for Adelaide to become a National Park City is to provide evidence of community support for the concept.

As local government represents and make decisions in the interests of local communities, support from the City of Unley is valuable to showing community support for Adelaide to become a National Park City.

The Universal Charter for National Park Cities (Universal Charter), on which all aspiring National Park Cities' (including Adelaide) will base their own Visions and Charters, is high-level, consistent with and aligned to the environmental, social and cultural objectives and outcomes in local government strategic and/or community plans. A copy of the Universal Charter for National Park Cities is provided in Attachment 2.

*Attachment 2*

Green Adelaide have proposed that the Mayor sign the Universal Charter and provide in principle support to eventually signing a tailored Adelaide Charter which a Council staff representative will have the opportunity to contribute towards developing.

While little detail has been provided, the principles in the Universal Charter are consistent with existing Council strategies and Resilient East projects, particularly in relation to urban greening. Green Adelaide have committed to leading the work and eventual input from local government is anticipated to be low. For example, Local Government support for Adelaide becoming a National Park City could be indicated in a range of ways, including the following examples:

- i. signing the Universal Charter (and later, the Adelaide National Park City Charter);
- ii. producing/sharing communications which inspire community to show support and/or contribute;
- iii. mentioning Adelaide National Park City when promoting events which align to the principles in the Universal Charter (and later, the Adelaide National Park City Charter); or
- iv. referencing Adelaide National Park City in future plans or strategies (new or amended, and as deemed appropriate).

### **Urban Heat and Canopy Cover Mapping**

As a key project of the newly established Green Adelaide, they are seeking to collaborate with 18 Councils to further the urban heat mapping and canopy cover work that was undertaken in previous years.

This is welcome news as there are numerous benefits from State Government leading urban heat and canopy cover data capture, including financial value for money and consistency of data sets across metropolitan Adelaide. For example, the cost of Canopy Cover capture and analysis for the City of Unley (not including heat mapping) is in the order of \$30,000.

A copy of the mapping proposal is provided in Attachment 3 and is summarised below.

*Attachment 3*

The fly over would likely happen in late summer 2022 and information would be available some months after that, due to the large volume of data processing and analysis required.

Periodic updating of heat maps will enable evaluation of the effectiveness of climate change adaptation measures and investments from Councils in urban greening and climate sensitive works over the previous years. It will provide staff with the data and information necessary to advise Council on prudent investments in climate adaptation strategies into the future.

The total cost of the work is estimated to be \$500,000. Green Adelaide has proposed the following funding model:

1. 50% contribution from State Government agencies (\$250,000)
2. 50% contribution from Local Government (\$250,000) equally divided among the participating Councils. It is estimated that the contribution from City of Unley will be \$10,000.

The State Government will undertake the procurement process and management of the contract.

Administration are supportive of the proposed Urban heat and canopy cover mapping project however have added to the recommendations that the current costing proposal be reassessed to better reflect each Council's size. For example, is currently seeking the same financial contribution from large Councils as from small. When Resilient East undertook similar heat mapping in 2018 it was funded through a pro rata approach of total cost based on total land area of respective partners.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

That:

1. The report be received.
2. That Council supports the request from Green Adelaide as follows:
  - 2.1 Assist Green Adelaide preparing and submitting an application for Adelaide to become a National Park City, subject to:
    - 2.1.1 Funding and governance for the preparation and submission of the application to be borne by the Green Adelaide Board
    - 2.1.2 Consultation occurring on the draft Adelaide National Park City Vision, Charter and Action Plan
  - 2.2 The City of Unley Support the coordination of a metropolitan wide Urban Heat Mapping and Canopy Cover project being undertaken by the State Government with a request that the current costing proposal be reassessed to better reflect each Council's size.
  - 2.3 A contribution to funding the metropolitan wide Urban Heat Mapping and Canopy Cover Mapping project, which is to be funded through Council's existing Resilient East operating project budget at an estimated cost of \$10,000, be endorsed.
3. The Chief Executive Officer be authorised to prepare and send correspondence to Green Adelaide outlining Council's resolution of the above points (2.1 through to 2.3) and financial contribution to the Urban Heat Mapping and Canopy Cover Mapping Project

The National Park City program and the collective Urban Heat Mapping and Canopy Cover Mapping project are strongly aligned to those of Council around environmental stewardship. This option provides Council the ability to sign the Universal Charter for National Park Cities and supporting the initiative for greater Adelaide to become the next National Park City.

Option 2 –

1. The report be received.
2. No action taken to support Green Adelaide programs at this time.

Under this option, Council will not take up the formal opportunity to support Green Adelaide in either its bid to become at National Park City or the metropolitan wide recapture of Urban Heat and Canopy Cover mapping.

It is understood that the Urban Heat and Canopy Cover mapping will still proceed without contribution from the City of Unley however we will not have access to the raw data for further analysis and use.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

The proposal seeks a contribution of \$10,000 towards a broader metropolitan heat mapping and canopy cover project worth \$500,000. The \$10,000 contribution could vary depending on the final contract procured and number of partnering state and local governments. The work can be accommodated through Council's existing Resilient East Projects operating project budget line for 2021/2022.

Supporting Green Adelaide in its application to become a National Park City does not require a financial contribution.

**8.2 Legislative/Risk Management**

Supporting Green Adelaide's application to be a National Park City is subject to receiving more detail on governance arrangements. Therefore, there is little risk to endorsing the motion.

**8.3 Staffing/Work Plans**

Green Adelaide will manage the contract for the urban heat mapping and canopy cover mapping work. Staff will support the process and incorporate associated tasks in their work plans.

Any support and involvement in work relating to Adelaide as a National Park City will be provided by staff and can be incorporated into work plans.

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

Strong alignment with existing Environmental Stewardship and greening goals.

The National Parks City focuses on connecting the community to the natural environment and enhancing urban greening programs.

Urban heat maps and canopy cover contain important data that will enable staff to create predictive models based on evidence that will inform Council's climate adaptation strategy, greening programs, and asset management planning. Urban heat mapping can also be used to identify community at risk during heat waves and enable Council to develop Plans to mitigate against climate related risk.

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

Many of the aims of achieving National Park City Status relate to improved social benefits and community wellbeing, however these have not been quantified at this time.

The urban heat and canopy cover mapping will progress an important data set that enables staff to assess and manager risk that would impact our community due to the changing climate.

#### **8.6 Stakeholder Engagement**

Should Council endorse the recommendations and if the application is successful, the City of Unley will need to promote the National Park City concept more broadly in the Community to show support for it (e.g. sharing related social media posts from Green Adelaide).

### **9. REPORT CONSULTATION**

Feedback on the letter was discussed at the Resilient East Steering Group Committee on 18 June 2021 and subsequent draft report preparation was shared with particular input from City of Tea Tree Gully and Campbelltown City Council.

Resilient East also approached Green Adelaide staff with feedback that it was challenging to seek support for such a concept with very little detail, especially the lack of a charter. Green Adelaide responded that the Adelaide Charter would not likely vary from the Universal Charter for National Park City and provided that as additional information which has been included in this report.

### **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager, City Development
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17 June 2021

Dear Mayors and CEO's

**Re: Local Government and Green Adelaide 3 June forum**

Thank you for taking the time to again meet with the Green Adelaide board on 3 June at the Thebarton Community Centre. Your commitment to the day highlights our shared aspiration to have strong partnerships based on our common grounds as they relate to each of our greening agendas.

On the day, we acknowledged our December 2020 meetings with you and how your shared green agenda have been incorporated and recognised in both our **Regional Landscape Plan 2021-26** and our **Annual Business Plan 2021-22**. Both these documents are currently with the Minister for Environment and Water, seeking his endorsement. We will provide copies as soon as we are able.

In highlighting our annual business plan we talked about the four iconic programs being pursued. We spoke in particular about the first two, and signalled our interest in progressing conversations in relation to the second two at a future meeting.

*Iconic projects*

Greening our streets and backyards  
Making Adelaide a National Park City  
Rewilding our rivers and coastline  
Restoring culture

We also provided an overview of our financial status and highlighted that we are wanting to better synchronise our budget planning cycle and priorities with the collective of Councils, and that this may take a few funding cycles to resolve. This is also in acknowledgement of our different legislative responsibilities. Until then, we feel that our 2021/22 annual Business Plan is nudging us closer together.

Also on the back of our December meetings, you asked us to take the lead on coordinating the **canopy cover and heat mapping** across the 17 councils, to ensure a consistent and comparable dataset from which good decisions can be made. To that end, we have gone to market and can confirm that estimates for this work are in the order of \$500,000. The majority of the costs can be sourced from Green Adelaide and collaborating state agencies. The outcomes of this work can be made better if Councils could contribute up to

\$10,000 each, to enable all partners to consistently make strategic, evidence based decisions to maximise the impact of our collective greening investments. For further details, please see the attached proposal for your consideration.

The final matter discussed was **Adelaide National Park City**. Green Adelaide is vying for metro-Adelaide to become the second city to gain National Park City status. London became the first National Park City in 2019 and there's the goal of 25 cities by 2025 having this title. Being a National Park City brings international recognition to the collective effort of citizens to create an urban landscape that results in stronger social connections and wellbeing because of their care for the environment and being active in transforming how we live while facing the challenges of climate change and urban densification.

Earning the reputation of being a National Park City (NPC) is expected to improve the wellbeing of people, the liveability of the city and the financial strength of the city by creating nature based employment and circular economies to name a few outcomes. We all stand to benefit from this collective movement towards living with Nature in the city.

There is a rigorous assessment path that needs to be taken to achieve NPC status. One of them is to have majority community support, and another is for the city to have a Charter for people to sign. Green Adelaide is currently connecting with over 100 key influencers across Adelaide to start crafting this Charter, one that is built on the Universal NPC Charter. From our investigations, the collective effort of all the Greater Adelaide Councils, in delivering on your own community strategies, means that we're already meeting the expectations of a National Park City. Some of you are already Tree City members or Mayors for Climate Change Action.

These are examples of the attributes that make for a multi-jurisdictional push towards being a NPC. Our intention is to keep building on that momentum, for being a city who lives with nature and is transforming to being a liveable city in the face of climate change.

We're starting as a government (Green Adelaide) led movement, but we want to hand this movement over to the community when the time is right. We want to co-design this Charter with key influencers - including Councils. Who from your staff should we connect with, to start shaping the vision and Charter for Adelaide as a National Park City? Will you join with Green Adelaide to sign the Adelaide NPC Charter in late July, when we have it completed? To coordinate your support, we propose to draft a motion for your Council to consider.

We will also work with the Greater Adelaide Regional Organisation of Councils to consider and promote this approach to your organisations.

This is an exciting new venture, and The Advertiser's polling of the citizens of South Australia on World Environment Day (5 June) will help us shape the journey. Within days, over 600 people indicated that they want to play a role – this ranges from individuals to businesses. The movement has started.

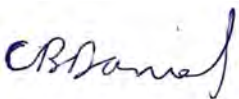
To summarise the feedback we are seeking from each council: can you please contact Brenton Grear (Director Green Adelaide) directly, with your response to:

- **Would your Council be able to contribute \$10,000 towards the heat mapping and canopy coverwork?**
- **Is Council, through the Mayor, willing to join Green Adelaide in signing an Adelaide National Park City Charter in late July?**
- **Who, from Council, can be part of a LG workshop to influence this Charter over the coming weeks?**
- **With support of a suitable motion "template" (initial draft version enclosed) are you able to discuss this in the Council Chamber?**

This letter is both a summary of the forum of 3 June and also an update for the Mayors and Chief Executives who were unable to attend on the day. To keep the momentum going, I look forward to your responses to our questions. I have included a copy of the presentations used on the day as a reminder of the content.

I appreciate hearing back from you on the above matters, and equally I look forward to our next steps. Please contact Brenton Grear at [Brenton.grear@sa.gov.au](mailto:Brenton.grear@sa.gov.au) or 0428 823 622 with your thoughts on these questions.

Yours sincerely



**Chris Daniels**  
Presiding Member  
Green Adelaide Board

- Enc 1. Urban Heat & Canopy Cover Proposal  
2. NPC motion template  
3. Presentation – 3 June.





# UNIVERSAL CHARTER FOR NATIONAL PARK CITIES\*

JULY 2019

## OUR VISION IS TO MAKE CITIES WHERE PEOPLE, PLACES AND NATURE ARE BETTER CONNECTED.

Let's make National Park Cities that are rich with nature and where everyone benefits from exploring, playing and learning outdoors. Cities where we all enjoy high quality public and green spaces, where the air is clean to breathe and it's a pleasure to swim in their waters. Together we can make cities greener, healthier, fairer and more harmonious places to live. *Why not?*

A National Park City is a shared vision and journey for a better life. ***Everyone in a National Park City is able to benefit and contribute everyday.***

It is a large-scale and long-term vision that is achievable through many actions. Much is already happening but by working, learning, sharing and acting together, across communities and governments, we can achieve even more.

## WE ARE WORKING TOGETHER FOR BETTER:

- \* LIVES, HEALTH AND WELLBEING
- \* WILDLIFE, TREES AND FLOWERS
- \* PLACES, HABITATS, AIR, WATER, SEA AND LAND
- \* TIME OUTDOORS, CULTURE, ART, PLAYING, WALKING, CYCLING & EATING
- \* LOCALLY GROWN FOOD AND RESPONSIBLE CONSUMPTION
- \* DECISIONS, SHARING, LEARNING AND WORKING TOGETHER
- \* RELATIONSHIPS WITH NATURE AND WITH EACH OTHER

## **THIS CHARTER CONFIRMS THAT WE COLLECTIVELY SHARE THE AMBITION, RESPONSIBILITY AND POWER TO DELIVER THESE THINGS AND MORE.**



### **WHAT IS A NATIONAL PARK CITY?**

It's a place, a vision and a city-wide community that is acting together to make life better for people, wildlife and nature. A defining feature is the widespread commitment to act so people, culture and nature work together to provide a better foundation for life.

It is a timely cultural choice, a commitment to a sense of place and way of life that sustains people and nature in cities and beyond.

People and cities around the world can draw from the goals, principles and aspirations of this Universal Charter for National Park Cities. We hope that there will be a strong National Park City Family that works together to fulfil the aspirations of this Universal Charter.

The National Park City Foundation will work with others to publish a regular State of the National Park Cities report to highlight actions and progress being made to support the National Park City vision internationally.

By signing this document I/we show our support for the vision of National Park Cities and pledge to help make them a success.

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\* What if we restored nature wherever we can? \* What if everybody could lose themselves in nature without leaving the city? \* What if we shared more knowledge, ideas, tools and experiences? \* What if there were more beautiful sights, smells, sounds and colours in the city? \* What if we thought more about those who will be living in the city seven generations from now? \* What if there was more celebration and spontaneity? \* What if we did more things to care for the people, places and nature we are interdependent with? \* What if there was more space for reconciliation? \* What if we had more balance and harmony within ourselves, our city and globe? \*

# Urban heat and canopy cover mapping: repeat capture proposal, April 2021

## Project overview

Multiple existing projects undertaken by state and local government have mapped and analysed urban heat and canopy cover across metropolitan Adelaide – using varying project extents and at varying times (see the [overview page](#) on the Urban Heat and Tree Mapping Viewer for more detail).

Green Adelaide is seeking to build on these existing projects and lead a coordinated approach to recapture three key datasets (described further below) in the summer of 2021/22 in collaboration with key partners. Doing so will, for the first time, ensure contiguous datasets are available across the entire metropolitan Adelaide region and will establish a framework for a coordinated recapture cycle for these datasets into the future. These datasets will form a monitoring baseline and establish a point of truth on which to detect trends, as well as enable Green Adelaide and its partners to make strategic evidence-based decisions to maximise the impact of our greening investments.

<b>Thermal imagery</b>	<ul style="list-style-type: none"> <li>Thermal imaging cameras mounted on a purpose built aircraft can be used to capture surface temperature. In order to assess the distribution and impact of urban heat on the landscape during extreme heat events, thermal imagery will be collected after two consecutive days with the average temperature greater than 33°C. Heat maps generated from this data will identify thermal patterns in the landscape including heat islands and localised hot spots, and can be combined with other datasets such as social vulnerability to identify communities most at risk during extreme heat events.</li> </ul>
<b>LiDAR</b>	<ul style="list-style-type: none"> <li>LiDAR (Light Detection and Ranging) can accurately map the landscape in three dimensions by measuring the time taken for a laser pulse to travel from the airborne sensor, reflect from a surface, and return to the sensor. Data products from LiDAR include a classified point cloud (points are classified into specific features including ground, vegetation (low, medium and high), buildings, water etc.), digital terrain and surface models, canopy height and foliage cover models and building footprints. These models in conjunction with thermal imagery can help explain why urban heat islands exist in certain locations (i.e. lack of shade bearing trees of sufficient magnitude, significant building footprint sizes).</li> </ul>
<b>Multispectral imagery</b>	<ul style="list-style-type: none"> <li>Multispectral imagery is imagery that consists of at least four bands of the electromagnetic spectrum (e.g. red, green, blue and near infrared). The inclusion of bands in the near infrared and short wave infrared provides additional information on vegetation health and greenness, improves the identification and classification of features, and allows for further analysis using remote sensing indices and analysis techniques.</li> </ul>

The key partners that Green Adelaide is seeking to partner with include local government and state government agencies, and we will also explore opportunities to partner with other organisations where appropriate. From a state government perspective, these datasets will seek to inform progress against various plans and policies (e.g. Green Adelaide Regional Landscape Plan, Climate Change Action Plan, 30 Year Plan for Greater Adelaide, Quality Green Open Spaces Action Plan), as well as to better understand drivers of change, inform greening strategies and prioritise greening investment.

Local governments have significant experience in the capture and application of these datasets, having led the previous capture of urban heat mapping through their respective Regional Climate Partnerships as well as the analysis of LiDAR data to derive canopy cover. Councils have also used these datasets to inform and drive practical on-ground action, to provide an evidence-base to support grant applications and as a communication product to engage the public and elected members. Green Adelaide is therefore keen to partner with all metropolitan councils to deliver this recapture project, and to achieve outcomes which benefit both the local and state government sectors.

This project proposal aims to seek partner involvement and outlines a cost-sharing model to fund the project. Each of these sections below contain further details on the project (e.g. specifications, timing and costs).

## **Delivery model**

**Green Adelaide** will provide a central project coordination role and liaise with project partners regarding the recapture requirements. Green Adelaide will also contribute financially towards the project, in conjunction with other project partners.

**Department for Environment and Water** (DEW) will provide technical expertise and coordinate the procurement of remotely sensed products. They will also update data in the Urban Heat and Tree Mapping Viewer following delivery of the data.

**Other organisations and agencies** will also be invited to partner on the project. Project partners will contribute financially towards the project, resulting in cost-sharing benefits to all project partners. In return, partners will have an opportunity to define the recapture requirements (e.g. specifications and data products) and will receive all imagery, data products and reports that are produced as a result of this project. These data products will provide a common baseline for all project partners. See 'Project partners' section below for more detail.

## Data capture and specifications

We are proposing the recapture of the following imagery:

- Thermal imagery to map urban heat
- LiDAR to map canopy cover
- Four-band multispectral imagery to map vegetation greenness and green spaces

The table below summarises the proposed imagery specifications and data products, and has been based on those produced through previous thermal and LiDAR projects, plus additional data products to indicate change since last data capture. We will also work with project partners to incorporate any learnings and recommendations from previous urban heat and LiDAR projects into this repeat capture. The specifications and a final package of data products will need to be agreed on by all partners prior to approaching the market for a request for quote.

Two separate but concurrent tender processes will be undertaken – one for the thermal imagery, and another which combines the LiDAR and multispectral imagery. The tenders will be separated in this way so as to not limit any potential suppliers (fewer suppliers are able to capture thermal imagery) and to ensure the most appropriate supplier is selected for each product. Furthermore, we hope that combining the LiDAR and multispectral imagery results in a more efficient data capture process, which may in turn lead to cost savings for the project (i.e. by minimising flight mobilisation costs).

While there is some interest from partners in capturing hyperspectral imagery, this has been assessed as being cost-prohibitive for this project.

	<b>Thermal imagery</b>	<b>LiDAR</b>	<b>Multispectral imagery</b>
<b>Imagery specifications</b>	<ul style="list-style-type: none"> <li>• 2 m spatial resolution (or better)</li> <li>• Day and night* acquisition (captured after a minimum of two consecutive days above 33°C)</li> <li>• Ground validation thermal sensors*</li> </ul>	<ul style="list-style-type: none"> <li>• Point density of 8 points per m<sup>2</sup> (or better)</li> <li>• 15 cm vertical accuracy (or better)</li> <li>• 50 cm horizontal accuracy (or better)</li> </ul>	<ul style="list-style-type: none"> <li>• 50 cm spatial resolution (or better)</li> <li>• Four bands (red, green, blue, near infrared)</li> </ul>
<b>Data products</b>	<ul style="list-style-type: none"> <li>• Localised hot spots (2m x 2m) – day and night</li> <li>• Heat islands (125m x 125m) – day and night</li> <li>• Social vulnerability within heat islands – day and night</li> </ul>	<ul style="list-style-type: none"> <li>• Digital canopy model</li> <li>• Tree canopy boundaries</li> <li>• Canopy stratification</li> <li>• Canopy cover classified by land use</li> <li>• Canopy cover classified by land ownership</li> <li>• Canopy cover per unit area (100m x 100m)</li> <li>• Canopy cover by suburb</li> <li>• Building footprints</li> <li>• Digital terrain model</li> <li>• Contours*</li> <li>• Permeable and impermeable surfaces</li> <li>• Canopy cover increase and decrease</li> </ul>	<ul style="list-style-type: none"> <li>• NDVI</li> <li>• Green cover</li> </ul>
<b>Maps and statistics</b>	<ul style="list-style-type: none"> <li>• Overall and by individual council area: stats</li> <li>• Urban heat map and stats</li> <li>• Heat island map and stats</li> <li>• Social vulnerability map and stats</li> </ul>	<ul style="list-style-type: none"> <li>• Overall and by individual council area: stats</li> <li>• Digital canopy model map</li> <li>• Canopy cover map and stats</li> <li>• Canopy stratification map and stats</li> <li>• Canopy cover by land use map and stats</li> <li>• Canopy cover by land ownership map and stats</li> <li>• Canopy cover increase and decrease maps and stats</li> </ul>	<ul style="list-style-type: none"> <li>• Overall and by individual council area: stats</li> <li>• NDVI map</li> <li>• Green cover map and stats</li> </ul>
<b>Report</b>	<ul style="list-style-type: none"> <li>• Methodology</li> <li>• High level summary of results</li> <li>• Analysis of thermal properties of land surface / material types*</li> <li>• Comparative analysis to identify areas of change</li> <li>• Discussion of drivers of change</li> <li>• Case studies*</li> </ul>	<ul style="list-style-type: none"> <li>• Methodology</li> <li>• High level summary of results</li> <li>• Comparative analysis to identify areas of change</li> <li>• Discussion of drivers of change</li> <li>• Case studies*</li> </ul>	

*\*These items scored low in the council survey and are subject to further discussion to determine their inclusion*

## Timing

It is proposed that the thermal, LiDAR and multispectral imagery are all recaptured in the summer of 2021/22, which corresponds to 4-6 years since the last thermal captures across Adelaide and 3 ½ years since the majority of the last LiDAR capture.

There is a narrow window of opportunity to capture thermal imagery since it requires consecutive hot days (a minimum of two consecutive days above 33°C). This imagery is therefore likely to be captured between January and March. The capture of the thermal imagery will trigger to capture of the LiDAR and multispectral imagery, which should be captured within six weeks of the thermal imagery. Capturing these datasets coincidentally will allow for better comparison between thermal, LiDAR and multispectral data and reduces the impact of potential mismatch between the datasets (e.g. due to construction, clearing, etc.).

The table below summarises the proposed recapture dates in the context of previous projects, and also proposes a forward schedule for repeat captures.

	<b>Thermal imagery</b>	<b>LiDAR</b>	<b>Multispectral imagery</b>
<b>Previous capture</b>	<ul style="list-style-type: none"> <li>February 2016 (Resilient South)</li> <li>February 2017 (Adapt West)</li> <li>March 2018 (Resilient East and Salisbury)</li> <li>2020 (Onkaparinga)</li> </ul>	<ul style="list-style-type: none"> <li>June 2018 and October 2019</li> <li>Additional areas of Salisbury, Tea Tree Gully, Burnside, Mitcham and Onkaparinga               <ul style="list-style-type: none"> <li>captured in October 2019</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>September 2018</li> </ul>
<b>Proposed recapture</b>	<ul style="list-style-type: none"> <li>Summer 2021/22</li> <li>2021/22 FY</li> <li>1 year away</li> <li>4-6 years since last capture</li> </ul>	<ul style="list-style-type: none"> <li>Summer 2021/22</li> <li>2021/22 FY</li> <li>1 year away</li> <li>~ 2 ½ - 3 ½ years since last capture</li> </ul>	<ul style="list-style-type: none"> <li>Summer 2021/22</li> <li>2021/22 FY</li> <li>1 year away</li> <li>~ 3 ½ years since last capture</li> </ul>
<b>Proposed recapture cycle (future)</b>	<ul style="list-style-type: none"> <li>Every 6 years</li> <li>i.e. summer 2027/28</li> <li>Capture with every second LiDAR and multispectral capture</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>i.e. summer 2024/25</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>i.e. summer 2024/25</li> </ul>

There is a preference among some partners for project deliverables, and therefore costs, to be split between the 2021/22 and 2022/23 financial years. One option to achieve this could be to specify the delivery of the raw data in 2021/22 (e.g. by June 2022) and delivery of data products and a report in 2022/23 (e.g. by August 2022). Green Adelaide will work with partners to determine the optimal timing for deliverables, and incorporate these into the final specifications.

## Extent

It is proposed that the extent of the recapture includes the 17 metropolitan councils, plus the Town of Gawler (see map). This extent is consistent with the previous capture of both datasets, but extends the LiDAR coverage to include the full extent of City of Playford and Town of Gawler. It will also extend the urban heat mapping to include City of Playford and Town of Gawler.

Further discussions with partners will determine if any non-urban areas within these councils should be excluded from the urban heat mapping.



## Project partners

Green Adelaide are looking to partner with all 18 councils within the project area, as well as key state government agencies including Attorney General's Department, Department for Infrastructure and Planning, Wellbeing SA and potentially SAFECOM. We will also undertake broader engagement with other state government agencies through Location SA working groups, as well as explore opportunities to partner with other organisations where relevant and appropriate.

For the purpose of this project, partners are considered to be those who contribute financially towards the project. In return for their financial contribution, partners will receive:

- Access to best available urban heat and LiDAR data for metropolitan Adelaide, including access to all imagery, data products and reports that are produced as a result of this project
- An opportunity to contribute towards scoping the specifications and project details (within overall project scope)
- Value for money, due to the ability to leverage and share costs amongst multiple organisations
- An opportunity to contribute to a project that informs an evidence-base and drives on-ground action across metropolitan Adelaide
- Recognition of your involvement, through the inclusion of your organisation's name and logo on the project and any project communications and promotion
- Information on canopy cover trends and change in urban heat patterns (where possible using existing data)
- The ability to further analyse the data for your organisation's own requirements, both for known use-cases and as-yet unexplored use-cases and research (i.e. the "collect once, use many" principle)

Organisations that choose not to partner or contribute financially will receive access to publically available data and information only.

## Estimated costs

The indicative costs received from the suppliers varied (sometime considerably) and are summarised below. Based on the information from suppliers, it is expected that the overall project cost will be in the order of \$500,000 (incl. GST). The specifications that the costs were based on are included in the table below, noting that these still need to be refined with project partners and may impact the overall cost.

Final project costs will be subject to a competitive procurement process once the specifications are finalised.

<ul style="list-style-type: none"> <li>• <b>Thermal imagery data capture</b> (i.e. flights and processing costs) at a resolution of 2 m or better, captured at both day and night</li> </ul>	<ul style="list-style-type: none"> <li>• \$55,000 - \$300,000 (average of ~\$150,000)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>LiDAR data capture</b> (i.e. flights and processing costs) at a minimum 8 points per m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• \$120,000 - \$220,000 (average of ~\$170,000)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Multispectral imagery data capture</b> (i.e. flights and processing) at a resolution of 50 cm or better</li> </ul>	<ul style="list-style-type: none"> <li>• \$15,000 - \$95,000 (average of ~\$50,000)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Report and derived products</b>, indicative costs were initially based on               <ul style="list-style-type: none"> <li>• Urban heat island mapping</li> <li>• Social vulnerability mapping (impact of urban heat islands in areas where vulnerable members are located)</li> <li>• Tree canopy height mapping and boundaries at &gt;2m and &gt;3m (including canopy stratification, canopy cover, and canopy classification based on land use and land ownership)</li> <li>• Canopy coverage per unit area mapping (in 100m x 100m cells)</li> <li>• Building footprints</li> <li>• Normalised difference vegetation index / relevant vegetation greenness indices</li> <li>• Project report describing analyses and results</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• \$33,000 - \$205,000 (average of ~\$75,000)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Total estimated cost</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$223,000 to \$820,000 (average of ~\$445,000)</b></li> </ul>

*NB: all costs are GST inclusive*

## Funding model

The funding model being proposed is for a 50% contribution from state government agencies and 50% contribution from local government.

It is suggested that the local government portion be based on an equal contribution from all 18 councils within the project extent. Based on an estimated project cost of \$500,000 (incl. GST; ~\$455,000 ex. GST), this would equate to \$13,889 per council (incl. GST; ~\$12,626 ex. GST), noting that the final contribution will be dependent on the final project cost.

Councils may want to suggest an alternative method to apportion costs if it can be agreed on by all councils.

Green Adelaide will directly pursue contributions from other state government agencies to comprise the 50% contribution from state government.

There is a preference among some partners for costs to be split between the 2021/22 and 2022/23 financial years. Based on the timing of deliverables, Green Adelaide will work with individual partners to determine a preferred payment schedule within the bounds of the overall procurement (i.e. to either pay their entire contribution in 2021/22 or 2022/23, or split between financial years).

## Next steps

In order to progress the project, Green Adelaide is seeking confirmation from potential partners of their willingness to participate and contribute financially to the project by the end of May 2021. These partners will be engaged further to refine and finalise the project specifications by late July, ahead of commencing procurement in August.

Once preferred suppliers and final financial costs are known, formal confirmation of partner involvement and financial contributions will be sought.

These next steps and proposed dates are summarised below.

- Receive confirmation from project partners of involvement (late May 2021)
- Finalise specifications with project partners (late July 2021)
- Release requests for quote to the supplier panel (early August 2021)
- Complete evaluation panel to assess supplier responses (mid-August 2021)
- Confirm project partners and financial contributions (late August 2021)
- Award contracts to preferred suppliers (late August 2021)
- Undertake flights to capture imagery (summer 2021/22)
- Receive data products and report (estimated June-August 2022)

### Contact us

Blair Pellegrino  
Regional Data  
Officer

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[greenadelaide.sa.gov.au](http://greenadelaide.sa.gov.au)

## INFORMATION REPORT

<b>REPORT TITLE:</b>	ARTIFICIAL TURF AND NATURE STRIPS UPDATE
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KAT RYAN
<b>JOB TITLE:</b>	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
<b>ATTACHMENTS:</b>	NIL

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with additional information regarding artificial turf in the context of its Nature Strips Policy (Policy).

At its meeting held on 22 June 2020, Council resolved that:

*Staff undertake a review of the Nature Strip Policy to incorporate a ban of artificial/synthetic turf as a surface treatment on Council owned verges.*

**Resolution No. C0277/20**

At its meeting held on 14 December 2020, Council considered a review of the Policy as required by the 22 June 2020 resolution. Following consideration of the matter, Council resolved that:

2. *The revised Nature Strips Policy (Version 8) as set out in Attachment 1 to this report (Item 4.5, Council meeting 14/12/2020) be adopted.*
3. *The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to finalise the adoption of the Policy.*
4. *The Nature Strips Policy be reviewed as soon as staff are able to provide more updated information in relation to artificial turf.*

**Resolution No. C0405/20**

Nature Strips (or verges), are classified as part of public roads under the *Local Government Act 1999* and as such, are owned by Council. Council is responsible for the planting and maintenance of nature strips to ensure they do not pose a threat to public safety.

Artificial turf is made predominately of plastics; its surface can reach high temperatures, and this can have a negative impact on the environment.

The Administration has looked further into artificial turf by considering latest products and confirming how other councils are managing artificial turf on verges. In short, Council's Policy adopted in December 2020 included a clause that artificial turf is not permitted effective 14 December 2020. This new Policy is working effectively, is aligned to the position of many other councils and is not proposed to change.

The Administration has learnt that new generation artificial turf with improved environmental performance is not yet readily available. As such, it is proposed the current Policy be retained as is. The next scheduled review date of the Policy is November 2023. At that time, latest products can be considered to ascertain what changes (if any) are required to be made to the Policy.

## **2. RECOMMENDATION**

That:

1. The report be received.

---

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

2. Environmental Stewardship

2.5 The City's resilience to climate change is increased.

## **4. BACKGROUND**

At its meeting held on 22 June 2020, resolved that:

*Staff undertake a review of the Nature Strips Policy to incorporate a ban of artificial/synthetic turf as a surface treatment on Council owned verges*

**Resolution No. C0277/20**

The intent of this direction was to further support environmental initiatives and prevent a range of issues associated with artificial turf including high surface temperatures, poor water permeability, waste disposal at point of removal and practical challenges with reinstatement as part of service works.

The Nature Strips Policy (Policy) generally aims to guide the management of nature strips to ensure the ongoing maintenance and agreed service requirement for street trees, footways, roads and drainage.

The Administration prepared a revised Policy, incorporating a ban on artificial/synthetic turf on verges as resolved by Council. The revised document was considered by Council at its meeting held on 14 December 2020. At the same meeting, a deputation was heard by Council from a local business owner which supplies artificial turf. The deputation advocated for more modern versions of artificial turf which have less environmental impacts.

Following consideration of the matter, Council resolved that:

2. *The revised Nature Strips Policy (Version 8) as set out in Attachment 1 to this report (Item 4.5, Council meeting 14/12/2020) be adopted.*
3. *The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to finalise the adoption of the Policy.*
4. *The Nature Strips Policy be reviewed as soon as staff are able to provide more updated information in relation to artificial turf.*

**Resolution No. C0405/20**

## **5. DISCUSSION**

The information provided in this report is summarised as follows:

- Current Policy & Implementation
- Traditional Artificial Turf
- Environmental Concerns
- Maintenance & Reinstatement Concerns
- New and Emerging Artificial Turf
- Alternatives to Artificial Turf
- Other Councils' Positions on Artificial Turf

### **Current Policy & Implementation**

Following Council's adoption of the revised Policy in December 2020, the document was made available on Council's website.  
<https://www.unley.sa.gov.au/Council/About-the-Council/Policies>

The section regarding artificial lawn within the Policy states:

*The installation of artificial lawn/synthetic turf or a fully impervious membrane (such as black plastic) is not permitted effective 14 December 2020. Existing installations may remain in place, subject to 5.2.2 - Administration reserves the right to undertake any modifications or remove existing artificial lawn / synthetic turf or fully impervious membranes to facilitate any Council objectives or requirements at Council's discretion including non-Council works provided by utility and service providers.*

Since the adoption of the revised Policy in December 2020, Council has received no formal complaints about the amendment.

As nature strips are Council owned land and part of a public road, permission must first be sought prior to any change through a Section 221 *Alteration of a Public Road* application. However, it is not unusual for residents to make changes to nature strips without prior permission.

In February 2021, a resident of Clarence Park installed artificial turf on a Council owned verge adjacent their property without seeking permission. The requirements of the Policy were implemented by Council staff with a successful outcome. The resident removed the artificial turf and installed natural lawn. In this respect, the Policy in its current form is working well and is meeting Council's objective.

The next scheduled review of the Policy is November 2023. It is proposed to retain the Policy as it currently stands and review at its next scheduled review date to identify at that time what changes (if any) are required.

### **Traditional Artificial Turf**

Artificial turf became popular in South Australia during the millennium drought (1996 – 2009) when strict water restrictions were imposed.

Artificial turf is also known as synthetic turf, AstroTurf, plastic grass, artificial lawn, fake lawn and synthetic lawn.

There are various type of artificial turf and there have been marked improvements from initial versions that were short, single height fibres, glossy finish with solid rubber backing and loose rubber infills.

Typical artificial turf available on the market today is made of fibres from nylon, polypropylene or polyethylene, connected to a latex backing material and sand used for infill. A wide variety of fibre lengths and textures are available and installation is typically with pins rather than glue. Lower grade options are still available and there can be a marked difference between professional installations and do-it-yourself artificial turf products.

There are also specific artificial turf and related shock absorbing base layers tailored for specific sports pitches. In some of these cases and in certain sporting facilities the benefits of using artificial turf can outweigh the disadvantages. These benefits are generally not applicable for residential nature strips.

### **Environmental Concerns**

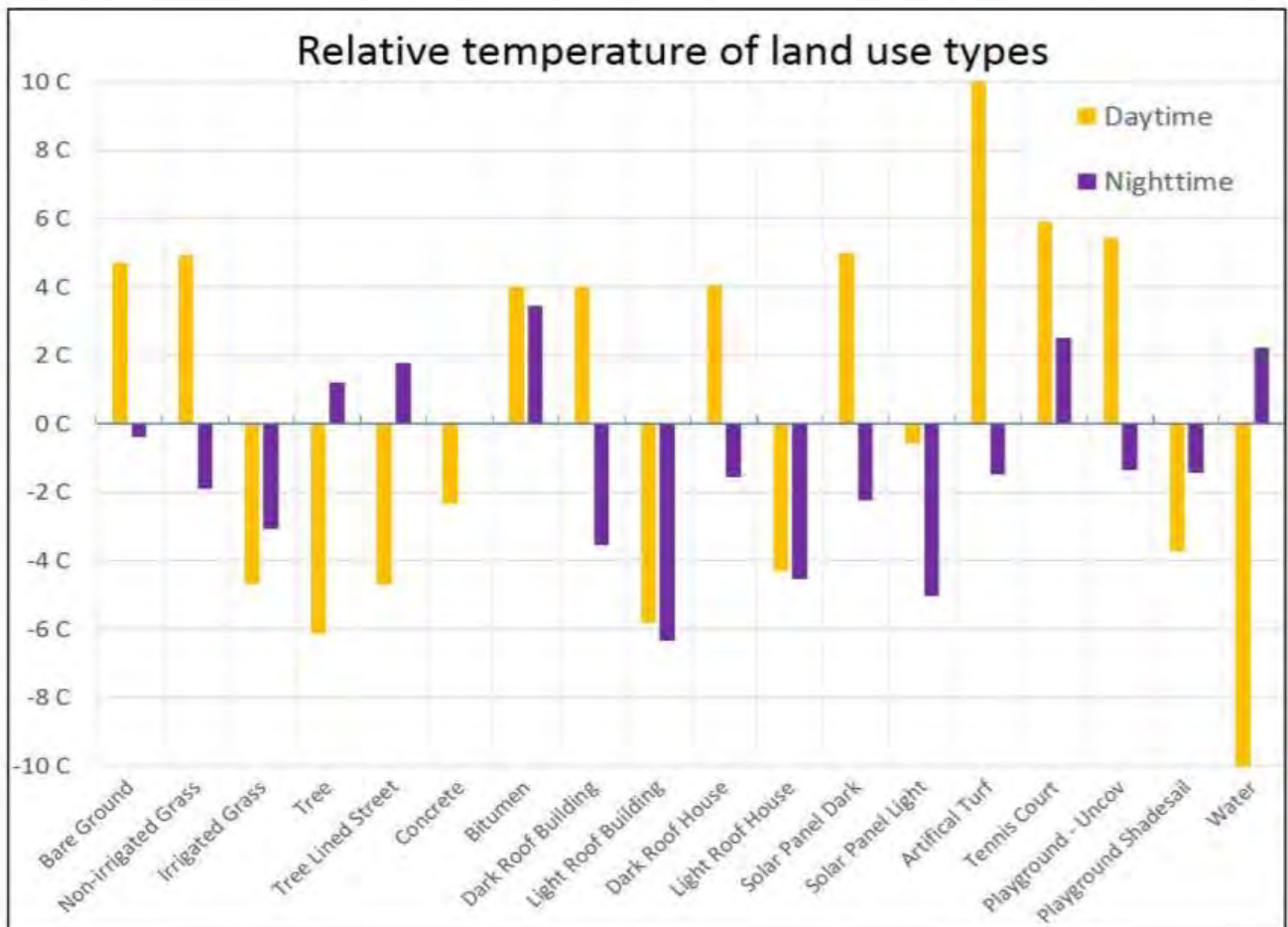
There are a number of environmental concerns with artificial turf in the application on nature strips including:

- Made from non-renewable resources, plastic and oil, which have a relatively high carbon emissions from processing, production, transportation and installation of the product.
- Increased surface and air temperature which can contribute to urban heat islands;
- Reduced water permeability which in turn can cause stress to street trees;
- End of life waste of artificial turf – this is currently not recycled; and
- Compaction of soil that kills microorganisms and biodiversity of soil.

## Heat

The 2018 Resilient East Collaborative Heat Mapping for Eastern and Northern Adelaide report found artificial turf was the hottest surface material. Through absorbing and radiating heat from the sun, artificial turf contributes to the urban 'heat island' effect. Figure 1 provides relative temperature of land use types and on page 18 of the study report it states:

*The hottest surface type assessed in this analysis was artificial turf. The 13 examples of artificial turf analysed were 11.5°C above average, which was 5°C warmer than any other surface type.*



A full copy of this report is available at [resilienteast.com/resources](https://resilienteast.com/resources)

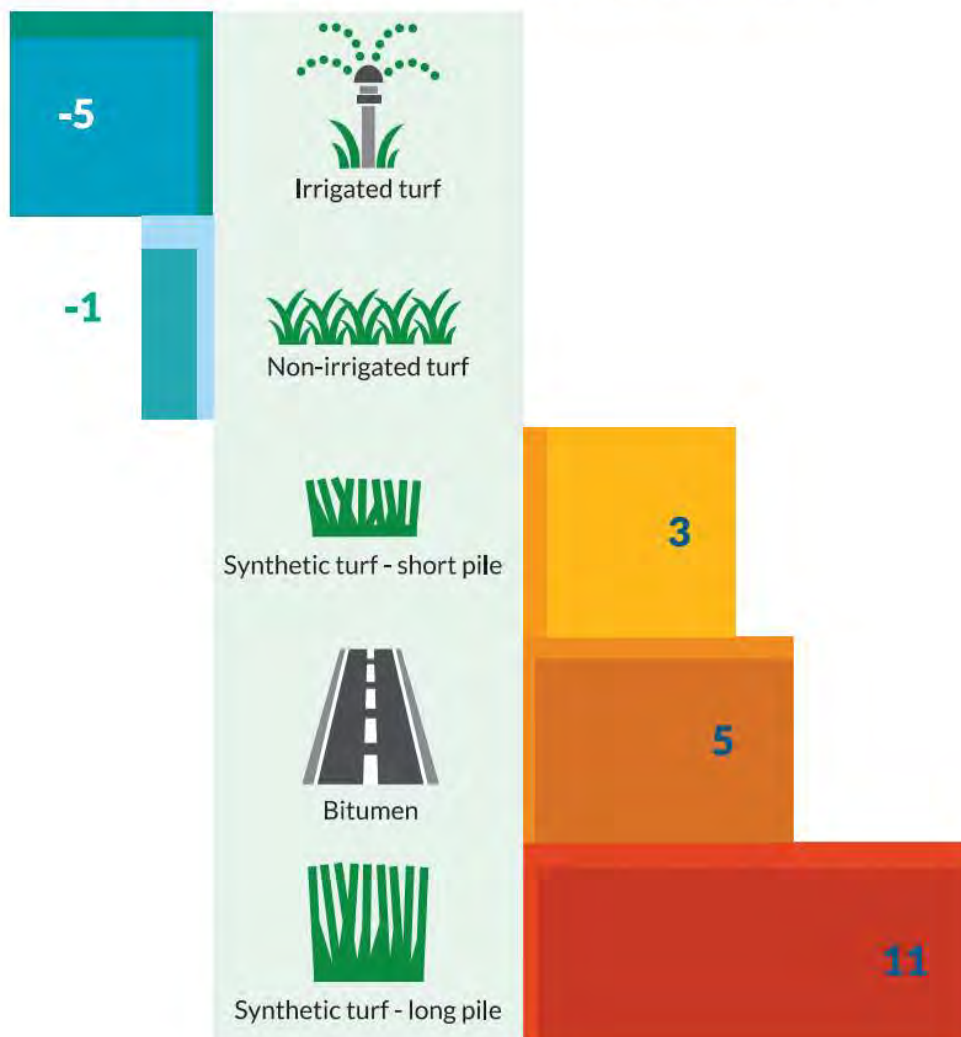
**Figure 1. Land use analysis results showing the relative temperature difference of various land uses during the day and night.**

Source - Seed Consulting Services, EnDev Geographic and Monash University (2018). Collaborative Heat Mapping for Eastern and Northern Adelaide Report. Prepared for the City of Unley on behalf of the Eastern Region Alliance of Councils and the City of Salisbury.

The results from the Resilient East heat mapping project relating to artificial turf is also supported by many other studies published on artificial turf, mostly in relation to use in sporting grounds. This includes a Sports Surfaces Study Report completed by Masud Kamal at The University of Adelaide in 2019 on behalf of the City of Adelaide considering the pros and cons of artificial turf vs natural turf for sporting surfaces.

Figure 2 below is from Horticulture Innovation Australia on the relative warming and cooling impact of different treatments on surface temperature.

#### Warming and cooling in degrees celsius of surface temperature



**Figure 2 – Warming from synthetic turf on surface temperature**

Source – <https://www.horticulture.com.au/growers/help-your-business-grow/research-reports-publications-fact-sheets-and-more/fact-sheet-heat-mitigation-of-living-turf/>

### **Maintenance & Reinstatement Concerns**

In addition to environmental impacts, there are a number of practical challenges specific to artificial turf installation on verges including:

- Occasional damage and ripping up of artificial turf from footpath sweepers catching the edge of turf not adequately installed.
- Challenges for patching/reinstatement when Council or other service providers are working in the verge. This includes tree planting, kerb works or any easement access to underground services.

### **New & Improved Artificial Turf Products**

In July 2021, the Administration met with a supplier of artificial turf located within the City of Unley and learnt that new environmentally improved products are in the research and development phase. This includes using recycled plastic base materials, a recycled alternative to the latex backing, increased water permeability and a heat blocking technology.

The heat blocking technology works by reflecting some of the ultra-violet light (and therefore associated heat) and can create 20% reduction in surface temperature compared to traditional artificial turf. By reflecting light from the ultra-violet end of the light spectrum, it does not impact the visible light and therefore the colours of the product can still use dark greens.

Online research revealed at least one such product already available with heat blocking technology and some components made from sugar cane (from a supplier outside of the City of Unley).

It is promising to hear that there are new and improved generation artificial turf products entering the market or in research and development stages. This will be particularly important for private installations.

### **Alternatives to artificial turf on nature strips**

In addition to low plantings, mulch and natural lawn, it is worth noting that there are other alternatives (to artificial turf) for residents concerned with maintenance and/or mobility egress (solid surfaces). These include paving, dolomite and compacted quarry sand.

### **Other Council Positions on Artificial Turf**

Resilient East has a specific working group on Canopy Cover and Urban Heat. The subject of verge management and artificial turf has been discussed on the agenda at their meetings since Council's adoption of the Policy in December 2020. Information was shared on how each of the eastern councils has been handling artificial turf in relation to nature strips, awareness of new products, research and policy positions.

The majority of the 8 eastern suburbs councils have now stopped permitting artificial turf as a treatment with nature strips which is summarised below.

#### **Resilient East Councils**

<b>Council</b>	<b>Artificial turf permitted on verges</b>	<b>Date</b>	<b>Retrospective</b>
Adelaide	No	2019	No
Burnside	No	2019	No
Campbelltown	No	2021	No
NPSP	No	2020	No
Prospect	Not encouraged but permitted (strict criteria)	2020	No
Tea Tree Gully	Not encouraged but is permitted	-	-
Walkerville	No	2021	2021 adopted artificial turf removal procedure.

#### **6. REPORT AUTHORISERS**

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

## INFORMATION REPORT

<b>REPORT TITLE:</b>	CLIMATE RISK GOVERNANCE ASSESSMENT 2021
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KAT RYAN
<b>JOB TITLE:</b>	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
<b>ATTACHMENTS:</b>	NIL

---

### 1. **EXECUTIVE SUMMARY**

In March 2021, the City of Unley participated in an external audit of its corporate governance from a climate risk perspective. The audit looked at how Council embeds climate change and associated risk into its business.

In collaboration with a number of other Resilient East Councils, the City of Unley was benchmarked using the *Informed.City* approach which 341 councils across Australia have used to date.

On 27 May 2021, the results of the audit were presented to CEOs, executives and managers of the Resilient East Councils that participated. All participating Councils scored well in the audit, particularly the City of Unley which had the highest ranking nationally at this point.

The results showed that the City of Unley is one of the leaders regarding climate change adaptation governance with a top score received for Strategic Planning, Public Risk Disclosure, Asset Management and Greenhouse Gas Emissions Reduction.

A copy of the Climate Risk Governance Assessment Report has been provided to Elected Members under separate cover and is available publicly on Council's website [www.unley.sa.gov.au/climate](http://www.unley.sa.gov.au/climate). The findings of the Report are now tabled to Council for its information.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

2. Environmental Stewardship

2.5 The City's resilience to climate change is increased.

#### **4. BACKGROUND**

Council is a member of Resilient East with Campbelltown City Council, the Cities of Adelaide, Burnside, Norwood Payneham and St Peters, Prospect, Tea Tree Gully, the Town of Walkerville and the State Government.

Resilient East is a regional climate initiative between State and Local Government organisations in eastern Adelaide. It is about ensuring the eastern region remains a vibrant, desirable and productive place to live, work and visit, and that our businesses, communities and environments can respond positively to the challenges and opportunities presented by a changing climate.

The climate in eastern Adelaide has already experienced the impacts of climate change, with more intense storms, flooding, heatwaves and bushfires. As the climate continues to change, our region faces serious risks that will become increasingly difficult to manage. Resilient East focuses on adapting to the already locked-in climatic changes to build resilience, reduce impacts and create a prosperous future for the region.

As the majority of the Resilient East Councils are also in the Eastern Regional Alliance (ERA), six monthly progress reporting is provided to the City of Unley, as part of the ERA Reports. The last such report was in May 2021. Information can also be found on at [www.resilienteast.com](http://www.resilienteast.com).

#### **5. DISCUSSION**

One of the Resilient East priorities for 2020/21 was increasing the understanding of climate change governance and capacity building on climate change transition risks.

An expert consultant was jointly engaged by Resilient East for the City of Unley, Campbelltown, Prospect and Tea Tree Gully to carry out a governance risk assessment using the *Informed.City* method.

This process came highly recommended from Resilient South who participated in this same assessment method in 2019, as did Adapt West and the City of Adelaide in 2020.

The review looked at how well Council embeds climate change considerations into its day-to-day work and recommended where to focus future efforts.

Climate change is a pressing issue with social, legal, economic and environmental risks. How we actively assess and respond to climate change direct and indirect impacts is a challenge across all departments.

The project used a combination of qualitative and quantitative approaches including a staff wide survey, key documentation review and a series of face to face team interviews.

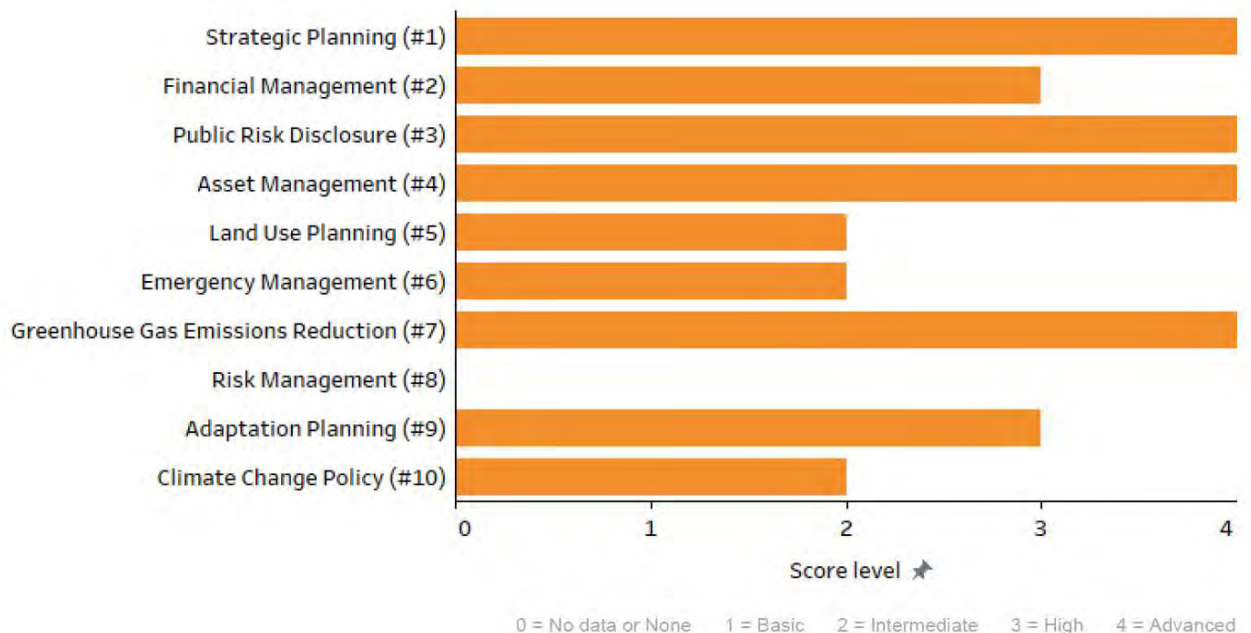
A copy of the assessment report has been provided to Elected Members under separate cover and is also available on the City of Unley website at [www.unley.sa.gov.au/climate](http://www.unley.sa.gov.au/climate)

Through the assessment process it was clear that the City of Unley staff have a good understanding of the climate risks presented as an organisation and are proactively tackling the challenges.

The attached report states that

*“as of May 2021, the City of Unley recorded a higher assessment score than 341 Australian councils to have been assessed through the Informed.City climate change governance assessment.”*

Figure 1 shows that Council received a top score of ‘Advanced’ in Strategic Planning, Public Risk Disclosure, Asset Management and Greenhouse Gas Emissions Reduction.



**Figure 1: The City of Unley’s quantitative scores for climate change adaptation governance** Source - Climate Planning and Edge Environment 2021. South Australia Climate Change Adaptation Governance Assessment: Climate Change Adaptation Governance Assessment Report for the City of Unley, prepared for the City of Unley, June 2021

It should be noted that the scoring system in Figure 1 is reflective of how well climate change is considered in key public documentation and not an assessment of the overall area. For example, a “0” score for Risk Management reflects that climate change is not currently mentioned explicitly in Council’s risk management policy. It does not imply that Council does not have a risk management policy in place.

## Next Steps

While the results are excellent for the City of Unley, there is still room for improvement. As included in the report:

*“There is no doubt that the City of Unley has a highly skilled staff base and are well-placed to maintain and improve on its national leadership regarding climate change adaptation governance.”*

Over the coming months, the Administration will review the recommendations and consider how further improvements could be incorporated into Council's business as usual approach. For example, the development of a stand-alone Climate Policy has already been identified to be delivered through the implementation of Council's Climate and Energy Plan work. There are also a number of common recommendations across Resilient East which could be jointly progressed and/or shared from how other jurisdictions are managing climate risks.

## 6. REPORT AUTHORISERS

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

## DECISION REPORT

<b>REPORT TITLE:</b>	ELECTOR REPRESENTATION REVIEW - SEEKING PREFERRED OPTION
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	1. ATTACHMENT 1 - REPRESENTATION REVIEW REPORT

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### 1. **EXECUTIVE SUMMARY**

In accordance with the requirements of section 12 of the *Local Government Act 1999*, Council is currently undertaking a Representation Review.

At the Council meeting on 28 June 2021, Council resolved, following an extensive review process, to amend its proposed structure from the division of the Council area into five (5) wards and the future elected body comprising the Mayor and ten (10) ward councillors to retaining the existing structure and/or composition of Council.

This followed the Representation Review Report being provided to the community where feedback was sought on the preferred representation option.

Council is now required to endorse the preferred composition and electoral structure for the City of Unley, which will form the basis of a further mandatory round of public consultation for a minimum three (3) week period. The consultation process will be facilitated through the distribution of a Representation Review Report, which sets out Council's preferred option.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Representation Review Report as set out in Attachment 1 to this Report (Item 4.7, Council Meeting, 26/07/2021), which provides that:
  - 2.1 The principal member of Council continues to be a mayor, elected by the community;

- 2.2 The future elected body of Council is comprised of twelve (12) councillors;
  - 2.3 The Council area be divided into six (6) wards as depicted in Option 1 in the Representation Review Options Paper (Item 4.7, Council Meeting, 27/10/20);
- be endorsed for the purposes of public consultation for a three-week period.
- 3. The Chief Executive Officer be authorised to make editorial amendments or formatting changes of a minor nature to the Representation Review Report as part of the preparation for public consultation if required.
- 

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

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

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

Section 12 (4) of the *Local Government Act 1999* (the Act) requires each Council to undertake a review of all aspects of its composition and the division (or potential division) of the Council area into wards (the Representation Review), as prescribed by the Minister from time to time by a notice published in the Government Gazette.

The City of Unley last completed a Representation Review in 2013. In accordance with the most recent Notice of Determination of Relevant Period for section 12(4) of the Act, published by the Minister in the SA Government Gazette on 1 August 2019, the City of Unley is currently undertaking a Representation Review.

At the June 2021 Council meeting, Council considered the community feedback received from the second round of mandatory public consultation. Council also noted the recently passed *Statutes Amendment (Local Government Review) Act 2021* (the Statutes Amendment Act) which provides that a Council may comprise a total of thirteen (13) Elected Members. Council noted that whilst the relevant provisions of the Statutes Amendment Act have not yet commenced, the final composition of council number was a change to the level of representation previously proposed (a cap of twelve (12) members, including the Mayor) in the Bill, which had informed Council's earlier deliberations on this matter.

At this meeting Council resolved that:

1. *The report be received.*
2. *The submissions received in response to the Representation Review Report (released for public consultation between 1 April to 30 April 2021 – Second Public Consultation) as set out in Attachment 1 to this report (item 4.8, Council Meeting 28/06/2021) be noted.*
3. *In accordance with the requirements of section 12 (8A) of the Local Government Act 1999, staff be authorised to prepare an alternative Representation Review Report, which is to be presented for endorsement at a future Council meeting and will be used for the purposes of community consultation, based on the following:*
  - (a) The principal member of Council continues to be a Mayor, elected by the community;*
  - (b) The future elected body of Council is comprised of 12 councillors;*
  - (c) The Council area as depicted in Option 1 – (6 wards) in the Representation Review Options Paper (Item 4.6, Council Meeting 27/10/2020) is the preferred option to form the Representation Review Report.*

**Resolution No. C0547/21**

## **5. DISCUSSION**

Following the June Council meeting, the Representation Review Report has been amended and is included as (Attachment 1) for Council's consideration.

*Attachment 1*

In summary the second Representation Review Report proposes that:

- The principal member of Council continues to be a Mayor, elected by the community;
- The Council area continues to be divided into wards;
- The future elected body of Council comprises twelve (12) ward councillors;
- The Council area be divided into six (6) wards (as depicted as Option 1 in the Representation Options Paper, Item 4.7, Council Meeting, 27/10/20); and
- For the purposes of consultation, the existing ward names be retained (i.e. Clarence Park, Fullarton, Goodwood, Parkside, Unley and Unley Park).

The next stage in the process includes:

1. Release of the second Representation Review Report for public consultation.
2. Provision of a period of not less than three (3) weeks for community consultation.
3. Publication of notices in the SA Government Gazette and a newspaper circulating in the area.
4. Provisions of copies of the second Representation Review Report for inspection on the City of Unley's website and at the principal office of the Council.

While the conduct of the City of Unley Representation Review is a legislative requirement, the review provides an opportunity to discuss and consider reform.

Those members of the public who make a submission during the public consultation period on the second Representation Review Report will be invited to address Council if they wish, in accordance with the requirements of Section 12 (10) of the Act, which states:

*"The council must give any person who makes written submissions in response to an invitation under subsection (9) an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions"*

It is anticipated that following endorsement of the second Representation Review Report the public consultation period will run from approximately 5 August 2021 to 31 August 2021, which allows for the mandatory three (3) week consultation period.

Following the conclusion of the public consultation period, a report, and all submissions on the second Representation Review Report will be referred to Council. At this time Council will be requested to consider submissions in the context of the Report and make its final determination on the Review.

As and when a final version of the Representation Review Report is endorsed by Council, it will then be referred to the Electoral Commissioner for final approval and gazettal.

It should be noted that any changes to Council's composition and/or ward structure as a consequence of the review will come into effect at the next Local Government election (scheduled for November 2022).

Council is asked to endorse the second Representation Review Report which will then be the subject of a mandatory three (3) week public consultation phase. The results of the consultation will inform Councils eventual Representation Review proposal.

## 6. ANALYSIS OF OPTIONS

### Option 1 –

1. The report be received.
2. The Representation Review Report as set out in Attachment 1 to this Report (Item 4.7, Council Meeting, 26/07/2021), which provides that:
  - 2.1 The principal member of Council continues to be a mayor, elected by the community;
  - 2.2 The future elected body of Council is comprised of twelve (12) councillors;
  - 2.3 The Council area be divided into six (6) wards as depicted in Option 1 in the Representation Review Options Paper (Item 4.7, Council Meeting, 27/10/20);be endorsed for the purposes of public consultation for a three-week period.
3. The Chief Executive Officer be authorised to make editorial amendments or formatting changes of a minor nature to the Representation Review Report as part of the preparation for public consultation if required.

This option endorses the second Representation Review Report as attached to this Report and facilitates the commencement of the next round of public consultation, which will allow for the continuation of the Representation Review process within legislative timeframes.

### Option 2 –

1. The report be received.
2. The following further option be prepared for the Representation Review Report:
  - 2.1 *To be determined by Council*
  - 2.2 *etc*and a revised version of the Representation Review Report be presented to Council for endorsement for public consultation.

Council may wish to request that a different option be developed, and the Representation Review Report be updated to this preferred option. Noting that at this stage only one preferred option on Council's future composition and/or ward structure can be presented in the Representation Review Report. The revised Representation Review Report would need to return to Council for endorsement at a future date, prior to consultation commencing. Council is reminded that there is a statutory requirement for the Representation Review process to be finalised by October 2021.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- The amount of \$30,000 has been allocated in the 2020/21 budget for the conduct of the Representation Review.
- Additional funding may be requested as part of the first quarter budget review in 2021/22. Following the secondary Representation Review Report that has developed.

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

- Council is obligated under section 12 of the *Local Government Act 1999* to undertake a Representation Review. The Act also specifies requirements for the conduct of the review. The Representation Report has been prepared in accordance with those requirements and will ensure that Council meets its legislative obligations.
- Section 12(19) provides that if a council fails to undertake a review in accordance with the requirements of the Act the CEO must refer the matter to the Electoral Commissioner, who may then take appropriate action to determine the representation structure that will apply. Failure to undertake a review attracts a maximum penalty of \$2,500 and in the event that the Electoral Commissioner determines the preferred representation structure costs for the work involved may be recovered from Council.

### **8.3 Stakeholder Engagement**

The review process has undertaken two (2) public consultations with the community. Both consultations have been a mandatory requirement. The first being undertaken between 5 November and 18 December 2020 in relation to the Representation Options Paper. The second round of consultation was regarding the Representation Review Report between 1 April and concluded on 30 April 2021.

## **9. REPORT CONSULTATION**

Nil

## **10. REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO



## REPRESENTATION REVIEW REPORT

(SECTION 12(8a) OF THE LOCAL GOVERNMENT ACT 1999)





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ATTACHMENT A – SUMMARY OF SUBMISSIONS (FIRST CONSULTATION)

ATTACHMENT B - SUMMARY OF SUBMISSIONS (SECOND CONSULTATION)



## 1. INTRODUCTION

Section 12(4) of the *Local Government Act 1999* (the Act) requires each council to undertake a review of all aspects of its composition and the division (or potential division) of the council area into wards, with the view to determining whether the local community would benefit from an alteration to the current composition and/or structure of a council.

The Minister for Local Government has specified that the City of Unley (Council) is required to undertake and complete a review during the period June 2020 – October 2021.

The review process commenced in August 2020 and since that time Council has had numerous briefings and discussions regarding the various review issues; has deliberated over a range of representation and ward structure options; has considered the opinions and comments received from the community during two (2) public consultation stages of the review process; and has taken into account the latest legislative requirements and implications of the now *Statutes Amendment (Local Government Review) Act 2021*.

Council previously consulted the community in respect to a proposal to reduce the number of councillors from twelve (12) to ten (10), and to establish a new five (5) ward structure. This proposal was essentially supported because the then *Statutes Amendment (Local Government Review) Bill 2020* (the Bill) sort to restrict the total number of elected members (including the principal member) in a Council to twelve (12). An amended version of the Bill recently passed through parliament, the provisions of which enabled councils to comprise a total of thirteen (13) elected members, and afforded the opportunity for councils to apply for an "exemption certificate" from Electoral Commission SA where a greater number of elected members was considered to be justified. In essence, the passing of the *Statutes Amendment (Local Government Review) Act 2021* afforded Council the opportunity to retain the elector representation arrangements that have existed for many years.

This report has been prepared in accordance with the requirements of Section 12(8a) of the Act. It:

- provides information on the two (2) public consultations which have been undertaken by Council;
- sets out the proposal that Council now believes should be carried into effect; and
- presents an analysis of how Council's proposal relates to the relevant provisions and principles of the Act.

The key issues that need to be addressed during the review include:

- the principal member of Council, more specifically whether it should be a Mayor elected by the community or a Chairperson chosen by (and from amongst) the elected members;
- the need for area councillors in addition to ward councillors (under a ward structure);
- the division of the Council area into wards, or alternatively the abolition of wards;



- the number of elected members required to provide fair and adequate representation to the community; and
- if applicable, the level of ward representation and the name of any proposed future wards (if required).

Whilst the proposal presented herein reflects the current position of the Council (following the extensive review process to date), no final decision will be made in respect to Council's future composition and/or structure until consideration has been given to any and all public submissions which may be received during the current public consultation stage.





## 2. BACKGROUND

The City of Unley covers approximately 14.29km<sup>2</sup> and had an estimated resident population of 39,416 as at the 30<sup>th</sup> June 2020. In March 2021 there were 27,485 eligible electors within the Council area, this equating to an elector ratio (i.e. the average number of electors represented by a councillor) of 1:2,290.

The Council area is currently divided into six ward (refer Map 1), with each of the wards being represented by two councillors (i.e. a total of twelve councillors). The Mayor is the thirteenth and principal member of Council. The current structure, which was adopted by Council at the previous elector representation review in 2012/2013, came into effect at the periodic Local Government elections in November 2014.

Table 1 provides current data pertaining to the number of electors within each of the existing wards and demonstrates the variance in respect to the elector ratios between the wards.

Table 1: Current ward structure – elector numbers and elector ratios

	Councillors	H of A Roll	Council Roll	Electors	Ratio	% Variance
Unley	2	4,616	25	4,641	1:2,321	+1.31
Parkside	2	4,343	9	4,352	1:2,176	- 5.00
Fullarton	2	4,929	9	4,938	1:2,469	+7.80
Goodwood	2	4,505	24	4,519	1:2,260	- 1.13
Clarence Park	2	4,336	7	4,343	1:2,172	- 5.19
Unley Park	2	4,677	5	4,682	1:2,341	+2.21
<b>Total</b>	12	27,406	79	27,485		
<b>Average</b>					1:2,290	

Source: Electoral Commission SA (March 2021)

The current structure can be retained because the elector ratios within all of the wards lay within the specified 10% quota tolerance limit prescribed under Section 33(2) of the Act.

Council commenced its current elector representation review in August 2020 and completed the prescribed initial six (6) week public consultation stage of the review process on Friday 18<sup>th</sup> December 2020. Twenty-two (22) submissions were received.

At its meeting on the Monday 22<sup>nd</sup> March 2021 Council considered all matters relevant to the review; made "in principle" agreements in respect to its future composition and structure; and made the following "in principle" decisions regarding its future composition and structure.

- The principal member of Council continue to be a Mayor elected by the community.



- The Council area be divided into five wards, with each of the proposed wards being represented by two (2) councillors.
- The future elected body of Council comprise the Mayor and ten (10) ward councillors.

Council subsequently prepared a "Representation Review Paper" and undertook the second of the prescribed public consultation stages of the review, so as to provide the community the opportunity to comment of the aforementioned proposal. At the expiration of the second public consultation period (i.e. close of business on Friday 30th April 2021) Council had received thirty-four (34) submissions.

At a meeting held on the 24<sup>th</sup> May 2021 Council heard an address by the one respondent who indicated that they wished to present to Council. Council then gave further consideration to all matters relevant to the review. Subsequently, Council, at a meeting held on the 28<sup>th</sup> June 2021, resolved (by a majority vote) to amend its proposal, preferring no change to the existing structure and/or composition of Council.

The comments and opinions of the community are now being sought regarding Council's amended proposal, the details of which are presented hereinafter.





### 3. PUBLIC CONSULTATION

#### 3.1 Initial Consultation

The initial public consultation relating to the Elector Representation Review was undertaken in accordance with the provisions of Sections 12(7) and 12(8) of the Act.

Public consultation commenced on Thursday 5<sup>th</sup> November 2020 with the publishing of public notices in "The Adelaide East Herald" newspaper and the Government Gazette. A notice and a copy of the Representation Options Paper were displayed on the Council website; and a copy of the Representation Options Paper was provided for viewing at the Civic Centre, the Unley Civic Library, the Goodwood Library, the Clarence Park Community Centre, the Fullarton Park Community Centre, the Unley Community Centre and the Goodwood Community Centre.

At the expiration of the public consultation period (i.e. close of business on Friday 18<sup>th</sup> December 2020) Council had received twenty-two (22) submissions.

The receipt of twenty-two submissions was considered to be a reasonable response, given that at the same stage of the previous elector representation review (October/November 2012) Council received only one (1) submission. Whilst the opinions and comments expressed within the submissions could not be considered to represent the attitudes of a community which comprised over 27,000 electors, they did provide Council with some insight in respect to several specific issues being addressed by the representation review.

Council's comments regarding the key issues of the review and the submission received were provided in the initial "Representation Review Report" which was presented to the community during the second of the prescribed public consultation stages (April 2021).

In summary:

- sixteen (16) or 72.7% of the respondents favoured a reduction in the number of councillors, albeit to various numbers ranging from three (3) to eleven (11), whilst only five (5) or 22.7% favoured the retention of twelve councillors and one (1) proposed an increase to fifteen (15) councillors; and
- the ward structure presented as Option 2 in the Representation Options Paper (i.e. five wards, ten councillors) was the most supported ward structure option (for both first and second preferences), followed by Option 1 (the existing ward structure); Option 3 (three wards, ten councillors); and Option 4 (three wards, nine councillors).

A summary of the submissions received from the public during the first consultation stage of the review has been provided in Attachment A.

It should be noted that the provisions of Section 12 of the Act did not require Council to provide the individuals who made written submissions with the opportunity to address Council at this stage of the review process.



### 3.2 Second Consultation

The second public consultation commenced on Thursday 1<sup>st</sup> April 2021 with the publishing of public notices in the "Adelaide East Herald" newspaper and the Government Gazette.

A "news article" with a link to the Representation Review Report and the survey form was displayed on the website; and a copy of the Representation Review Report was displayed (for viewing by the public) at the Civic Centre; the Unley Civic Centre Library; the Goodwood Library; the Clarence Park Community Centre; the Fullarton Park Community Centre; the Unley Community Centre; and the Goodwood Community Centre.

At the expiration of the public consultation period on Friday 30<sup>th</sup> April 2021, Council had received thirty-four (34) submissions.

Whilst thirty-four (34) submissions still only represented a small sample (0.12%) of the eligible electors within the Council area, the response was considered to be reasonable, given that twenty-two (22) submissions were received during the first of the prescribed public consultation stages; and a total of only three (3) submissions were received during the whole of the previous elector representation review which was undertaken in 2012/2013.

One (1) respondent chose to address Council and, at a meeting convened on the 24<sup>th</sup> May 2021, made a verbal presentation in support of his preferred option (i.e. five wards, ten councillors).

The results of the second consultation were not definitive. Of the responses received:

- sixteen (16) supported the proposal to introduce a new five ward structure;
- fifteen (15) specifically favoured the retention of the existing ward structure;
- two (2) expressed support for a structure which comprised fewer elected members than the Council proposal;
- one (1) indicated no preferred structure; and
- collectively eighteen (18) or 52.9% favoured a reduction in the number of councillors to ten (10) or less.

A summary of the public submissions received during the second consultation stage of the review has been provided as Attachment B.

## 4. PROPOSAL

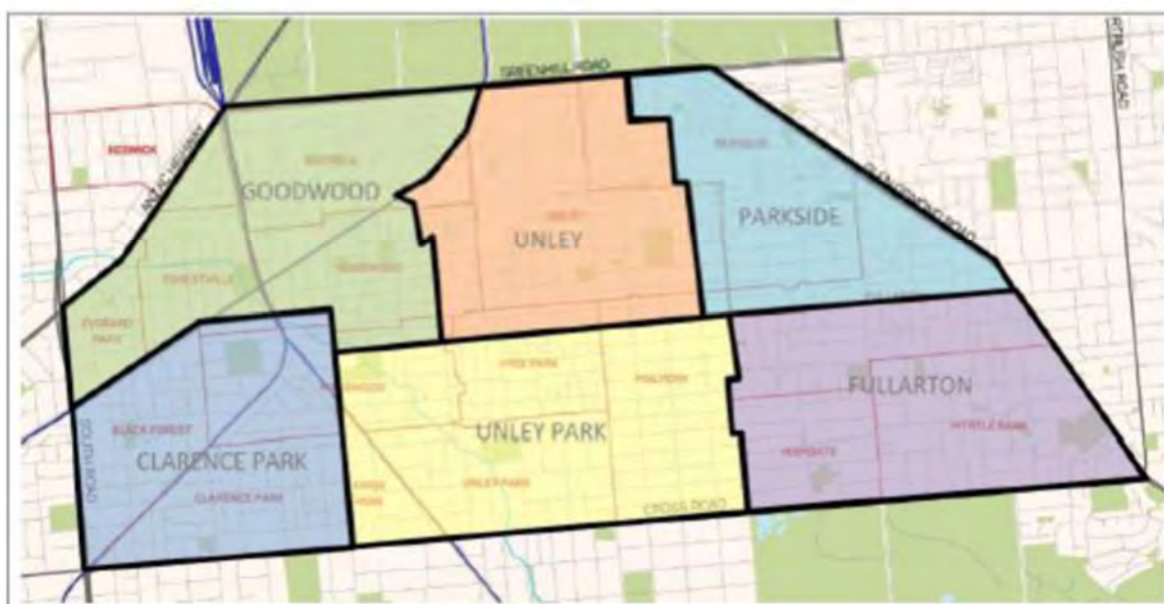
Having duly considered all relevant provisions of the Local Government Act 1999; the information and alternatives contained within the Representation Options Paper and the previous Representation Review Report; and the comments and opinions provided in the submissions received during the review (to date), Council has reconsidered its previously stated position regarding its future composition and structure and now proposes the following.

- The principal member of Council continue to be a Mayor, elected by the community.
- The existing ward structure of Council be retained (as depicted in Map 1).
- The future elected body of Council comprise the Mayor and twelve (12) ward councillors, with each of the proposed wards being represented by two ward councillors.
- The existing ward names be retained (i.e. Unley, Parkside, Fullarton, Goodwood, Clarence Park and Unley Park).

Table 1 (page 3) provides data pertaining to the number of electors within each of the proposed/existing wards; and indicates that the elector ratios within all of the wards lay within the specified quota tolerance limits.

The reasons for Council's revised "in principle" decisions, together with an analysis of compliance with the relevant provisions and requirements of the Act, are provided hereinafter.

Map 1: Proposed ward





## 5. PROPOSAL RATIONALE

### 5.1 Principal Member

The principal member of Council has long been a Mayor who is elected by the community.

Council believes that:

- a Mayor elected by the community is in accord with a fundamental principle of democracy – choice;
- the election of a Mayor affords all eligible members of the community the opportunity to express faith in a candidate, should they choose to do so, and provides Council with an identifiable principal member who is directly accountable to the community;
- the office of Mayor has served the City of Unley well since its proclamation in 1906;
- the retention of an elected Mayor brings stability and continuity to the Council, given the four year term of office;
- little practical benefit will likely be achieved by changing to a Chairperson at this time; and
- the retention of an elected Mayor as the principal member is consistent with the structure of the majority of councils within the state.

At present, the only alternative to an elected Mayor is a Chairperson who is selected by and from amongst the elected members of Council. To achieve such a change, a poll of the community has to be conducted in accordance with the requirements of Section 12 (11a-d) of the Act; and the result thereof has to clearly support the proposed change.

The benefits of having a Chairperson as the principal member include a likely reduction in the number of elected members (with associated cost savings); flexibility in the tenure of the principal member; the opportunity for a number of elected members to gain experience as the principal member during the four year term of the Council (and to bring their particular skill set and opinions to the position); and avoidance of the potential loss of high calibre candidates through the mayoral election process. On the downside, a Chairperson is chosen by the elected members, thereby depriving the electors the opportunity to vote for the principal member of Council.

It is important to note that the provisions of the recent *Statutes Amendment (Local Government Review) Act 2021* abolish the option of a Chairperson. Whilst the provisions of this Act will not likely come into effect until after the Local Government election in November 2022, there appears to be little, if anything, to be gained from changing to a Chairperson at this time.

**Having duly considered all relevant matters, Council believes that the principal member should continue to be a Mayor elected by the community at this time.**



## 5.2 Wards/No Wards

The City of Unley has always been divided into wards.

Council believes that wards provide for direct representation of all areas and communities within the Council area; ensure local interests and/or issues are not overlooked in favour of the bigger "council-wide" picture; and provide recognizable lines of communication with Council through the ward councillors. It is also considered that ward councillors should have some empathy for, and an affiliation with, all of the communities within their ward; and that ward councillors deliberate and make decisions on the basis of achieving the best outcome for the whole of the Council area.

In addition, the retention of the existing ward structure, as now proposed, could be perceived by many within the local community as an indication of stability within Local Government; would avoid the possibility of confusion amongst the community if the existing ward boundaries were amended; and would continue to provide the level and quality of representation expected by many of the local community. Further, the existing ward structure is reasonably well balanced in regard to the distribution of electors between the proposed wards; exhibits ward elector ratios which lay within the specified quota tolerance limits (and are therefore capable of sustaining reasonable fluctuations in elector numbers); and exhibits consistent levels of representation across all of the wards.

It is also likely that the community knows and accepts the division of the Council area into wards; and the structure of representation that it provides. As such, the retention of the existing ward structure may be perceived as an indication of stability within Local Government.

Council acknowledges that the "no wards" alternative affords electors the opportunity to vote for all of the vacant positions on Council; allows for the most supported candidates from across the City to be elected; and enables the elected members to be free of parochial ward attitudes. Notwithstanding this, Council is concerned that the "no wards" alternative:

- does not guarantee direct representation of all communities across the Council area;
- may make it easier for single interest candidates and/or groups to gain support (than does the existing ward based system);
- has the potential to make the task and expense of contesting council-wide elections difficult and excessive; and
- has the potential to increase the cost of conducting elections and supplementary elections, given that all contested elections must be conducted on a council-wide basis.

**Having considered the aforementioned, Council is of the opinion that the Council area should continue to be divided into wards; and that the current ward structure should be retained.**



### 5.3 Area Councillors (in addition to ward councillors)

Council is aware that area councillors (in addition to ward councillors) are unique to the City of Adelaide; and considers that this form of elected member/representation affords few advantages.

Under a ward structure area councillors hold no greater status than a ward councillor; have no greater responsibilities than a ward councillor; nor need comply with any extraordinary or additional eligibility requirements. Furthermore, ward councillors generally consider themselves to represent not only the ward in which they were elected, but the Council area as a whole.

In addition, any contested election (and/or supplementary election) for area councillors must be conducted across the whole of the Council area, at a significant cost to Council.

**Council considers that the introduction of area councillors (in addition to ward councillors) is unwarranted, unnecessary and could potentially be a costly additional tier of elector representation.**

### 5.4 Ward Names

Council is of the opinion that the existing ward names reflect the geographical locations of the existing wards and, as such, are appropriate for the current ward structure. These ward names have also been utilised for many years and, as such, are likely to be known and accepted by the local community.

Council is aware that the alternative means by which wards can be identified are limited, but can include letters, numbers, directions (e.g. north, south, east and west), geographical features, place names or names of local heritage significance.

Whilst this is not a major issue, the review affords the opportunity for Council to consider appropriate alternative ward names. This being the case, Council seeks further suggestions from the community in respect to the names/identification of the proposed future wards.

**Council believes that the existing ward names are appropriate and acceptable; but is prepared to consider any alternative names which may be suggested by the local community.**

### 5.5 Number of Councillors

Council has long comprised twelve (12) ward councillors.

Council is aware that:

- the provisions of Sections 26 and 33 of the Act stipulate the need to ensure adequate and fair representation while at the same time avoiding over-representation in comparison to other councils of a similar size and type (at least in the longer term);



- the provisions of Section 12(6) of the Act require a Council that is constituted of more than twelve members to examine the question of whether the number of elected members should be reduced; and
- the provisions of the *Statutes Amendment (Local Government Review) Act 2021* seek to cap the number of elected members within a Council (including the principal member) at thirteen (13), although further amended provisions allowing for exceptions are now also being proposed.

The current proposal of Council complies with the provisions and intent of the *Statutes Amendment (Local Government Review) Act 2021*.

As for the aforementioned provisions of the current Act, Council has considered a number of options regarding its future composition during the current review process, ranging from nine (9) to twelve (12) councillors. Whilst Council initially proposed a reduction to ten (10) councillors, this proposal was mainly in response to the then suggested changes to the Act which sought to introduce a “cap” on the number of elected members in a council at twelve (12), including the principal member). This proposed legislative change has been amended to thirteen (13) elected members and, as such, the retention of the current composition of Council has become a rational and acceptable alternative.

Council now believes that twelve (12) councillors are required to provide fair and adequate representation of the local community. In forming this opinion Council took into account the following.

During the two public consultation stages of the review process, there was strong and equal support from the local community for both the initially proposed reduction to ten (10) councillors and the retention of twelve (12) councillors. Council is uncertain whether any respondents who initially favoured a reduction in the number of councillors were swayed at the time by the then proposed amendments to the Act which sought to “cap” the number of elected members (including the principal member) in a council at twelve (12).

Whilst the City of Unley is one of the smaller metropolitan councils, both in terms of elector numbers and area (14.29km<sup>2</sup>), it is not dissimilar to other long-established inner metropolitan Councils in terms of its composition and/or elector ratio (refer Table 2). Indeed, it is considered that the City of Unley is comparable to, and consistent with, the City of Norwood Payneham & St Peters (15.1km<sup>2</sup>), the City of Holdfast Bay (13.7km<sup>2</sup>) and the City of Burnside (27.5km<sup>2</sup>) in regard to its physical size; elector numbers; the number of councillors; and elector ratio.



Table 2: Elector data and representation (Metropolitan Adelaide councils)

Council	Councillors	Electors	Elector Ratio
Walkerville (1.34 km <sup>2</sup> )	8	5,763	1:720
Gawler (41.10km <sup>2</sup> )	10	18,521	1:1,852
Prospect (7.81 km <sup>2</sup> )	8	14,990	1:1,874
Norwood Payneham & St Peters (15.1 km <sup>2</sup> )	13	25,790	1:1,984
<b>Unley (14.29 km<sup>2</sup>)</b>	<b>12</b>	<b>27,505</b>	<b>1:2,293</b>
Holdfast Bay (13.72 km <sup>2</sup> )	12	28,433	1:2,369
Adelaide Hills (795.1 km <sup>2</sup> )	12	29,468	1:2,456
Burnside (27.53 km <sup>2</sup> )	12	32,019	1:2,668
West Torrens (37.07 km <sup>2</sup> )	14	42,182	1:3,013
Campbelltown (24.35 km <sup>2</sup> )	10	36,176	1:3,618
Mitcham (75.55 km <sup>2</sup> )	13	48,841	1:3,757
Adelaide* (15.57 km <sup>2</sup> )	7	28,279	1:4,040
Playford (344.9 km <sup>2</sup> )	15	64,448	1:4,297
Port Adelaide/Enfield (97.0 km <sup>2</sup> )	17	86,605	1:5,094
Charles Sturt (52.14 km <sup>2</sup> )	16	87,838	1:5,490
Marion (55.5km <sup>2</sup> )	12	66,559	1:5,547
Tea Tree Gully (95.2 km <sup>2</sup> )	12	73,685	1:6,140
Salisbury (158.1 km <sup>2</sup> )	14	96,326	1:6,880
Onkaparinga (518.4 km <sup>2</sup> )	12	127,988	1:10,666

Source: Electoral Commission SA (March 2021)

\* City of Adelaide also comprises four (4) "area councillors".

There is an expectation of reasonable population growth in the foreseeable future across the Council area, primarily as a result of the redevelopment of existing sites, higher density residential development, urban renewal and infill development. The extent and timing of any of this future development (and resultant increase in elector numbers) is difficult to determine at this time. Regardless, the anticipated increase in the future population will likely result in greater elector numbers, higher elector ratios and potentially greater workloads for the elected members.

In addition, whilst the councillors are elected to provide representation of, and assistance to, the constituents within their wards, they also act in the best interest of all of the community within the Council area, including approximately 9,000 additional residents who are not enrolled to vote but have the same day-to-day concerns, issues and demands as the eligible electors throughout the Council area.



Council has also been mindful of the need to:

- retain sufficient elected members to manage the affairs of Council and afford reasonable opportunities to attract potential future candidates to seek election to Council;
- maintain a suitable level and quality of representation in a growing community;
- avoid excessive workloads for the elected members;
- provide adequate and readily available lines of communication between Council and the community; and
- ensure that the potential for diversity in the elected member's skill sets, experience and backgrounds is maintained.

Council believes that it is important to maintain the quality and level of representation that has long been experienced and expected by the local community. As such, a reduction in the number of councillors at this time is considered to be inappropriate and unwarranted, given that it will likely result in increased workloads for the councillors which, in turn, may impact upon the quality of representation provided to the community.

By initiating further consultation with the local community Council is affording all interested persons the opportunity to review their previous position (should they so desire), and to make further representation to Council clarifying their support, or otherwise, for the current proposal to retain twelve (12) councillors.

**Council is now of the opinion that a change in the number of councillors is not warranted at this time.**



## 6. LEGISLATIVE REQUIREMENTS

The provisions of Sections 26(1)(c) and 33(1) of the Act require Council to consider, as far as practicable, the following when developing a proposal that relates to its composition and structure.

### 6.1 Quota

Section 33(2) of the Act states: *"A proposal that relates to the formation or alteration of wards of a council must also observe the principle that the number of electors represented by a councillor must not, as at the relevant date (assuming that the proposal were in operation), vary from the ward quota by more than 10 per cent..."*

According to Section 33(2a)(b) of the Act, ward quota is determined to be: *"the number of electors for the area (as at the relevant date) divided by the number of councillors for the area who represent wards (assuming that the proposal were in operation and ignoring any fractions resulting from the division)."*

The breakdown of elector data provided in Table 1 (page 2) indicates that the elector ratios in all of the existing/proposed wards lay within the specified quota tolerance limits and, as such, it is expected that all of the wards will be capable of sustaining reasonable future fluctuations in elector numbers.

### 6.2 Communities of Interest and Population

The Act speaks of the desirability of reflecting communities of interest of an economic, social, regional or other kind.

"Communities of interest" have previously been defined "as aspects of the physical, economic and social systems which are central to the interactions of communities in their living environment", and are generally identified by considering factors relevant thereto, including neighbourhood communities; history and heritage communities; sporting facilities; community support services; recreation and leisure communities; retail and shopping centres; work communities; industrial and economic development clusters; and environmental and geographic interests.

Council considers that there are numerous communities of interest within the City, including but not limited to the seventeen (17) long-established suburbs. When initially developing the existing/proposed ward structure, care was taken to ensure that, where possible, identified land use precincts were maintained in their entirety within the bounds of a ward, taking into account the features of the landscape and/or the existing urban development. In order to achieve this, Council aimed to maintain entire suburbs within wards (where possible).

Council believes that the existing/proposed ward structure constitutes a practical division of the Council area which is known to the community and still reflects the long existing land use precincts and "communities of interest".



### 6.3 Topography

The City of Unley is 14.29km<sup>2</sup> in area; comprises long established residential suburbs and commercial precincts (the latter generally being located along the main roadways); and exhibits an extensive road network and a railway line which traverses the Council area in the west.

The Council area has long been divided into six (6) wards. It is considered that the proposed/existing ward structure is a relatively simple and efficient division of the Council area, with each ward generally incorporating areas of long-established residential and commercial development. Council believes that the existing/proposed ward structure befits and accommodates the existing topographical features and has effectively served to establish "communities of interest" within the bounds of each of the proposed wards.

It is considered that the topography of the Council area will have little or no impact upon Council's proposal, given that the existing ward structure is to be retained and that the ward structure was originally developed with the view to maintaining, where possible, entire "communities of interest", taking into account the existing topographical features.

### 6.4 Feasibility of Communication

Council believes that its existing composition and ward structure has provided the optimum arrangement for communication between the community and Council over many years. The retention of twelve councillors and the existing ward structure, as proposed, will serve to maintain the established lines of communication with the community; and the proposed/continued level of ward representation (i.e. two councillors per ward) should ensure local interests and/or issues are not overlooked and continue to provide suitable communication alternatives for the communities within each ward.

Further, the Council area is relatively small in size and the ever-improving communication and information technology provides improved communication opportunities between the elected members and the local community.

In brief, Council believes that the proposed ward structure and level of ward representation will ensure the continued provision of a tried and tested communication network between the community and Council.

### 6.5 Demographic Trends

During the review process Council has considered the following information.

- According to data provided by Electoral Commission SA, the number of eligible electors within the City of Unley has increased by 1,077 (4.01%) between June 2013 (i.e. the completion of the previous elector representation review) and March 2021. It has also noted that the growth in elector numbers occurred across the Council area in general, albeit at varying rates.



- Residential in-fill development will continue across the whole of the Council area, with the most active areas likely to be Fullarton, Clarence Park and Black Forest. Overall, opportunities for significant future residential development/redevelopment are limited, with the exception of the Urban Corridor Zone, the provisions of which afford opportunities for medium and high density residential development in the form of medium and high rise buildings in linear corridors along Greenhill Road (Wayville, Unley and Parkside), Unley Road (Unley, Parkside, Hyde Park and Malvern), Anzac Highway (Everard Park), Leader Street (Forestville) and Maple Avenue (Forestville).
- Population projections prepared by PlanSA (the then Department of Planning, Transport and Infrastructure and Transport) in 2020 indicate that the population of the City of Unley is anticipated to increase by 1,993 (5.1%) during the period 2016 – 2036.
- According to data provided by the Australian Bureau of Statistics (refer 3218.0 Regional Population Growth, Australia), the estimated population of the City of Unley increased every year during the period 2005 – 2019 (i.e. from 36,805 to 39,208), which equates to an increase of 2,403 or 6.52%.

## 6.6 Adequate and Fair Representation

For the reasons espoused earlier, Council believes that the retention of its existing composition and structure will continue to provide the number of elected members required to manage the affairs of Council; maintain an appropriate and accepted level of elector representation; allow for diversity in the skill set, experience and expertise amongst the elected members; and present adequate lines of communication between the community and Council.

## 6.7 Section 26, Local Government Act 1999

Section 26(1) of the Act requires that a number of broader Principles also be taken into account during the review process. These are similar in nature to those presented under Section 33 of the Act and include the following.

- The desirability of avoiding significant divisions within the community.
- Proposed changes should, wherever practicable, benefit ratepayers.
- A Council having a sufficient resource base to fulfil its functions fairly, effectively and efficiently.
- A Council should reflect communities of interest of an economic, recreational, social, regional or other kind, and be consistent with community structures, values, expectations and aspirations.
- Residents should receive adequate and fair representation within the local government system, while over-representation in comparison with Councils of a similar size and type should be avoided (at least in the longer term).

The composition and structure being proposed by Council is considered to comply with the cited legislative provisions, in that it will:

- incorporate sufficient elected members to undertake the various roles and responsibilities of Council;
- have little if any detrimental impact upon the ratepayers and/or existing communities of interest;
- provide adequate and fair representation to all electors; and
- compare favourably with the composition and elector ratios of other metropolitan councils that are of a similar size (in terms of elector numbers) and type.



## 7. CURRENT PUBLIC CONSULTATION

In accordance with Section 12(9) of the Act, interested persons are invited to make a written submission to Council in respect to this report, and more specifically the composition and structure that Council now proposes to implement at the date of the next Local Government elections in November 2022. Any person who makes a written submission at this time will be afforded the opportunity to address Council or a committee thereof, either in person or by a representative, in support of their submission.

Interested members of the community are invited to make a submission expressing their views on the future composition and structure of Council. Submissions can be made as follows, and will be accepted until 5.00pm on Tuesday 31<sup>st</sup> August 2021.

- In writing to the Chief Executive Officer, PO Box 1, Unley 5061.
- Via "Your Say Unley" on the Council website (<https://yoursay.unley.sa.gov.au/>)
- Emailed to [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au).

Further information regarding the elector representation review can be obtained on Council's website or by contacting Kathryn Goldy, Principal Governance Officer, on telephone 8273 8750 or email [kgoldy@unley.sa.gov.au](mailto:kgoldy@unley.sa.gov.au).





## ATTACHMENT A - SUMMARY OF SUBMISSIONS (FIRST CONSULTATION)

Respondent	Preferences
1 - Clarence Park Ward	<ul style="list-style-type: none"> <li>• Six councillors</li> <li>• Option 4 (but two councillors per ward)</li> </ul>
2 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Twelve councillors</li> <li>• Option 1</li> <li>• Preferred structure is a fair cross section of the Unley community</li> <li>• Should have to live in Unley to be eligible to be elected</li> </ul>
3 – Unley Ward	<ul style="list-style-type: none"> <li>• Nine councillors</li> <li>• Option 4</li> <li>• Streamline the Council</li> <li>• A council area the size of Unley does not need twelve elected members</li> </ul>
4 – Fullarton Ward	<ul style="list-style-type: none"> <li>• Twelve councillors</li> <li>• Option 1</li> <li>• Ensures a better and more personalised voice for our suburbs.</li> </ul>
5 – Parkside Ward	<ul style="list-style-type: none"> <li>• Fifteen councillors</li> <li>• Option 1 (Option 2 as second preference)</li> <li>• Need to be represented by someone who lives in my area and knows our needs</li> <li>• A variety of people and a variety of opinions will give the best outcome</li> </ul>
6 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Ten councillors (plus Mayor)</li> <li>• Option 2 (Option 4 as second preference)</li> <li>• Looks fairer on a map and more economical</li> <li>• Councillors should live in their wards.</li> </ul>
7 – Clarence Park Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 5 (Option 2 as second preference)</li> <li>• One election across the whole area tends to see all positions elected (reduces the chances of members elected unopposed) and reduces the chances of members being elected with a small number of votes</li> <li>• Option 2 proposes small reduction in numbers with wards retained</li> </ul>



Respondent	Preferences
8 – Parkside Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 2 (Option 3 as second preference)</li> <li>• Reduces the size of Council to a figure under the proposed limit set by legislation and retains the idea of wards. To move away from wards would mean that the cost burden to become a councillor would increase substantially</li> <li>• To reduce the size of Council much below 10 means that the skills required for a Council to function effectively might not be found in the elected body</li> <li>• Concerned that reducing the numbers of councillors might lead to demands from councillors for a higher allowance (because of higher workload) thus negating the cost saving argument</li> <li>• Concerned that the election of Mayor inevitably leads to one or more experienced councillors dropping out of Council</li> </ul>
9 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Eight councillors (Ten councillors as second preference)</li> <li>• Option 5</li> <li>• Council area is small. Any division by ward is artificial and difficult to pinpoint by community of interest. Does someone living between Goodwood and King William Roads, for example, identify more closely with the Goodwood or Unley Park ward? Fewer councillors without boundaries would give greater democratic representation and make councillors more accountable. This would minimise the ability for candidates to marshall a relative few to vote for them based on narrow agenda and self-interest.</li> </ul>
10 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Nine councillors</li> <li>• Option 4 (Option 5 as second preference)</li> <li>• Least number of councillors, less bureaucracy, streamlined</li> <li>• Option 5 enables electors to vote for all councillors</li> </ul>
11 – Clarence Park Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 2 (Option 1 as second preference)</li> </ul>
12 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Twelve councillors</li> <li>• Option 1 (Option 2 as second preference)</li> <li>• Fair distribution of areas and two representatives should give a wide representation with diverse talents and interests of the ward</li> <li>• Political membership declarations should be mandatory when nominating for election</li> </ul>



Respondent	Preferences
13 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 2</li> <li>• Ward councillors should remain in close contact with electors</li> </ul>
14 – Unley Ward	<ul style="list-style-type: none"> <li>• Nine councillors</li> <li>• Option 3 (Option 4 as second preference)</li> <li>• Prefer a ward structure with 3 councillors per ward as the ward split is equitable with so called prestige suburbs across all 3 wards whereas other options keep the elitist Hyde Park, Malvern structure.</li> <li>• Number of wards needs to be reduced overall. Would prefer less council representation overall as we are not getting value for money on the headcount compared to other council areas</li> <li>• Consider a 2 ward model with either King William Road or Unley Road being the dividing boundary</li> </ul>
15 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Nine councillors</li> <li>• Option 5 (Option 3 as second preference)</li> </ul>
16 – Unley Ward	<ul style="list-style-type: none"> <li>• Twelve councillors</li> <li>• Option 1</li> <li>• None of the other options come without unintended consequence</li> <li>• Worth reviewing but the cost benefit analysis does not stack up</li> </ul>
17 – Goodwood Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 2</li> <li>• Ward councillors should know their ward intimately. The 5 ward and Mayor option fits within the strictures of the new legislation at the same time as enabling ward councillors to have or develop a close knowledge of the ward, its facilities and its needs</li> </ul>
18 – Fullarton Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 2 (Option 3 as second preference)</li> <li>• Prudent trimming of the current structure, while still retaining sufficient local knowledge and council members to undertake the required workload.</li> <li>• Concerned about retaining the status quo, and the other options will invoke too much change</li> <li>• Option 3 still reduces the existing number of councillors, which is prudent, without too drastic a change</li> </ul>



Respondent	Preferences
19 – Unley Ward	<ul style="list-style-type: none"> <li>• Twelve councillors</li> <li>• Option 1 (Option 2 as second preference)</li> <li>• Change does not seem necessary, so it would be better to focus on more important issues than the structure of the Council</li> <li>• Option 2 - Cheaper to run with fewer councillors</li> </ul>
20 – Parkside Ward	<ul style="list-style-type: none"> <li>• Ten councillors</li> <li>• Option 3 (Option 2 as second preference)</li> <li>• It is important that elected members have a strong connection to their 'ward' or immediate area within the Council rather than be elected to represent the entire Council.</li> <li>• If numbers of elected members are to be reduced, this allows for those elected to remain connected to their area and communities but is also larger than currently is the case.</li> <li>• Option 5 is terrible - imagine all candidates trying to campaign across the entire council district (like the Mayor). It is overkill</li> <li>• Prefer having 10 elected members, which is a drop of 2. This allows differing views to be represented (as opposed to smaller numbers of elected members)</li> </ul>
21 – Fullarton Ward	<ul style="list-style-type: none"> <li>• Ten councillors (plus Mayor)</li> <li>• Option 2</li> </ul>
22 – Unley Ward	<ul style="list-style-type: none"> <li>• Nine councillors</li> <li>• Option 4</li> <li>• Option 4 not only provides flexibility, diversity and representation, but also financial benefits</li> <li>• Future composition and structure of City of Unley should reflect changing community</li> </ul>



## ATTACHMENT B – SUMMARY OF SUBMISSIONS (SECOND CONSULTATION)

Respondent	Preferences and comments
Respondent #1 Clarence Park Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Ward 1 – Goodwood Ward, Ward 2 – Unley Ward, Ward 3 - Clarence Park or Millswood Ward, Ward 4 – Malvern Ward, Ward 5 – Fullarton Ward</li> </ul>
Respondent #2 Clarence Park Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of chairperson</li> <li>Lowest number of councillors possible</li> <li>Suggested ward names: Karna words denoting features of each ward</li> </ul>
Respondent #3 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Support a reduction in elected members</li> </ul>
Respondent #4 Unley Park Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Unley/Parkside</li> </ul>
Respondent #5 Clarence Park Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #6 Clarence Park Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Suburb names</li> </ul>
Respondent #7 Goodwood Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #8 Fullarton Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #9	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Indigenous names</li> <li>Too many councillors for the size of our council area</li> </ul>
Respondent #10 Goodwood Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>Suggested ward names: Indigenous names</li> <li>Should reduce the number of councillors even further</li> </ul>
Respondent #11 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #12 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Fisher</li> </ul>
Respondent #13 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #14 Unley Park Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #15 Parkside Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>Not a compelling rationale for reduction in the number of councillors</li> </ul>



Respondent	Preferences and comments
Respondent #16 Goodwood Ward	<ul style="list-style-type: none"> <li>Do not support the proposal (in favour of status quo)</li> <li>Goodwood should be represented as a single area</li> </ul>
Respondent #17 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Would prefer the status quo, but satisfied with the proposal if that is what Council members prefer</li> </ul>
Respondent #18 Goodwood Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested ward names: Goodwood, Unley, Fullarton, Unley Park, Clarence Park</li> </ul>
Respondent #19 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> </ul>
Respondent #20 Fullarton Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> <li>Suggested ward names – keep current suburb naming</li> </ul>
Respondent #21 Parkside Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>Cannot see a compelling reason for change</li> </ul>
Respondent #22 Parkside Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>Cannot see a compelling reason for change</li> </ul>
Respondent #23 Goodwood Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #24 Unley Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #25 Unley Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>Suggested ward names: Geographic indigenous names</li> <li>Concerned about increased workload associated with a reduction on councillors</li> </ul>
Respondent #26 Fullarton Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> <li>Continue with existing ward names</li> </ul>
Respondent #27 Goodwood Ward	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #28 Unley Ward	<ul style="list-style-type: none"> <li>Support the proposal</li> <li>Suggested Ward Names – Goodwood, Unley, Clarence Park, Unley Park, Fullarton</li> <li>Some of the proposed ward boundaries look complicated</li> </ul>
Respondent #29	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #30	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #31	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #32	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #33	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>
Respondent #34	<ul style="list-style-type: none"> <li>Do not support the proposal</li> <li>In favour of status quo</li> </ul>

## DECISION REPORT

**REPORT TITLE:** REQUEST TO FLY RAINBOW FLAG -  
CELEBRATING DIVERSITY MONTH  
NOVEMBER 2021

**ITEM NUMBER:** 4.8

**DATE OF MEETING:** 26 JULY 2021

**AUTHOR:** KATHRYN GOLDY

**JOB TITLE:** PRINCIPAL GOVERNANCE OFFICER

**ATTACHMENTS:** 1. ATTACHMENT 1 - REQUEST TO FLY  
THE RAINBOW OR PROGRESS PRIDE  
FLAG FOR FEAST FESTIVAL

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### 1. **EXECUTIVE SUMMARY**

Council has received a request from the General Manager of the Feast Festival for the City of Unley to once again fly the Rainbow Flag at the Unley Civic Centre for the month of November to coincide with "Pridevember" – a month long celebration of inclusivity and diversity in South Australia.

The request indicates that Council may wish to consider flying the updated Rainbow Flag, being called the "Progress Pride" Flag as an alternative to the traditional Rainbow Flag. This design includes representation of the transgender and people-of-colour communities.

Under Council's Flag Management Policy, Council may approve the flying of flags other than those contained in the 'standard display'. This report seeks a decision from Council in response to the request from the Feast Festival.

### 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**

#### **1. Community Living**

1.3 Our City meets the needs of all generations.

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

1.5 Our City is connected and accessible.

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

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

The City of Unley has a long history and reputation of working sustainably with major festivals and events that promote Unley as a place that embraces state-wide initiatives in arts and culture. This includes Adelaide Fringe, Adelaide Cabaret Festival, Guitar Festival, Zest Fest, SALA and Feast Festival. Feast Festival is a lesbian, gay, bisexual, transgender, intersex, queer (LGBTIQ+ communities) festival held annually in South Australia. The outcomes of Feast Festival align to Council's strategic Cultural Plan 2021-2026 objective:

*The Culture of Us: provide voices for all communities with an inclusivity lens on specific programs*

Feast began in 1997, providing a safe and inclusive platform for the LGBTIQ+ communities to share and express themselves through art and culture. The Feast Festival is Adelaide's only not-for-profit LGBTIQ+ Queer Arts and Cultural Festival that celebrates pride and diversity.

The City of Unley has proudly supported the Feast Festival since 2008 which includes flying the Rainbow Flag outside of the Civic Centre since 2019.

### **5. DISCUSSION**

A request has again been received from the General Manager of the Feast Festival to fly the Rainbow or Progress Pride Flag for the whole month of November in 2021, to coincide with "Pridevember" – a month long celebration of inclusivity and diversity in South Australia. The request notes that if this is not possible, that consideration be given to flying the Rainbow or Progress Pride Flag for the dates of the Feast Festival (6-28 November). The initiative aims to increase visibility and awareness of the Feast Festival and how it supports South Australian LGBTIQ+ communities. A copy of the request is included as Attachment 1 to this report. The request also provides advice on the optional new Progress Pride Flag which recognises transgender and people-of-colour communities.

*Attachment 1*

While the request notes that there is no right or wrong flag to use, flying the Progress Pride Flag is encouraged by the Feast Festival on the basis that the Progress Pride Flag design takes inclusivity further as it deepens the meaning behind the flag. The brown and black stripes represent people of colour and the white, pink, and blue are colours from the transgender flag. These additions mean the Progress Pride Flag is more inclusive of the expansive breadth of identity within our community and it is seen as an opportunity to educate promoting inclusion and respect.

There are five flag poles at the Civic Centre on Unley Road. Council's Flag Management Policy currently provides that the standard flag display at the City of Unley Civic Centre will comprise:

- The Australian National Flag;
- The South Australian Flag;
- The Aboriginal Flag;
- Torres Strait Islander Flag; and
- The City of Unley Ensign (bearing the City of Unley logo).

and that subject to Council approval, other flags may be flown.

When requests to fly flags are approved by Council, the City of Unley Ensign is the flag that is removed to accommodate the approved flag.

The Policy requires that requests to fly a flag must be made in writing and include:

- A colour example of the design;
- Preferred dates of display;
- Be received at least 4 weeks before the Council Meeting;
- Detail the relevance or significance of the flag to the City of Unley; and
- Contact details of the person responsible for supply and collection of the flag.

The request from Feast presents an opportunity for Council to show ongoing support for LGBTIQ+ communities by endorsing flying the Progress Pride Flag during Feast.

As one of the inaugural councils supporting Feast Festival, the City of Unley has consistently had good media coverage and been positively acknowledged for participation. No negative feedback has been received on Council's support of Feast to date. Over the years, the Feast Festival has been promoted on City of Unley social media, around Council facilities, on the website, and by inclusion on the Feast Festival website and in the program.

At its June 2021 Meeting, Council resolved to fly the Latvian Flag in recognition of Latvia's Independence Day on 18 November. If Council was to support the request to fly the Progress Pride Flag it would be lowered for that day to allow the flying of the Latvian Flag (on 18/11/2021) as per Council's decision, with placement of the flags managed in accordance with the Department of Prime Minister and Cabinet protocols. The Progress Pride Flag would then be returned to the fifth flagpole for the remainder of the month of November.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Progress Pride Flag be flown from the fifth flag pole situated at the Civic Centre on Unley Road for the month of November 2021 (excluding 18/11/2021 as per Council's previous approval to fly the Latvian Flag on that day) in support of the "Pridevember" initiative of the Feast Festival.

This option will result in the Progress Pride Flag being flown on the fifth flagpole at the Civic Centre on Unley Road from 1st - 30th November 2021. It will publicly convey Council's support for the Feast Festival in 2021. In order to accommodate the Progress Pride Flag within the current display, the City of Unley Ensign would be removed. A Progress Pride Flag will need to be purchased for \$22.00.

### Option 2 –

1. The report be received.
2. The Rainbow Flag be flown from the fifth flag pole situated at the Civic Centre on Unley Road for the month of November 2021 (excluding 18/11/2021 as per Council's previous approval to fly the Latvian Flag on that day) in support of the "Pridevember" initiative of the Feast Festival.

This option will result in the Rainbow Flag being flown on the fifth flagpole at the Civic Centre on Unley Road from 1st - 30th November 2021. It will publicly convey Council's support for the Feast Festival in 2021. In order to accommodate the Rainbow Flag within the current display, the City of Unley Ensign would be removed.

### Option 3 –

1. The report be received.
2. The request from the Feast Festival to fly the Progress Pride or Rainbow Flag for the month of November 2021 be declined.

This option declines the request to fly either the Rainbow or Progress Pride Flag. In considering this option, it should be noted that there may be reputational risk for Council, having flown the flags in support of Feast Festival since 2013, and a missed opportunity for Council to demonstrate support for and celebrate diversity.

## **7. RECOMMENDED OPTION**

This matter is for Council to determine.

## **8. POLICY IMPLICATIONS**

### **8.1 Financial/Budget**

- If Council resolves to fly the new Pride Flag, there will be a small cost of purchasing the flag of \$22.00. There is no cost to fly the Rainbow Flag in any areas as the flags were purchased in 2019.

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

- Flags must be displayed in accordance with the requirements of protocols from the Department of Prime Minister and Cabinet (DPMC).

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

- The actions associated with this report require no additional work outside of staff's existing work plans.

### **8.4 Social/Economic**

- The recommended option is consistent with Council's Flag Management Policy. The actions from the report have no impact on any other policies. This recommendation provides visibility and awareness of a significant part of our community and celebrates the general diversity of our community.

### **8.5 Stakeholder Engagement**

- Community engagement is not required for the preparation of this report.

## **9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO



54 Hyde Street  
Adelaide 5000  
P: 08 8463 0684  
E: marketing@feast.org.au

Wed 23<sup>rd</sup> June 2021

Peter Tsokas  
CEO  
City of Unley  
PO Box 1  
Unley SA 5061

### **Pridevember - Flying the Rainbow Flag – Celebrating Diversity in November**

Dear Peter,

We would like to congratulate you and your municipal Council on your participation in the 2020 Feast Festival *Flying the Rainbow Flag – Celebrating Diversity* project and would like to invite you to continue the tradition in 2021.

Last year 27 Councils state-wide flew rainbow flags to celebrate diversity and promote greater social wellbeing for local LGBTIQ+ people and their families. We are once again inviting every Council in the State to participate in the *Flying the Rainbow Flag – Celebrating Diversity* project.

#### **COVID-19, Feast Festival and Flying the Rainbow Flag Project**

Feast is currently busy planning its November Festival. If these plans are affected by COVID-19 we still encourage all Councils to fly the rainbow flag as a sign of solidarity and support for your local LGBTIQ+ communities.

As in previous years, we are proposing that Councils fly the rainbow flag for the **whole month of November** (1<sup>st</sup> – 30<sup>th</sup> Nov) to coincide with the Feast developed initiative “**Pridevember**” – a month-long celebration of inclusivity and diversity in South Australia. Council's participation in this initiative will help Feast continue its important role of supporting LGBTIQ+ communities and create a vibrant, fun, and safe South Australian Pride experience.

If your Council cannot fly the flag for the month of November, we still encourage you to fly the rainbow flag from the **6<sup>th</sup> to the 28<sup>th</sup> November 2021**.

#### **New in 2021**

##### ***Raising the Rainbow Flag Ceremonies and Networking Events***

This year we want to encourage deeper engagement that goes beyond flying the rainbow flag. Ideas include your Council hosting a morning tea or local community/business networking event that could coincide with a ceremony of raising the rainbow flag. This would be run by your Council however Feast will support (if required) by providing guest speakers or potential artists to attend the event/s.

##### ***Marketing Materials***

To show your support and your inclusion in the Feast program we want to send you marketing materials such as posters, programs, and stickers, so you can decorate your offices or community centres. Please provide us with the best delivery address for these materials when you respond to this email.

Feast Festival – Adelaide's Queer Arts and Cultural Festival Annually in **Pridevember** - Supported by:





CITY OF  
ADELAIDE



Feast  
FESTIVAL

54 Hyde Street  
Adelaide 5000

P: 08 8463 0684

E: [marketing@feast.org.au](mailto:marketing@feast.org.au)

#### Optional new Pride Flag

Recently, many organisations have been using the latest rainbow flag called a 'Progress Pride' flag (pictured below). This design now includes the transgender and people-of-colour communities. There is no right or wrong flag to use, however investing in the progress flag is encouraged and we suggest donating previous rainbow flags to local community groups or events to demonstrate your continued support and engagement with the LGBTIQ+ community.



The new Pride Flag or the original rainbow flag (polyester), 3 feet by 5 feet, are available for purchase online for \$22.00 through [www.rainbowstore.com.au](http://www.rainbowstore.com.au) or a small number are available for loan from the Feast Festival office.

#### Acknowledgement

Participating Councils will be added to our roll call, appearing on a dedicated page in our 2021 Feast Program Guide. Hardcopies of the program will be distributed nationally, and an electronic version will be available for global access on our webpage. Through continued positive engagement and strategic partnerships, we can actively contribute to the health and wellbeing of the whole community.

If you wish to continue your support of the *Flying the Rainbow Flag – Celebrating Diversity* project, please register with Feast prior to **Friday 30th July 2021** to ensure you make the Program. Register **ATT James Landseer** to [marketing@feast.org.au](mailto:marketing@feast.org.au) or by post at Feast Festival, 54 Hyde St ADELAIDE SA 5000. During the Festival, take a photo of your flying rainbow flag and we will proudly share it on our website and social media channels.

On behalf of Feast Festival, I would like to extend my heartfelt thanks for your choice to support greater understanding, acceptance, and celebration of our LGBTIQ+ communities. If you have any questions about the 2021 project, please do not hesitate to contact me and I will be happy to answer them for you.

Yours sincerely,

Helen Sheldon  
General Manager  
Feast Festival

Feast Festival – Adelaide's Queer Arts and Cultural Festival Annually in **Pridevember** - Supported by:



## **DECISION REPORT**

<b>REPORT TITLE:</b>	2021 LGA ANNUAL GENERAL MEETING - CALL FOR PROPOSED ITEMS OF BUSINESS
<b>ITEM NUMBER:</b>	4.9
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - LGA AGM - PROPOSED ITEM OF BUSINESS FORM</li><li>2. ATTACHMENT 2 - ITEMS OF BUSINESS FOR LGA GENERAL MEETINGS FAQS</li></ol>

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### **1. EXECUTIVE SUMMARY**

The Local Government Association (LGA) is scheduled to hold their Annual General Meeting (AGM) on Friday 29 October 2021. A key purpose of the AGM is to consider items of strategic importance to local government and the LGA as recommended by South Australian Regional Organisation of Councils (SAROC), Greater Adelaide Regional Organisation of Councils (GAROC) or the LGA Board of Directors. Member Councils are invited to consider submitting any proposed items for consideration by SAROC, GAROC or the LGA Board of Directors.

### **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 Annual General Meeting (AGM) for the Local Government Association (LGA) will be held on Friday 29 October 2021.

The LGA has called for proposed items of business to be submitted by Friday 6 August 2021, in order to be considered for inclusion on the agenda.

## 5. **DISCUSSION**

The LGA schedules two General Meetings each year:

- The Ordinary General Meeting (OGM) is held annually in April or May; and
- The Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

Items of business can be submitted by member councils, or a Regional LGA, to either SAROC or GAROC or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to be prepared and included in the Agenda, a closing date is determined for each General Meeting. The closing date will typically be around 8-10 weeks prior to each general meeting. If the deadline is missed, councils can still submit their item, but it will be held until the following General Meeting.

Regarding the upcoming AGM, the closing date for submission of items of business is Friday 6 August 2021. Councils must submit their items by completing and submitting the LGA General Meeting – Proposed Items of Business Form (Attachment 1).

### *Attachment 1*

Proposals should be accompanied by enough supporting material to enable informed decisions and recommendations to be made regarding the proposal by SAROC, GAROC, or the LGA Board of Directors. Councils and Regionals LGAs are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities, and the types of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to council or Regional LGA, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting and subsequently carried by member councils by a majority vote, the LGA will use its best endeavours to achieve the outcomes sought by member councils.

Before proposing an item of business, member councils and Regional LGAs are encouraged to carefully consider attachment 2 “Items of business for LGA General Meetings” FAQs, November 2020.

## *Attachment 2*

Council should consider whether there are any matters they believe need to be brought to the attention of the LGA AGM, and if there are, an appropriate motion should be drafted for submission.

At the time of finalising this report, no items had been identified for consideration by Council as Items of Business to be submitted to the AGM.

Should Council determine that a Notice of Motion is to be submitted to the LGA AGM, a motion to that effect will need to be moved, seconded and carried.

The following text is provided to assist with inclusion of an appropriate motion at the Council meeting if required:

1. *A Notice of Motion be submitted to the Local Government Association Annual General Meeting (currently scheduled for Friday, 29 October 2021) whereby it requests the LGA to ...[insert details of motion]*
2. *Staff be authorised to liaise with the LGA Secretariat in relation to the wording of the motion set out in Part 1, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Local Government Association Annual General Meeting (currently scheduled for Friday, 29 October 2021) and to ensure legislative compliance.*

It is at Council’s discretion to submit a Notice of Motion.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.

Council is not obliged to submit a Notice of Motion. Given that there are no previously endorsed Motions to be submitted, and administration are not aware of any matters currently identified as warranting submission, Option 1 simply receives the report.

## Option 2 –

1. The report be received.
2. A Notice of Motion be submitted to the Local Government Association Annual General Meeting (currently scheduled for Friday, 29 October 2021) whereby it requests the LGA to ...*[insert details of motion]*
3. Staff be authorised to liaise with the LGA Secretariat in relation to the wording of the motion set out in Part 1, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Local Government Association Annual General Meeting (currently scheduled for Friday, 29 October 2021) and to ensure legislative compliance.

Should Council determine that a Notice of Motion is to be submitted, the initial wording for a motion is included as part 2 and 3 to the Option 2 motion (based on the sample text provided in section 5 of this report), with the specific wording relating to the identified motion to be determined and inserted at the meeting.

It is at Council's discretion to submit a Notice of Motion.

## **7. POLICY IMPLICATIONS**

### **7.1 Financial/Budget**

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

### **7.2 Legislative/Risk Management**

- Should Council determine to submit a Notice of Motion, staff will need to ensure it meets LGA and legislative requirements, which may require slight modification to the wording of the motion prior to submission to the LGA. The Option 2 recommendation provides the capacity for staff to make changes to the motion if required, to facilitate submission to the LGA.

## **8. RECOMMENDED OPTION**

Option 1 is the Recommended Option.

## **9. REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO

## LGA General Meeting – Proposed Item of Business

The purpose of this form is to request consideration by SAROC, GAROC or the Board of Directors of an item of business to be included on the agenda of an LGA General Meeting - refer Clause 16.3.1 of the LGA Constitution. Prior to submitting a proposed Item of Business, please refer to the Considering Proposed Items of Business for LGA General Meetings Guidelines.

<b>Council Name</b>	
<b>The body the item is being referred to</b>  <i>Proposals may only be submitted to the ROC of which council is a member, or to the LGA Board of Directors.</i>	Board of Directors <u>OR</u> SAROC <u>OR</u> GAROC ( <i>choose only one</i> )
<b>Subject of the proposed item of business</b>	
<b>Proposed motion for the General Meeting</b>	That the Annual / Ordinary General Meeting requests the LGA to .....
<b>Supporting information</b>  <i>Provide a summary of the issue(s), relevant background information, description of the impact on the sector and evidence that this is an item of strategic importance to local government.</i>	
<b>LGA Policy Manual</b>  <i>Does this item require a change to the LGA Policy Manual (new policy or amendment to existing policy)?</i>	( <a href="#">please click here to view the LGA Policy Manual</a> )
<b>LGA Strategic Plan reference</b>	( <a href="#">please click here to view the plan and identify the Key Initiative and Strategy reference</a> )  ( <i>choose only one Key Initiative and one Strategy</i> )
<b>Council Contact Officer submitting form</b>	(insert name)  (insert email address)  (insert telephone number)
<b>Council Meeting minute reference and date of meeting</b>	
<b>Date submitted to LGA</b>	

Please return Word version of completed form to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au).  
Refer to LGA Latest News in respect to deadlines for upcoming General Meetings.

## Items of business for LGA General Meetings

### Frequently Asked Questions

November 2020

## Items of business for LGA General Meetings

### Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year:

- the Ordinary General Meeting (OGM) is held annually in April or May; and
- the Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

This FAQ provides helpful guidance to councils about how to successfully participate in this process.

### General overview of process

Items of business can be submitted by member councils, or a Regional LGA, to either SAROC, GAROC or the LGA Board of Directors for approval to be placed on the agenda of a General Meeting.

It is at the discretion of councils whether to refer an item to SAROC (regional councils), GAROC (metro councils) or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to be prepared and included in the Agenda, a closing date is determined for each General Meeting. This closing date will typically be around 8-10 weeks prior to each General Meeting. If you miss the deadline, you can still submit your item, but it will be held until the following General Meeting.

Councils and Regional LGAs must submit their items by completing and submitting the LGA General Meeting - Proposed Item of Business form.

Proposals should be accompanied by enough supporting information to make informed decisions and recommendations. Councils and Regional LGAs are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities and the type of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to the council or Regional LGA, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting, and subsequently carried by member councils by a majority vote, the LGA will use its best endeavors to achieve the outcomes sought by member councils.

Before proposing an item of business, member councils and Regional LGAs are encouraged to carefully consider the following *Frequently Asked Questions* and to refer to the *Guidelines on Considering Proposed Items of Business for LGA General Meetings*<sup>1</sup>.

### ***Frequently Asked Questions***

- Why should I consider an item of business for an LGA general meeting?
- What is a 'strategically important' issue?
- What supporting evidence does the LGA need to consider my item of business?
- When should I submit a proposed item of business to the LGA?
- I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?
- How do I submit a proposed item of business?
- Can I write a letter to the LGA President or CEO to submit a proposed item of business?
- Who makes the decision on my proposed item of business / where should I refer my item of business to?
- My council is not a member of a Regional LGA. Can I still submit a proposed item of business?
- Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?
- Can I get help to prepare a proposed item of business?

### ***Why should I consider an item of business for an LGA general meeting?***

- Member councils and Regional LGAs should consider submitting a proposed item of business if they believe there is an opportunity for the LGA to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.
- There is significant value and impact in local government speaking with one voice through the LGA to influence State and Federal Government setting the policy, legislation and funding arrangements that support the delivery of council services and operations. Similarly, the LGA can bring councils together to assist with capacity building and knowledge sharing within local government.

### ***What is a 'strategically important' issue?***

- The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.
- Generally, an item may be deemed to be strategically important if:
  - it has direct relevance to the role of local government, or council services and operations; and

<sup>1</sup> [https://www.lga.sa.gov.au/\\_data/assets/pdf\\_file/0032/467744/ECM\\_670949\\_v6\\_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings-2.pdf](https://www.lga.sa.gov.au/_data/assets/pdf_file/0032/467744/ECM_670949_v6_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings-2.pdf)

- it will benefit the local government sector as a whole; and
- there is alignment with LGA/SAROC/GAROC strategic and business plans; and
- there is alignment with the LGA Policy Manual.

#### ***What supporting evidence does the LGA need to consider my item of business?***

- Good public policy positions need to be supported by solid evidence so that the issues are well understood and that the proposed course of action provides the most efficient and effective solution.
- A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.
- To support SAROC, GAROC and the LGA Board of Directors in determining whether an item of business should be recommended to an LGA General Meeting, all submissions should provide a summary of the issue, a clear definition of the problem and its impact on local government or council services and operations. Information should be provided on any relevant legislation, policy settings and relevant research reports and papers.
- If sufficient supporting evidence is not provided, SAROC, GAROC or the LGA Board of directors may refer an item back to the submitting council with a request for further information.
- In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.

#### ***When should I submit a proposed item of business to the LGA?***

- Items of business for LGA General Meetings can be submitted at any time throughout the year.
- A proposed item of business will be referred to SAROC, GAROC or the LGA Board of Directors at their next available meeting, along with a report with recommendations from the LGA Secretariat.
- The LGA will advise member councils of the final date for submitting proposed items of business for the next available General Meeting. This 'closing date' is required to ensure that the LGA Secretariat can engage with the submitting councils and make recommendations to SAROC, GAROC or the LGA Board of Directors at their meeting prior to preparation of the General Meeting Agenda.
- Generally, proposed items of business for the Annual General Meeting (October/November) need to be with the LGA in August and proposed items of business for the Ordinary General Meeting (April/May) need to be with the LGA in February.
- The 'closing date' for each General Meeting is communicated to councils via LGA Latest News, typically five months in advance.

#### ***I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?***

- No. Once the Agenda has been finalised for a General Meeting, no further items of business will be accepted for that Meeting. The Agenda is provided to councils at least 30 days prior to a

General Meeting to enable each council to discuss and determine a position on the items of business.

- Any items that are received after the closing date will be held until the following General Meeting.
- The LGA Board of Directors, SAROC and GAROC may decide to progress an issue that is strategically important to local government if there is a level of urgency required to deal with the issue outside of the scheduling for the LGA General Meetings.

#### ***How do I submit a proposed item of business?***

- To submit a proposal please complete the *LGA General Meeting - Proposed Item of Business* form. This form requires councils to identify:
  - Which body the proposed item of business is being referred to ie SAROC, GAROC or the LGA Board of Directors
  - The subject of the proposed item of business - a short title is preferred.
  - The proposed motion for the General Meeting – a succinct and clear motion ie that the Annual / Ordinary General Meeting requests the LGA to....
  - Supporting information - attachments are permitted to ensure adequate supporting information is provided
  - Alignment to the LGA Policy Manual - consider if this item requires a change to the LGA Policy Manual (new policy or amendment to existing policy)?
  - Alignment to LGA Strategic Plan reference - identify links to one key initiative and one strategy
  - A Council Contact Officer responsible for submitting form - the LGA may wish to liaise with the proposing council to request additional information or consult on potential amendments to the motion
  - Council Meeting minute reference and date of meeting - all proposed items of business must be appropriately considered by the submitting council or Regional LGA before being sent to the LGA.

#### ***Can I write a letter to the LGA President or CEO to submit a proposed item of business?***

- No. To ensure that all the required information is provided and that proposed items of business are handled correctly by the LGA Secretariat, please use the LGA General Meeting - Proposed Item of Business form and submit it to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)

#### ***Who makes the decision on my proposed item of business / where should I refer my item of business to?***

- It is at the discretion of councils and Regional LGAs whether to refer an item to SAROC, GAROC or the LGA Board of Directors.
- The Guidelines on Considering Proposed Items of Business for LGA General Meetings, suggests that items should be referred to SAROC (from regional member councils) or GAROC (from metropolitan member councils) if they relate to the development of LGA policy and strategy, advocacy issues, the LGA Policy Manual, and operational matters related to SAROC or GAROC.

- Otherwise items should be referred to the LGA Board of Directors if related to:
  - the LGA Constitution or Ancillary Documents
  - a subsidiary of the LGA
  - a commercial service provided (or proposed to be provided) by the LGA
  - an activity requiring the allocation of significant resources by the LGA
  - any LGA operational matter

Regional councils may choose to refer their proposed items of business to their Regional LGA prior to submitting with the LGA. This is not required, but it often assists councils with refining the proposed actions and may help to inform and build support for the proposed item of business in their region.

***My council is not a member of a Regional LGA. Can I still submit a proposed item of business?***

- Yes. Any member council from regional South Australia may submit a proposed item of business to SAROC or to the LGA Board of Directors.

***Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?***

An item may not be recommended for consideration at a General Meeting:

- If it is not considered to be 'strategically important' to local government; for example, it is not an issue that is within the scope of local government to address or influence.
- If progressing the item would impact negatively on the reputation of local government in South Australia.
- If an issue is only relevant to a particular group of councils it may be referred back to a council or Regional LGA, or resolved that the matter be dealt with by SAROC (for regional issues) or GAROC (for metropolitan issues) without progressing to a General Meeting.
- If there is insufficient supporting evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.
- In circumstances where the evidence needed to support a position might not be readily available, it would be appropriate for a proposed item of business to request that the LGA seeks further investigation and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.
- If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.
- If there are a lack of resources available to the LGA to progress the proposed item of business. In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue. The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.

***Can I get help to prepare a proposed item of business?***

- Yes. All member councils to contact the LGA Secretariat early in the process to discuss the development of their proposed items of business.
- Please contact Allison Down, Executive Coordinator, GAROC and SAROC Committees via email: [allison.down@lga.sa.gov.au](mailto:allison.down@lga.sa.gov.au) or telephone: 08 8224 2054

## DECISION REPORT

<b>REPORT TITLE:</b>	LOCAL GOVERNMENT FINANCE AUTHORITY CALL FOR NOMINATION - COUNCIL REPRESENTATIVE AT ANNUAL GENERAL MEETING AND NOTICE OF MOTION SUBMISSION INFORMATION
<b>ITEM NUMBER:</b>	4.10
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	KATHRYN GOLDY
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - APPOINTMENT OF COUNCIL REPRESENTATIVE FOR LGFA 2021 AGM</li><li>2. ATTACHMENT 2 - NOTICE OF MOTION FORM FOR LGFA 2021 AGM</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Local Government Finance Authority (LGFA) is seeking an appointment of a Council representative at the Annual General Meeting (AGM) which is due to be held on Friday 29 October 2021.

As the meeting is held on the same day as the Local Government Association (LGA) it has been suggested by the LGFA that the same person be appointed to represent Council at the LGFA and LGA meetings, although this is not mandatory. Councils representative details must be lodged at the LGFA office no later than Friday 20 August 2021.

The Mayor ordinarily attends the LGA AGM as the City of Unley representative and votes on behalf of the City of Unley.

Council may also wish to consider the lodgement of a Notice of Motion (NOM) for the AGM of LGFA and information relating to this process is included in this report.

## **2. RECOMMENDATION**

That:

1. The report be received.
  2. \_\_\_\_\_ be put forward in response to the call for an appointment of a Council representative at the LGFA Annual General Meeting which is scheduled to be held on Friday 29 October 2021.
  3. A Notice of Motion be submitted to the LGFA Annual General Meeting which outlines the Notice of Motion \_\_\_\_\_, the reason \_\_\_\_\_ and the suggested action \_\_\_\_\_
- 

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

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

## **4. BACKGROUND**

The LGFA is administered by a Board of Trustees and works for the benefit of Councils and other Local Government Bodies within South Australia.

The LGFA bring finance solutions to South Australian Councils and other Local Government Bodies and offer a range of competitive loans and investment products to their members.

Recently advance notice was given to advise that the AGM of LGFA is due to be held on Friday 29 October 2021. The *Local Government Finance Authority Act 1983* (LGFA Act) provides that:

*Every council is entitled to appoint a person to represent it at a general meeting of the Authority*

## **5. DISCUSSION**

The LGFA is seeking a Council representative to be present at the AGM which is scheduled to be held on Friday 29 October 2021. The role of the Council representative is to act as the delegate of the Council and, where relevant, vote on behalf of the Council on items of business considered at the LGFA AGM.

As the AGM of the LGFA is due to be held on the same day as the LGA AGM, LGFA has suggested that the same person be appointed to represent Council at both meetings, however, this is just a suggestion. The Mayor ordinarily attends the LGA AGM as the City of Unley representative and votes on behalf of the City of Unley at those meetings.

At the 27 July 2020 Council meeting (Item 4.12), Council resolved as follows:

1. *The report be received.*
2. *Mayor M. Hewitson be put forward in response to the call for an appointment of a Council representative at the LGFA Annual General Meeting which is scheduled to be held on Thursday 29 October 2020.*

**Resolution No. C0300/20**

The LGFA requests that if a decision is made to appoint a council representative that the attached form is forwarded to the LGFA which will advise of the delegates name and will include the signature of the CEO. The required form is provided as Attachment 1 and needs to be received by the LGFA no later than Friday 20 August 2021.

**Attachment 1**

In addition to the appointment of a Council representative, the LGFA have provided information on how Council may wish to submit a Notice of Motion (NOM) which will be heard at the AGM.

The Rules of Authority in relation to AGM procedures require that a NOM specifying the resolution which is to be proposed has been given in writing to the CEO not less than forty-two (42) days prior to the meeting and to comply with this rule any NOM must be received prior to Friday 20 August 2021.

A NOM must be lodged in the following manner:

1. Notice of Motion
2. Reason
3. Suggested Action

A copy of the appropriate NOM form is attached as Attachment 2.

**Attachment 2**

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. \_\_\_\_\_ be put forward in response to the call for an appointment of a Council representative at the LGFA Annual General Meeting which is scheduled to be held on Friday 29 October 2021.
3. A Notice of Motion be submitted to the LGFA Annual General Meeting which outlines the Notice of Motion  
\_\_\_\_\_ , the reason  
and the suggested action

This option allows Council to make an appointment to represent the City of Unley at the LGFA AGM and submit a NOM to be heard at the LGFA AGM.

### Option 2 –

1. The report be received.
2. \_\_\_\_\_ be put forward in response to the call for an appointment of a Council representative at the LGFA AGM which is scheduled to be held on Thursday 29 October 2021.

This option allows Council to make an appointment for a Council representative at the LGFA AGM.

### Option 3 –

1. The report be received.

Council is not obligated to appoint a representative at the AGM or submit a NOM. This option receives the report and takes no further action. It should be noted that if the City of Unley does not appoint a representative it will forego the opportunity to vote in relation to any items of business on the LGFA AGM Agenda.

## 7. **RECOMMENDED OPTION**

The matter is for Council to determine.

## 8. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO

Appendix 1



**APPOINTMENT OF COUNCIL REPRESENTATIVE**

**LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA**

**2021 ANNUAL GENERAL MEETING**

I advise that Mayor / Chairperson / Councillor / Officer / or any other person  
is appointed council representative to the Local Government Finance Authority of South Australia.

<b>Council Name</b>	
<b>Council Delegate</b> (Full Name)	Mayor / Chairperson / Councillor / Officer
<b>Delegate Home Address</b>	
<b>Delegate Email Address</b>	
<b>Name of</b> <b>Chief Executive Officer</b>	
<b>CEO Email Address</b>	
<b>Signature of</b> <b>Chief Executive Officer</b>	

Please return completed Appointment of Council Representative Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au)  
by CLOSING DATE: **Friday 20 August 2021**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 2



**NOTICE OF MOTION**

**LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA**

**2021 ANNUAL GENERAL MEETING**

NAME OF COUNCIL: .....

NOTICE OF MOTION:

.....

REASON:

.....

.....

.....

.....

SUGGESTED ACTION:

.....

.....

.....

.....

Please return completed Notice of Motion Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au)  
by CLOSING DATE: **Friday 20 August 2021**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

## INFORMATION REPORT

<b>REPORT TITLE:</b>	2020-21 FOURTH QUARTER CORPORATE PERFORMANCE REPORT
<b>ITEM NUMBER:</b>	4.11
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>AUTHOR:</b>	NICOLA TINNING
<b>JOB TITLE:</b>	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>ATTACHMENTS:</b>	1. 2020-21 FOURTH QUARTER CORPORATE PERFORMANCE REPORT

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### 1. **EXECUTIVE SUMMARY**

The quarterly 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.

This report continues to be a work in progress, with further development of corporate and key performance indicator reporting to be undertaken in the coming year.

### 2. **RECOMMENDATION**

1. The report be received.
- 

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

4. Civic Leadership
  - 4.1 We have strong leadership and governance.
  - 4.2 Our business systems are effective and transparent.

### 4. **BACKGROUND**

The City of Unley has a Four-Year Plan that informs its Annual Business and Delivery Plans and budget processes, and guides Council and the community in relation to priorities and strategies, including the longer-term vision 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 now provides Council with a performance report on a quarterly basis, ensures that Council is demonstrating ongoing and improved public accountability. The report provides evidence and opportunities to drive and support continuous improvement.

## **5. DISCUSSION**

The State Government is working on the introduction of performance framework including key indicators to be reported against by Local Government as part of the broad Local Government reform agenda. The 'Local Government Information Framework' indicates that the data for this process is most likely to be drawn from the annual Grants Commission data.

Administration has recently provided a response to the proposed framework as part of the 'councils in focus website'. The response supported the proposed framework but raised concerns about the integrity of the Grants Commission data. It was suggested a review of the data input methodology be reviewed and clearer supporting documentation be developed.

Access and the collection of data from source corporate systems has been automated where possible. Automation has improved data quality and created significant 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 fourth period of the 2020-21 financial year from 1 April 2021 to 30 June 2021. Some of the deliverables have been impacted by the COVID-19 pandemic and these are detailed within the report.

Additionally, please note the data provided on the Development Services KPIs relates only to the applications received under the Development Plan prior to 19 March 2021. Data on applications lodged under the Planning and Design Code will be sourced via Plan SA and integrated in the Corporate Report for the new financial year.

An update on the CEO KPI's has not been provided in this report but will be the subject of a separate report to Council in August as part of the CEO Performance Review report.

The Corporate Performance Report is provided as Attachment 1.

*Attachment 1*

## **1. REPORT AUTHORISERS**

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

# ENVIRONMENTAL STEWARDSHIP

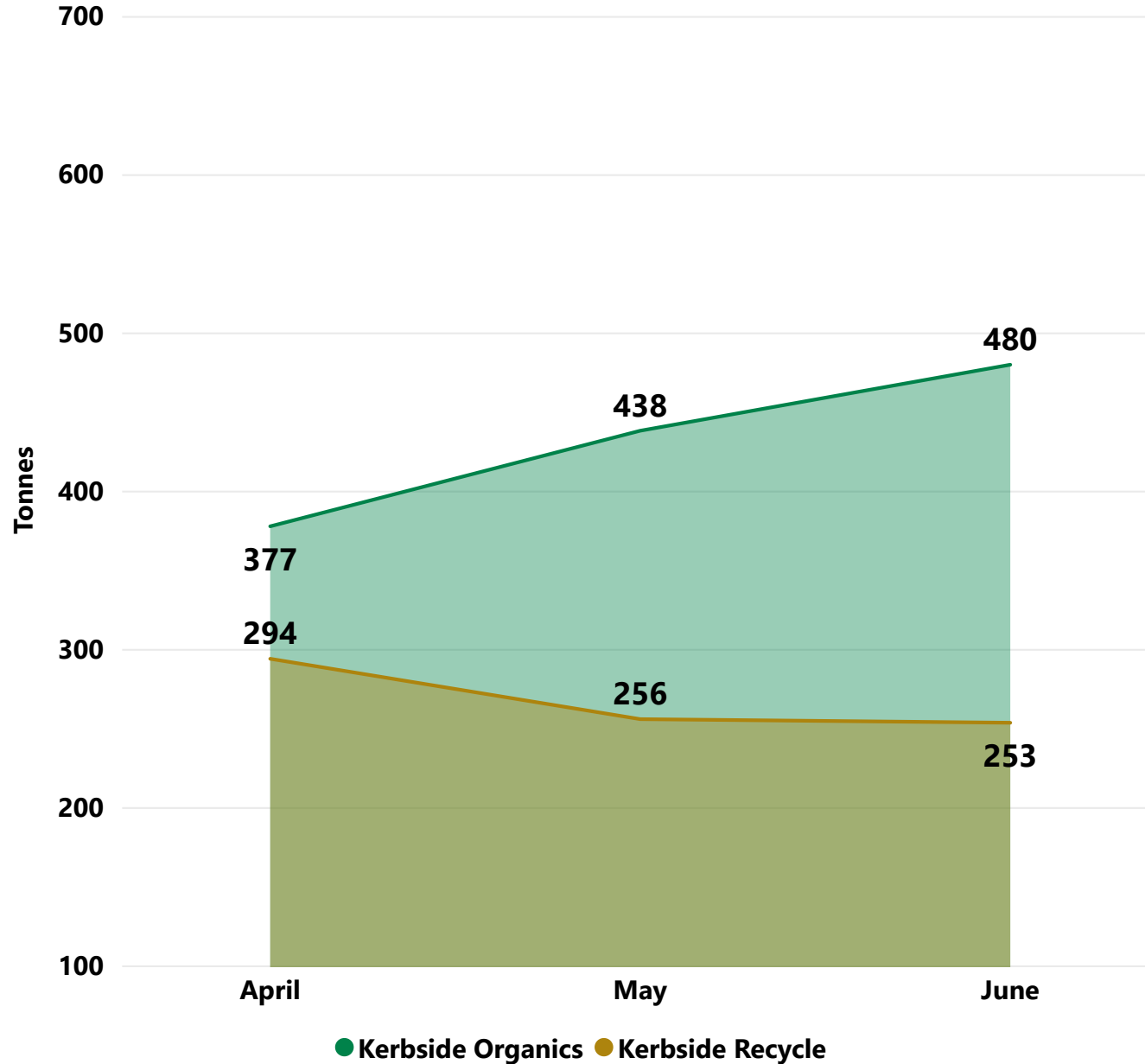
## Residential Waste

Financial Year  
2020/2021

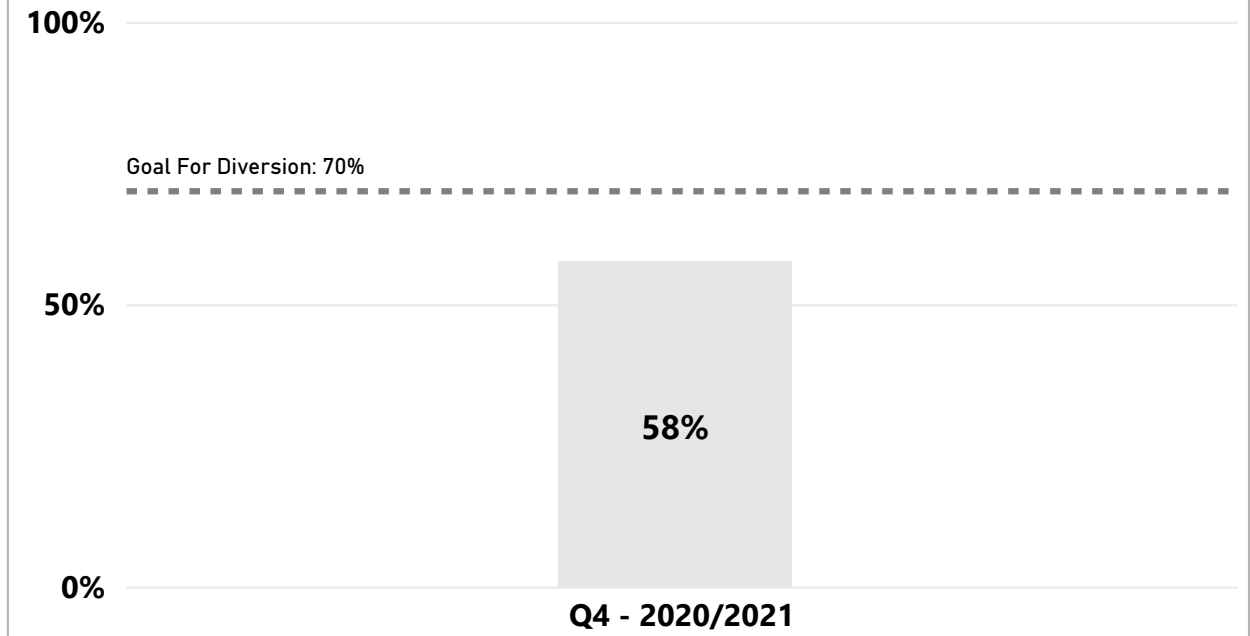
Financial Quarter  
Q4



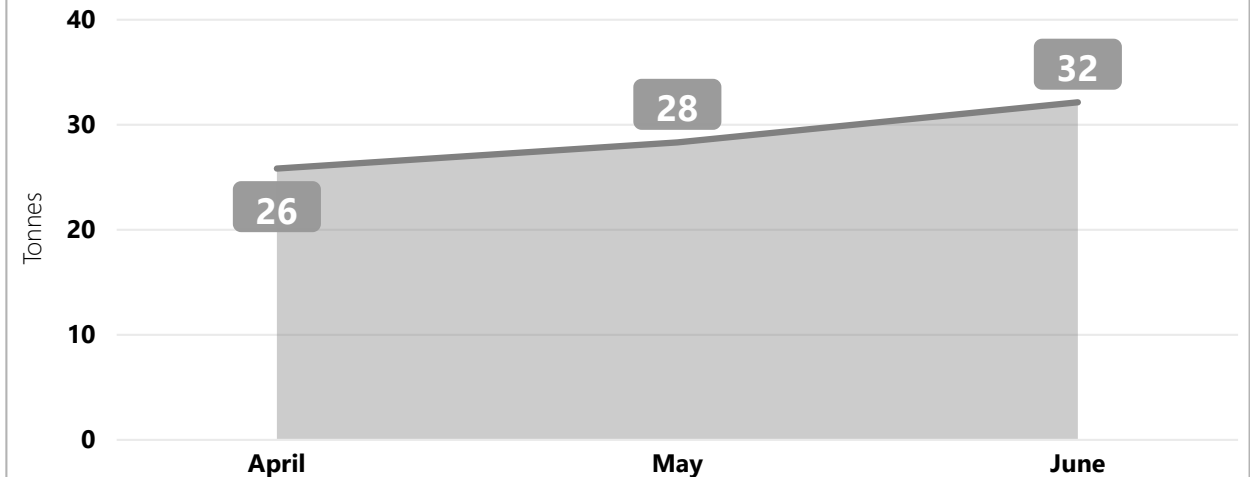
Kerbside Organics and Kerbside Recycle Trend (Tonnes)

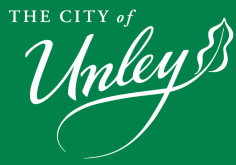


Residential Waste Landfill Diversion



Hard Rubbish Trend (Tonnes)





# ENVIRONMENTAL STEWARDSHIP

## Residential Waste

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

All waste streams have decreased in volume compared to the same period last year, however due to the COVID Pandemic in 2019-20, the same period last year experienced increased volumes higher than the recorded average.

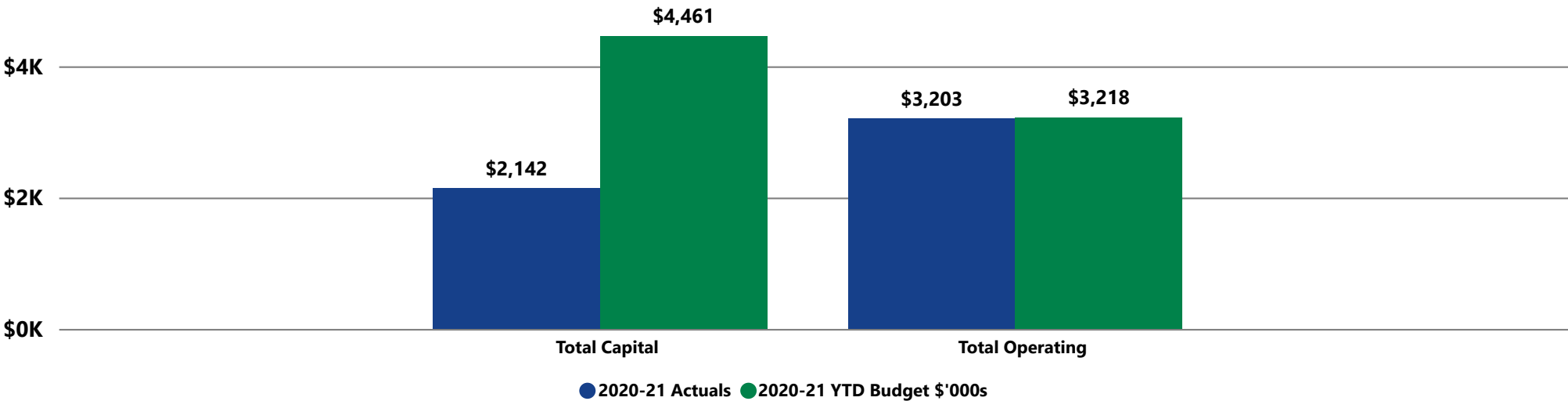
Therefore, the data may reflect that more people have returned to work with less waste disposed at homes and thus a decrease in weight collection across the three waste streams. Whilst this decrease in landfill is good to see, it is difficult to interpret the effects of COVID on waste disposal habits in the home.

The recorded volumes of recycling disposal for this quarter is the lowest recorded in recent years, and may possibly be attributed to avoidance, reduction in single use plastics and or the decline in purchasing of goods with excess packaging.

The tonnages for this quarter continue to identify an overall decreasing trend in waste disposal volumes for general waste and recycling.



### External funding Grants and Subsidies in \$'000



Financial Year and Quarter	Grant Type	2020-21 Actuals \$'000s	2020-21 YTD Budget \$'000s	Variance \$'000s	2020-21 Budget \$'000s
2020/2021 Q4	Grants - Health & Ageing (DCSI)	1,034	1,004	(30)	1,004
2020/2021 Q4	Grants - Financial Assistance Grants	804	836	32	836
2020/2021 Q4	Grants - Library	1	-	(1)	-
2020/2021 Q4	Grants - Library Board	279	274	(5)	274
2020/2021 Q4	Grants - Local Roads	385	405	20	405
2020/2021 Q4	Grants - Roads to Recovery	381	381	-	381
2020/2021 Q4	Grants - Other	319	318	(1)	318
2020/2021 Q4	<b>Operating Grants - total</b>	<b>3,203</b>	<b>3,218</b>	15	<b>3,218</b>
2020/2021 Q4	Capital Grants - Replacement	476	476	0	476
2020/2021 Q4	Capital Grants - New	1,666	3,985	2,319	3,985
2020/2021 Q4	<b>Capital Grants</b>	<b>2,142</b>	<b>4,461</b>	2,319	<b>4,461</b>
2020/2021 Q4	<b>Total Grants &amp; Subsidies</b>	<b>5,345</b>	<b>7,679</b>	2,334	<b>7,679</b>



# FINANCIAL STATEMENTS

Grant Funding (Q1 2020/2021)

Financial Year and Quarter For Comments

2020/2021 Q4



## Comments

### Operating Grants :

Council has tracked in-line for YTD actuals (\$3,203k) compared to YTD budget (\$3,218k) in Q4. The YTD actuals was 1% below the YTD budget.

### Capital Grants :

There is a favourable variance of circa \$2,319k for Capital Grants (New). YTD actuals (\$1,666k) compared to YTD budget (\$3,985k) in Q4. The favourable variance is due to grants received for Edmund Avenue Cottage project (\$1.1mil) and (\$1.3mil) as part of the government's LRCI program. The LRCI related projects are expected to continue until Jun 2022.



# COMMUNITY LIVING

## Development Applications - Planning Consents Granted

Financial Year  
2020/2021

Financial Quarter  
Q4



Category 1 - Average Days to Resolve

46

Legislated Time frame: 20 Days

Category 2 - Average Days to Resolve

0

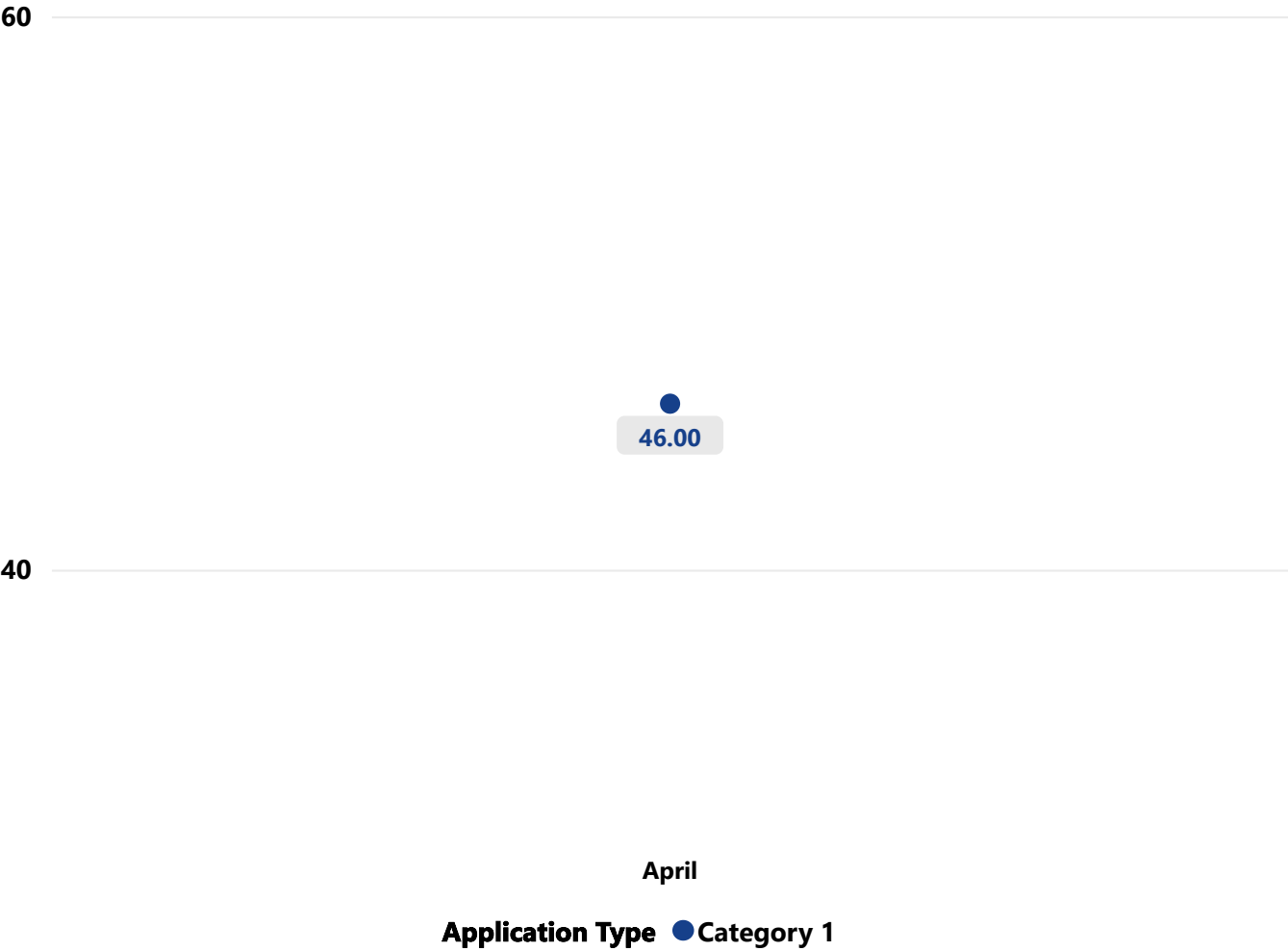
Legislated Time frame: 40 Days

Category 3 - Average Days to Resolve

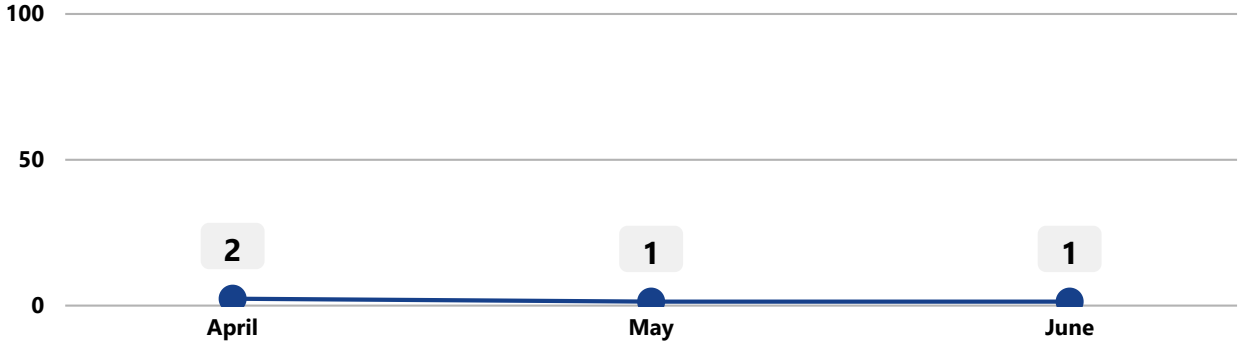
0

Legislated Time frame: 40 to 120 Days

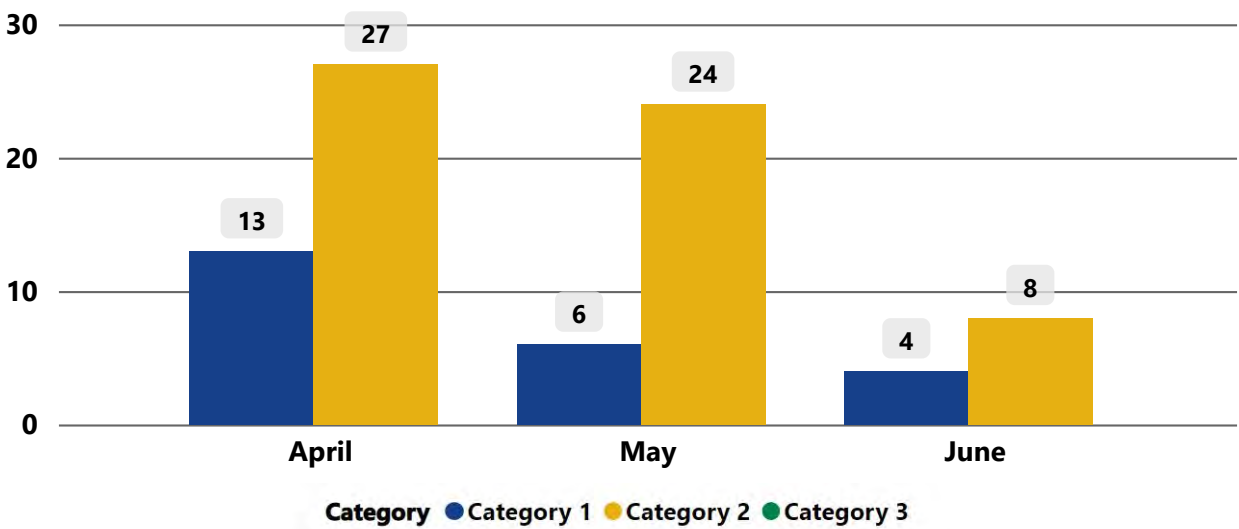
Planning Consents - Average Days to Resolve



Planning Applications Lodged



Planning Consents Granted





### Comments

This report provides the number of applications for planning consent that have been lodged under the Development Plan and determined by Council, as well as the number of business days it takes for planning consent to be granted, noting statutory timeframes. Please note this information does not include any applications lodged under the Planning and Design Code introduced on 19 March 2021.

Development Plan applications lodged fall within the category of either:

Category 1 - applications that do not require public notification and have a legislated decision timeframe of 20 business days.

Category 2 - applications that require public notification to adjacent land owners and occupiers and have a legislated decision timeframe of 40 business days.

Category 3 - applications that require public notification to adjacent land owners and occupiers, as well as the public generally, and have a legislated timeframe of 60 business days.

It is noted that with the introduction of the PDI Act from 19 March, these categories will no longer apply and different assessment pathways come into effect. Further, all reporting and data is now stored in the Plan SA portal and reporting on the lodgements and timeframes is still being finalised.

The average days to resolve continues to be above the legislated timeframes as a result of resourcing required during reform preparation. Over this quarter, there was a gradual reduction in the number of planning consents issued as these Development Plan applications are resolved and there is a transition into the assessments under the PDI Act. It is anticipated that by October this year, the majority of Development Act matters currently reported on will be resolved and work will be within the Plan SA portal under the PDI Act. Additionally the planning applications lodged for this quarter notes a hang over of payments of applications under the Development Plan.

From next quarter, new reporting will be constructed that will provide further information on the volume of lodgements and timeframes for assessment under the PDI Act.



# COMMUNITY LIVING

## Value of Approved Development Applications

Financial Year

2020/2021

Financial Quarter

Q4



Average Development Value

\$198K

Financial Year 2018/2019

Average Development Value

\$233K

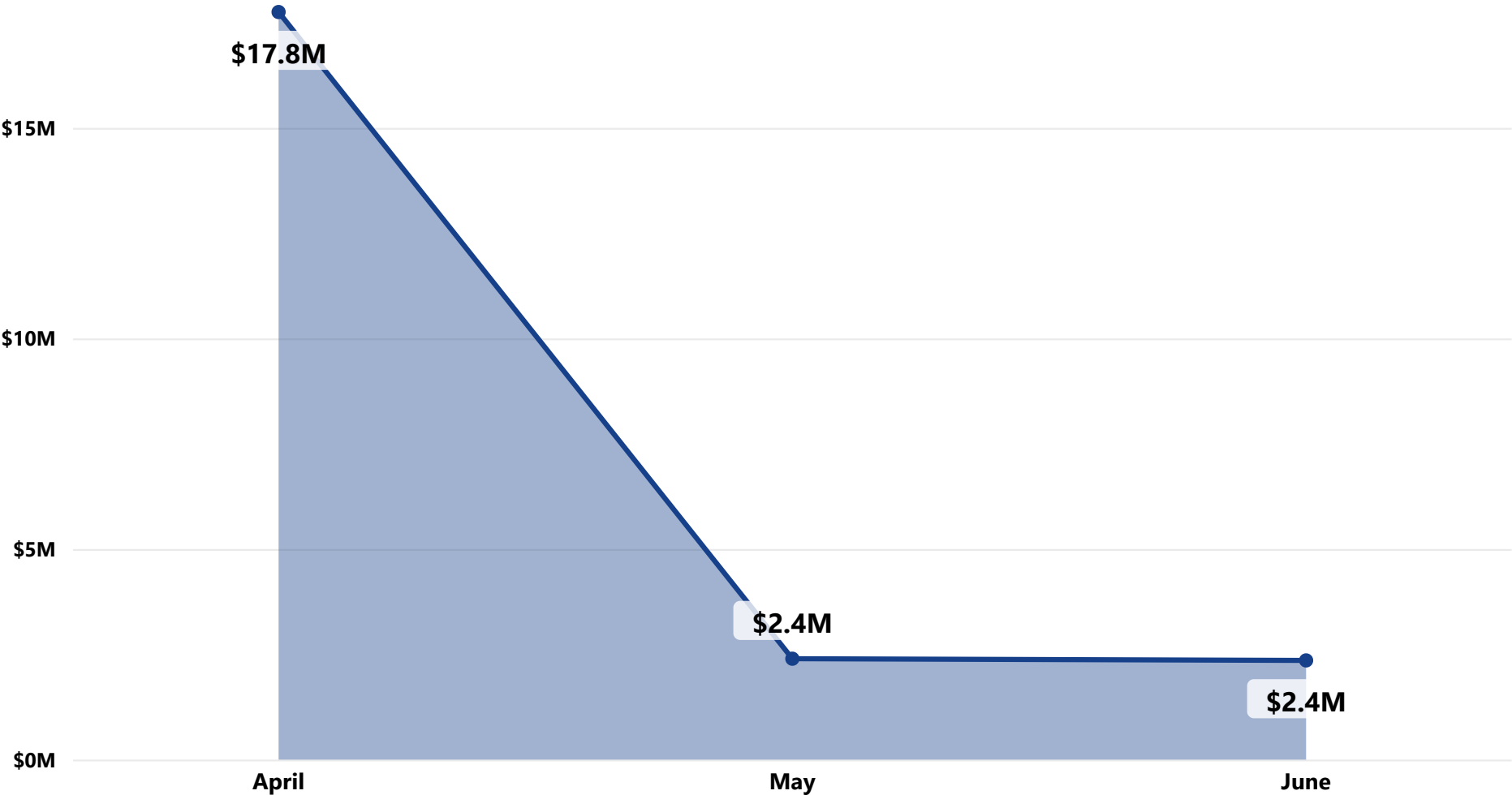
Financial Year 2019/2020

Average Development Value

\$151K

Financial Year 2020/2021

### Total Value of Approved Applications





# COMMUNITY LIVING

## Value of Approved Development Applications

Financial Year and Quarter For Comments

2020/2021 Q4



Comments

This report indicates the the total and average value of development in the City of Unley lodged during the quarter.

From March 19, under the PDI Act, all applications are now lodged within the Plan SA portal and as a result, data for Quarter 4 is not available. In the next financial year, the data from Plan SA will be integrated in the Corporate Report.



# COMMUNITY LIVING

## Planning Compliance Inspected

Financial Year  
2020/2021

Financial Quarter  
Q4



Total Completed Requests

16

Compliance Requests Under Review

13

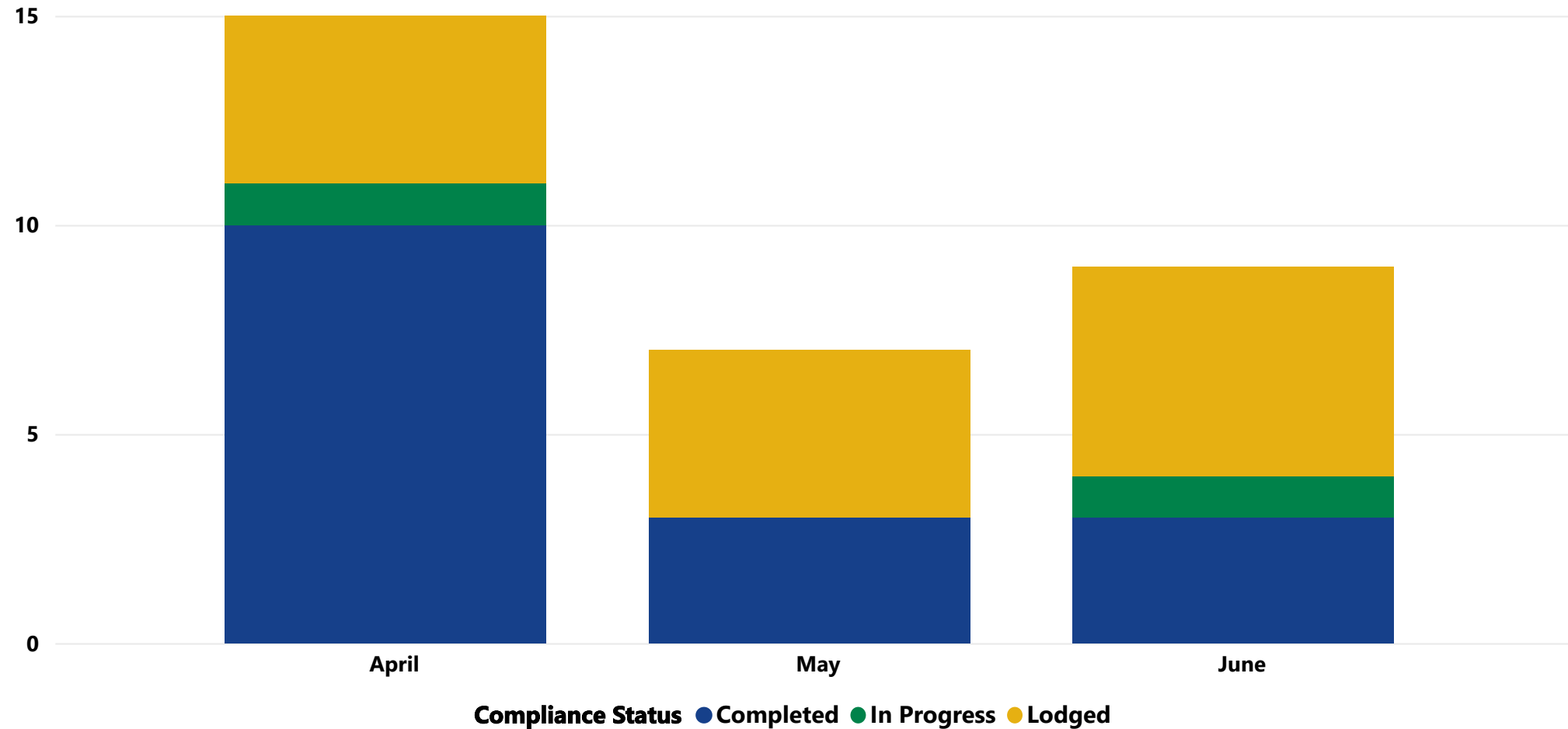
Compliance Requests In Progress

2

Total Requests Under Investigation

0

Planning Requests and Status





### Comments

This report demonstrates the number of planning compliance matters that Council’s Planning Compliance Officer investigates and actions. The matters are lodged as customer requests and investigations include unauthorised developments, development contrary to an approval, and unsightly premises.

The total number of planning compliance matters that have been completed has dropped from 44 (Q3) to 16; while matters under review has decreased slightly from 19 to 14. The decrease in completed matters is a result of the long-term absence of Council’s Planning Compliance Officer and the associated duties needing to be absorbed within the Planning team. Matters have been prioritised by other team members amongst their other tasks to ensure that appropriate action is taken based on the impacts of the issue identified. As the position is resourced, this will increase next quarter.

The compliance matters underway reflect the complex negotiation and enforcement process required. This process is guided by the Council’s Compliance Policy where officers use their discretion to resolve the matter in the most efficient and effective manner, aiming to negotiate a successful resolution in the first instance, and thereafter considering more formal action if appropriate. All outstanding matters are actioned accordingly, and customers kept informed of their progress.



# COMMUNITY LIVING

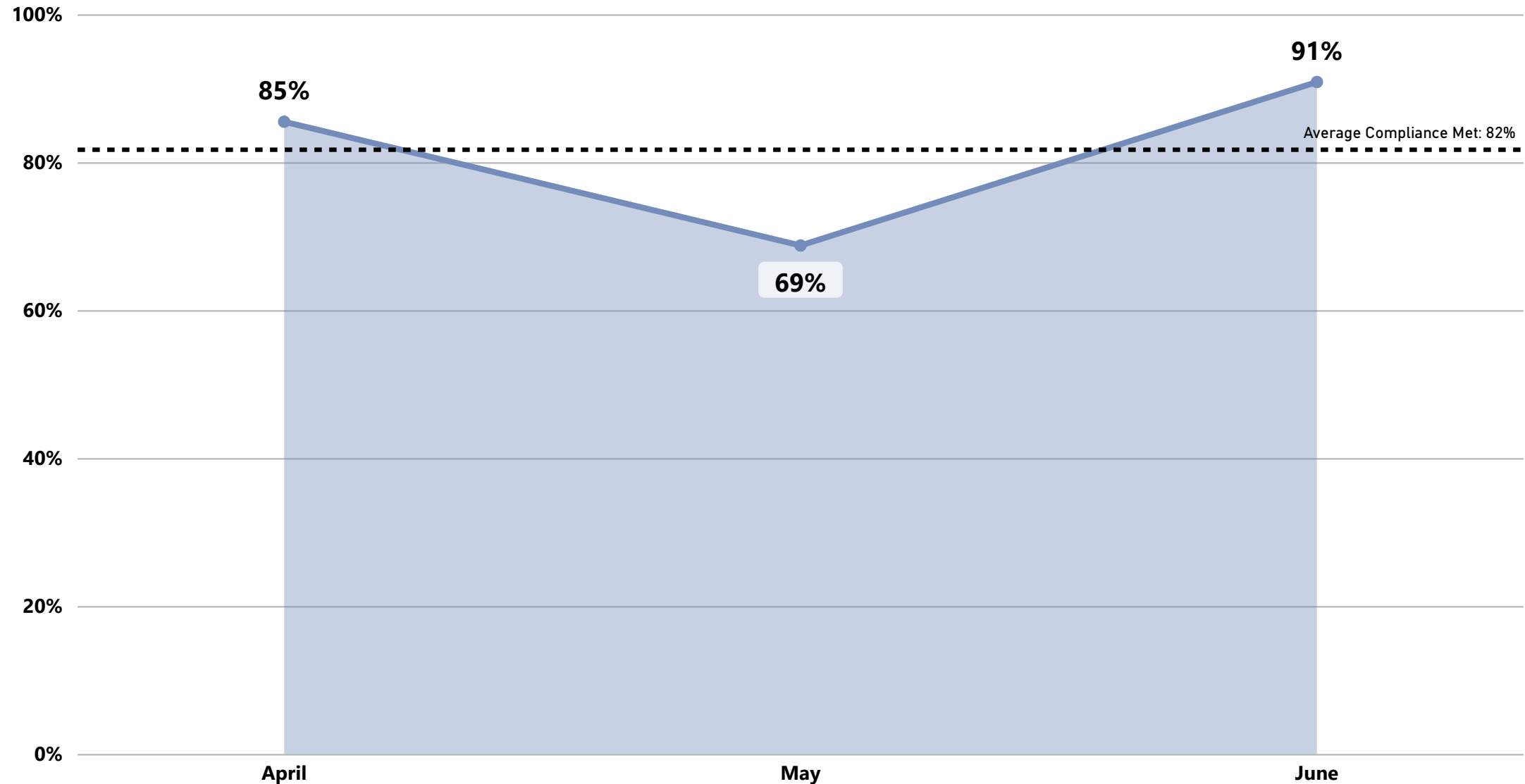
Building and Planning - % Compliance vs Non Compliance

Financial Year  
2020/2021

Financial Quarter  
Q4



Percentage Rate of Complying vs Non Complying





### Comments

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

Overall, compliance this quarter is slightly lower than previous quarters; however it is reflective of the lower inspection rate and prioritisation of matters in the Planning Compliance area. Overall, this indicates that building work is generally being undertaken in line with the approvals granted and that applicants are gaining the proper consents. Additionally, the Planning Compliance role has been effective in investigating a number of priority compliance matters in a timely manner when complaints have been received. Non-compliances relate to:

- 1. Failed building inspections, primarily roof framing and swimming pools;
- 2. Developments that have not obtained the appropriate consents; and
- 3. Developments proceeding contrary to their approvals.

These matters are followed up by staff through negotiation or formal enforcement in accordance with the Compliance Policy, with further inspections undertaken to confirm the works have been satisfactorily resolved.

Moving forward, the Planning, Development and Infrastructure Act will require a greater number of inspections. As new developments are improved compliance inspections will increase accordingly.



# COMMUNITY LIVING

## Roof Frame Inspections

Financial Year  
2020/2021

Financial Quarter  
Q4



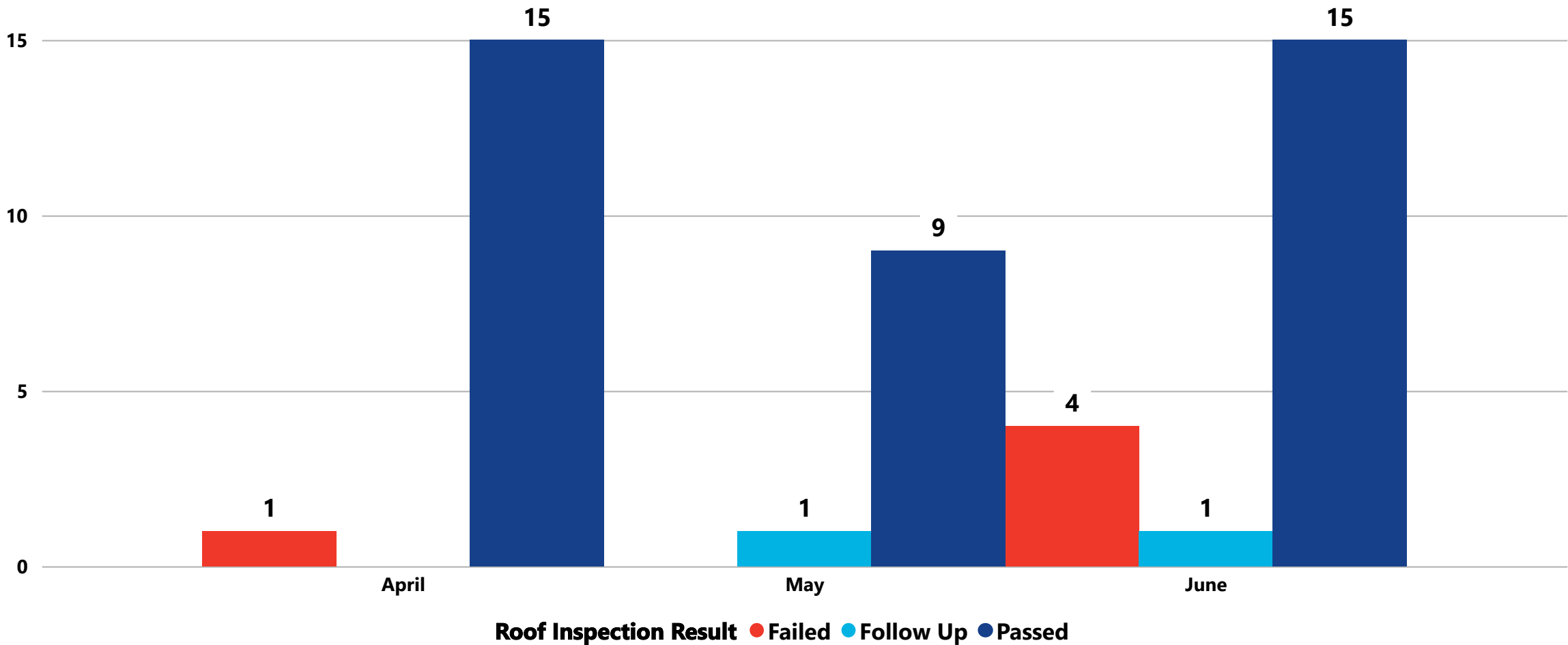
Total Roof Frame Inspections  
**46**

Total Inspections Passed  
**39**

Total Inspections Follow Up  
**2**

Total Inspections Failed  
**5**

Roof Frame Inspections





# COMMUNITY LIVING

## Roof Frame Inspections

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

The above report details the number of roof frame inspections undertaken by the Building Section. It is noted that the previous Building Inspection Policy hs been revoked from 19 March 2021 as a new inspection regime has been legislated under the Planning, Development and Infrastructure Act 2016. This new inspection no longer prescribes an inspection rate from roof frames and instead required a minimum of 66% of building work related to residential dwellings commenced in the year are to be inspected. This inspection does not relate to specifically to roof framing.

Reporting is being established under the new Plan SA portal and it is envisaged that this will assist in new reports being presented on inspection rates relative to the new scheme in the new financial year.

The number of inspections undertaken are consistent with the previous quarter overall, with 37 undertaken this quarter in comparison to 39 the previous quarter. There was a higher failure rate of 5 this quarter in comparison to 1 the previous quarter. These matters have been reinspected by the Building Compliance Officer to ensure that they are compliant prior to the continuation of work.



# COMMUNITY LIVING

## Swimming Pool Inspections

Financial Year

2020/2021

Financial Quarter

Q4



Total Swimming Pool Inspections

27

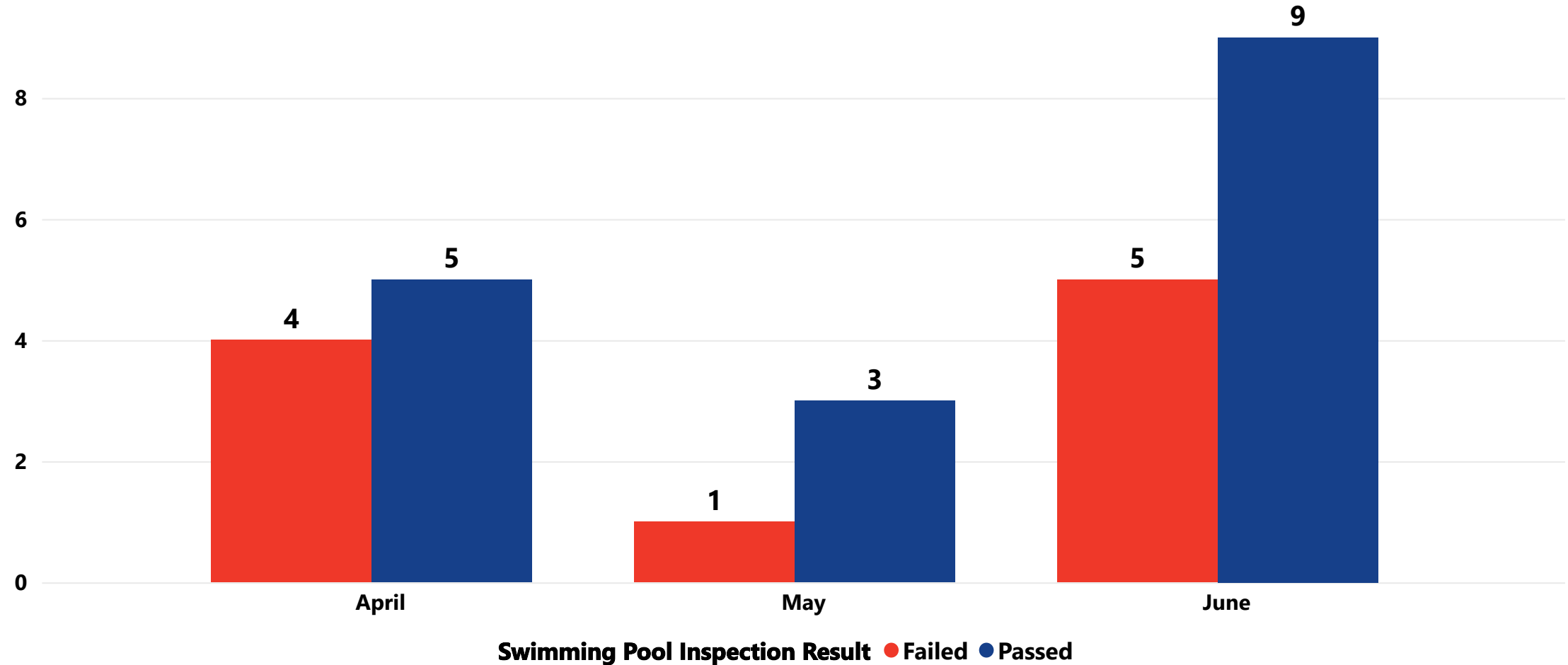
Total Inspections Passed

17

Total Inspections Failed

10

### Swimming Pool Inspections



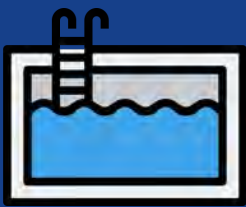


# COMMUNITY LIVING

## Swimming Pool Inspections

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

The above report details the number of mandatory swimming pool safety barrier inspections undertaken by the building team to verify compliance with both the Building Code of Australia and relevant Australian Standard. It is noted that the Planning, Development and Infrastructure Act 2016 has come into effect from 19 March 2021 and this has resulted in the revocation of the Council's Building Inspection Policy as a new regime has been legislated under the Act. This now requires 100% of new swimming pools and swimming pool safety features to be inspected within 2 weeks of completion.

Historically, swimming pool safety barrier inspections peak prior to summer; however, the number of inspections increased this quarter to 27, up from 20 the previous quarter.

Building officers continue to take a proactive approach with pool safety barriers, particularly due to the number of failed barrier inspections (10) which is a higher failure rate relative to the number of inspections undertaken in comparison the previous quarters. Building officers continue the approach to educate owners and applicants on their obligations to comply with pool safety standards and proactively inspect pool safety barriers moving into the next quarter. Where non compliance is noted during an inspection building officer will conduct a risk assessment and either take no action (highly unlikely in the case of pool non-compliance), informal action or formal action as determined against Council's Compliance Policy.



# COMMUNITY LIVING

## Food Hygiene Inspections

Financial Year  
2020/2021

Financial Quarter  
Q4



Total Health Food Inspections

174

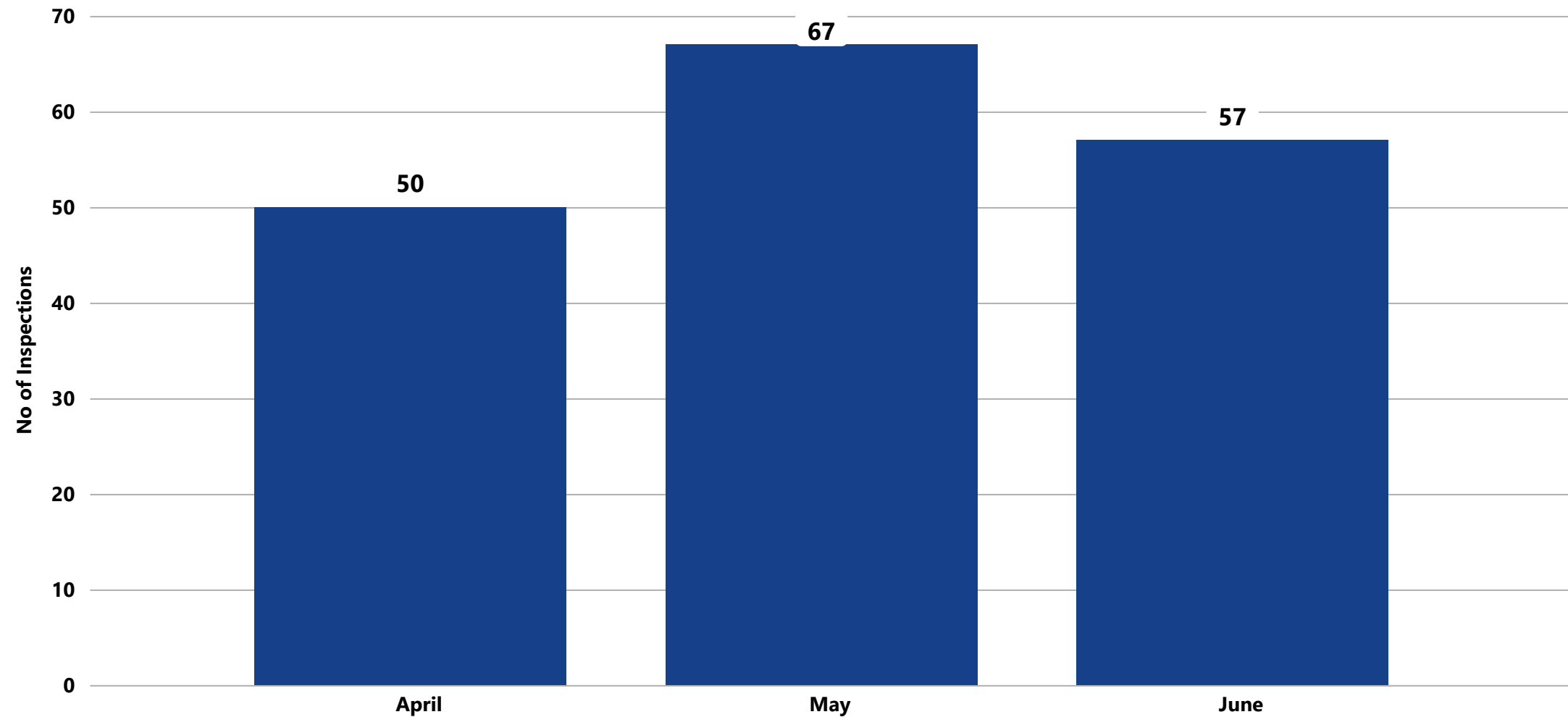
Number of Routine Inspections

98

Number of Written Warnings

47

### Food Hygiene Inspections





### 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 outlined in 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 a total of 174 food premises inspections were undertaken, which is an increase from the same quarter last year due to Covid-19 officer obligations. A total of 47 written warnings were issued for minor non-compliances noted during inspections. These are checked at a follow-up inspection or at the next routine inspection if minor non-compliances are noted. Should a more serious issue be found, this would be actioned immediately. Additionally, two Improvement Notices were issued for the more serious issues, with one Improvement Notice compliance already met. Any compliance on a Notice not met will fall into the next quarterly report.



# COMMUNITY LIVING

## Health Premise Inspections

Financial Year  
2020/2021

Financial Quarter  
Q4



Total Health Premise Inspections

8

Self Audit Inspections

0

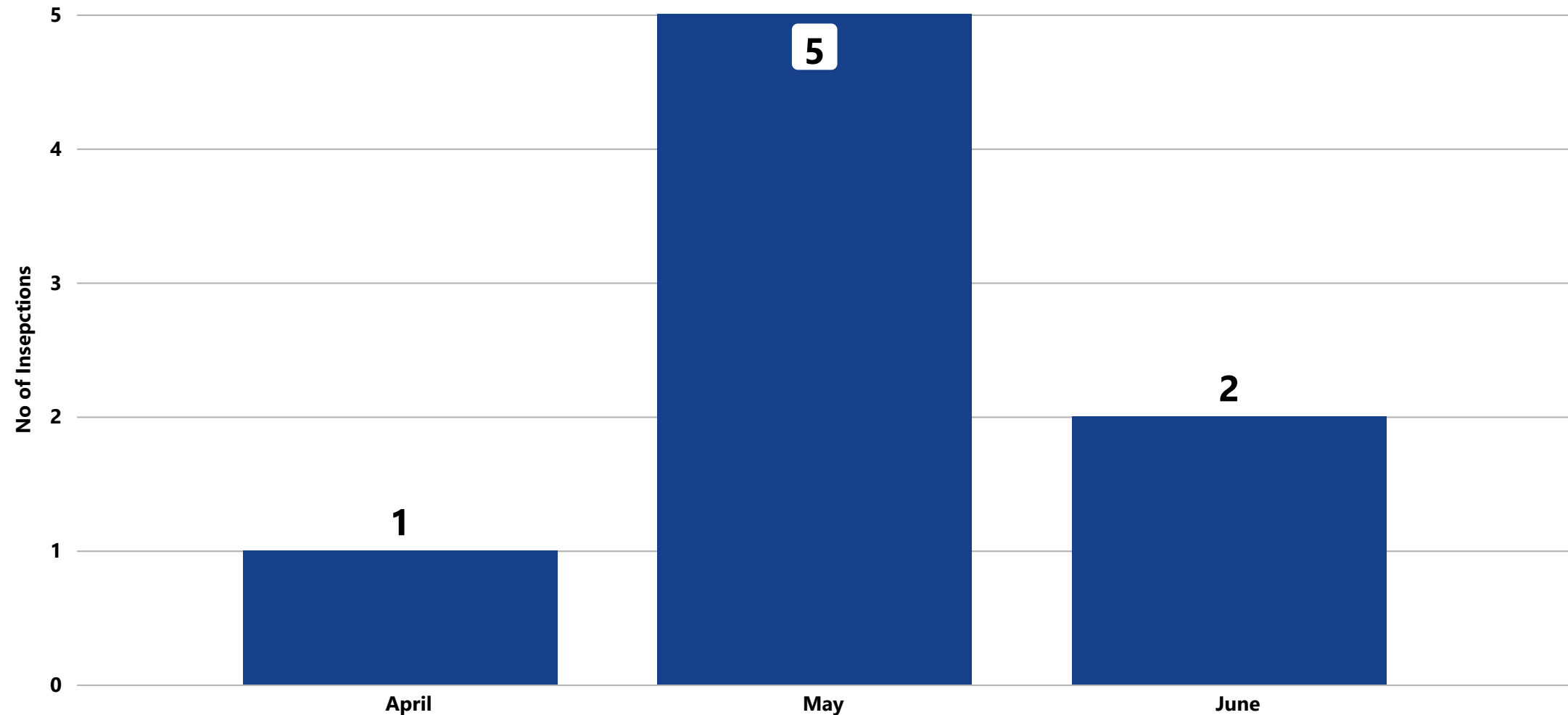
Compliant Inspections

7

Non-Compliant Inspections

1

Health Premise Inspections





# COMMUNITY LIVING

## Health Premise Inspections

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

This report indicates the total number of health inspections undertaken under the Public Health Act. This includes inspections of swimming pools, hairdressers and beauty premises, tattoo parlours, supported residential facilities and high risk manufactured water systems.

Inspections are either undertaken onsite or via a desktop assessment where the business provides information relating to compliance.

This quarter saw a slight increase in health premise inspections compared to this time last year. Additional supported residential facility licencing audits were undertaken this fourth quarter compared with previous year fourth quarter where a 90% compliance was noted for health premise inspections.



# COMMUNITY LIVING

## Community Home Support Programs

Financial Year

2020/2021

Financial Quarter

Q4



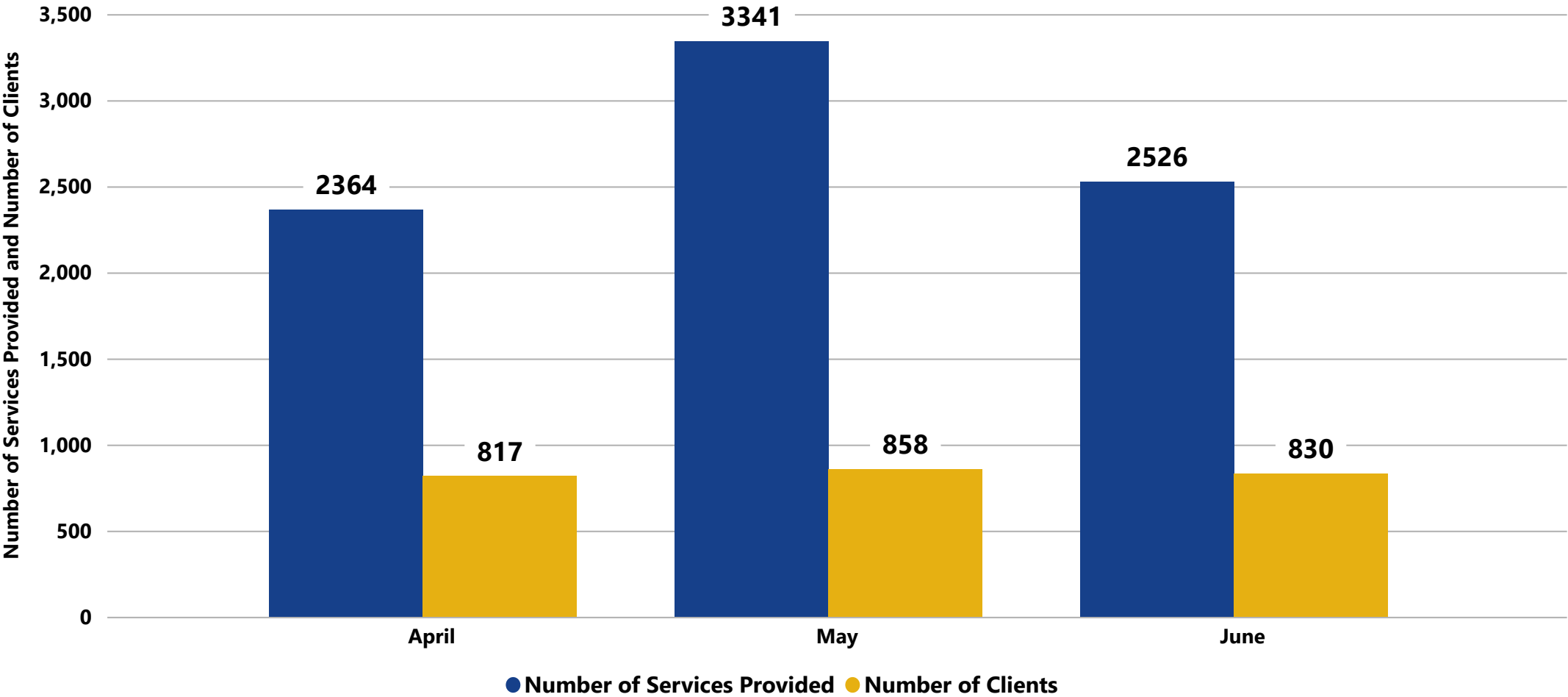
Commonwealth Support Services

8,231

Average Support Visits Per Month

2047

### Home Support Services Provided





### Comments

Council’s Commonwealth Home Support Program (CHSP) is funded by the Commonwealth Government and Council. The program provides services to older residents who have been through the My Aged Care assessment process. These entry-level support services assist people to remain living independently within their own homes for as long as possible.

35 eligible City of Unley residents received services through the program, culminating in the delivery of 8,231 individual services during the reporting period. The duration of an individual service can be as short as 30 minutes or can be provided for up to 3 hours in duration. Each service provided is needs-based and dependent on the support required. Approximately 30% of the client base also utilise multiple services types, numerous times during the reporting period.

Annual targets are also set by the Commonwealth for each service type, and form part of the reporting requirements within our grant agreement. The method of reporting and the required targets differ based on the service type. Most of the service types require reporting based on the number of hours provided for each, however Home Modifications reporting is for the dollars that have been spent, and transport is reported on by the number of one-way trips provided. A description of each Service Type and the performance against the Commonwealth targets for the 2020-21 financial year is provided below:

- Domestic Assistance - There has been 1,976 direct service hours provided for the period. Year to date totals are 8,427 which exceeds the annual target set by the Commonwealth of 5,935 hours of service.
- Home Maintenance - There has been 645 direct service hours provided for the period. Year to date totals are 2,340 which exceeds the annual target set by the Commonwealth of 2,312 hours of service.
- Home Modifications - There has been \$2,630 spent on works undertaken for the period. Year to date totals are \$22,095 which did not meet the annual target set by the Commonwealth of expenses of \$23,482. The required expenditure target was not met due to a reduction of referrals to the program for this service (a referral must be received through My Age Care, before the program can provide a service). However due to current flexibility provisions within the grant agreement, we will not be required to return any unspent funds at the end of the financial year. Any unspent funds can be rolled over into next year’s budget.
- Social Support Activities - There were 4,054 direct service hours provided for the period. Year to date totals are 14,015 which exceeds the annual target set by the Commonwealth of 9,298 hours of service delivered. The increase in social support services for this period is primarily due to the implementation of new social group activities and additional bus trips that were provided due to their popularity and the low cost to provide.
- Community car transport - There were 1,672 individual one-way trips provided for the period. Year to date totals are 4,756 trips which exceeds the annual target set by the Commonwealth of 4,333 individual one-way trips.



# COMMUNITY LIVING

## Community Bus Passengers

Financial Year  
2020/2021

Financial Quarter  
Q4



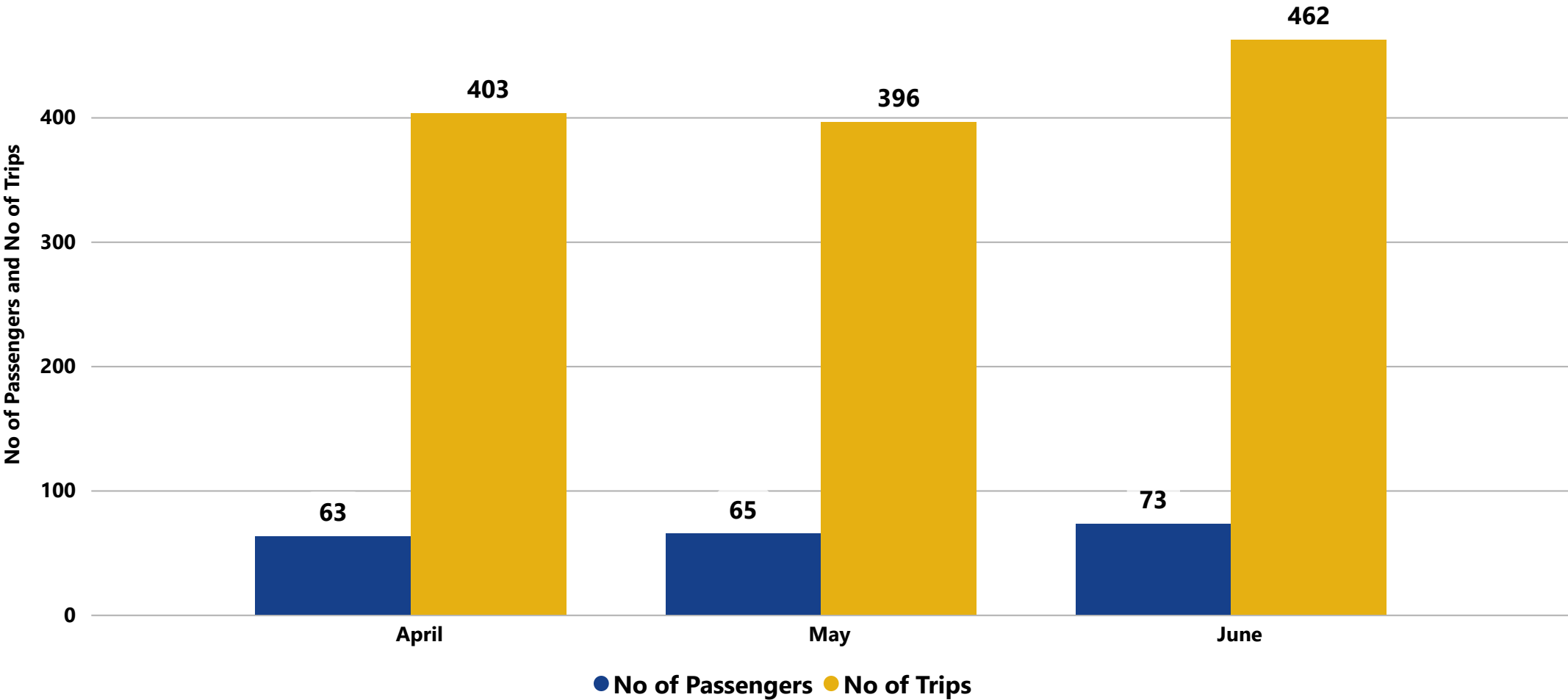
Total Community Bus Passengers

201

Average Passengers Per Month

67

Community Bus Passengers





# COMMUNITY LIVING

## Community Bus Passengers

Financial Year and Quarter For Comments

2020/2021 Q4



### 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 67 passengers used the bus each month, noting most passengers use the bus multiple times every quarter, the average being five times a month, with usage primarily for weekly shopping and to attend community-based activities.

1,261 trips were provided for the period, this is similar numbers to what was reported on for the previous reporting period.

Please note that a "trip" is one way to or from a destination. Therefore if a passenger requires a return trip, it is counted as two trips. The majority of users require a return trip.



# CIVIC LEADERSHIP

## Website Visits

Financial Year

2020/2021

Financial Quarter

Q4



Total Website Visits

72K

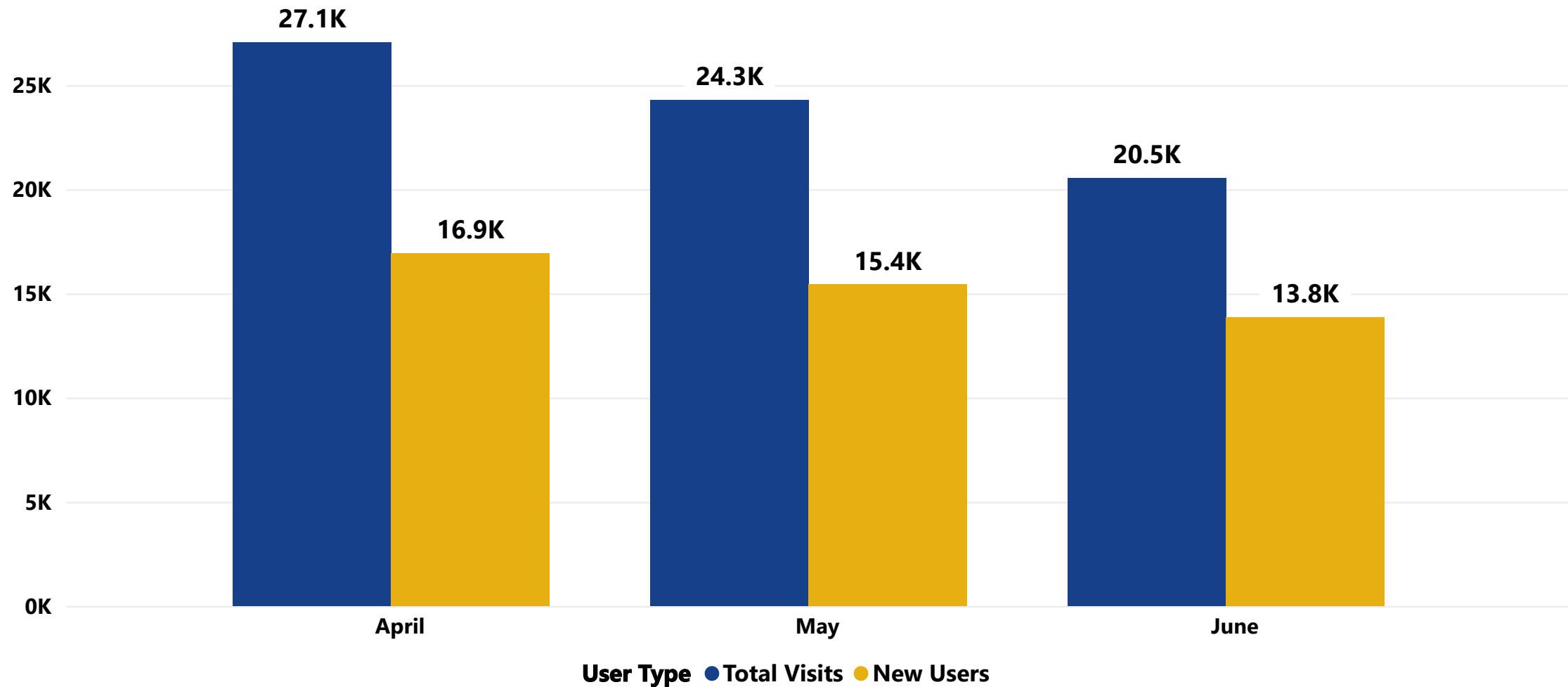
Total Website Visits Outside Aus

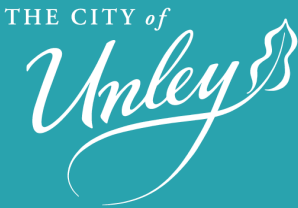
2402

Total New Users

46K

### Website Visits





# CIVIC LEADERSHIP

## Website Visits

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

There was a decrease in the audience (return visitors and new visitors) to our corporate website between Q3 and Q4 2020-21.

#### Q4 data 20-21

- Total web visitors 50.2k
- Total new users 46.2k

#### Q3 data 20-21

- Total web visits 91k
- Total new users 55k

Google Analytics show specific pages visited during April, May and June 2021. Visits for content on the Unley Swimming Centre attracted 8.23% of web visitors for this period. Development related pages attracted 4.39%.

#### Top 10 content pages for Q4:

1. Home page
2. Unley Swimming Centre
3. Unley Libraries
4. Contact Us
5. Rubbish collection dates
6. Development applications process and projects
7. Waste & recycling
8. Hard waste collection
9. Kids library programs
10. Council (the landing page for ‘About the Council’, rates, street maintenance and business).

#### Full Year Data 20-21

- Total web visitors 205.1k
- Total new users 202.9k
- Total page views 845,192 (repeat page views counted)
- Total unique page views 693,686 (number of sessions where a page was viewed at least once).

Google Analytics show content visited during the 20-21 financial year. Visits for content about the Unley Swimming Centre attracted approximately 14.4% of web visitors for this period. Development-related pages attracted 5.8%, library-related pages 4.36% and the site’s home page 9.5%.

#### Top 10 content pages for 20-21:

1. Home page
2. Unley Swimming Centre – book a swim
3. Unley Swimming Centre – landing page
4. Unley Libraries
5. Contact Us
6. Rubbish collection dates
7. Development applications on notice
8. Development application process
9. Check the status of a development application
10. Waste and recycling.

# CIVIC LEADERSHIP

## Key Customer Requests Timeframes

Financial Year

2020/2021

Financial Quarter

Q4



Target Time Frame Met Average

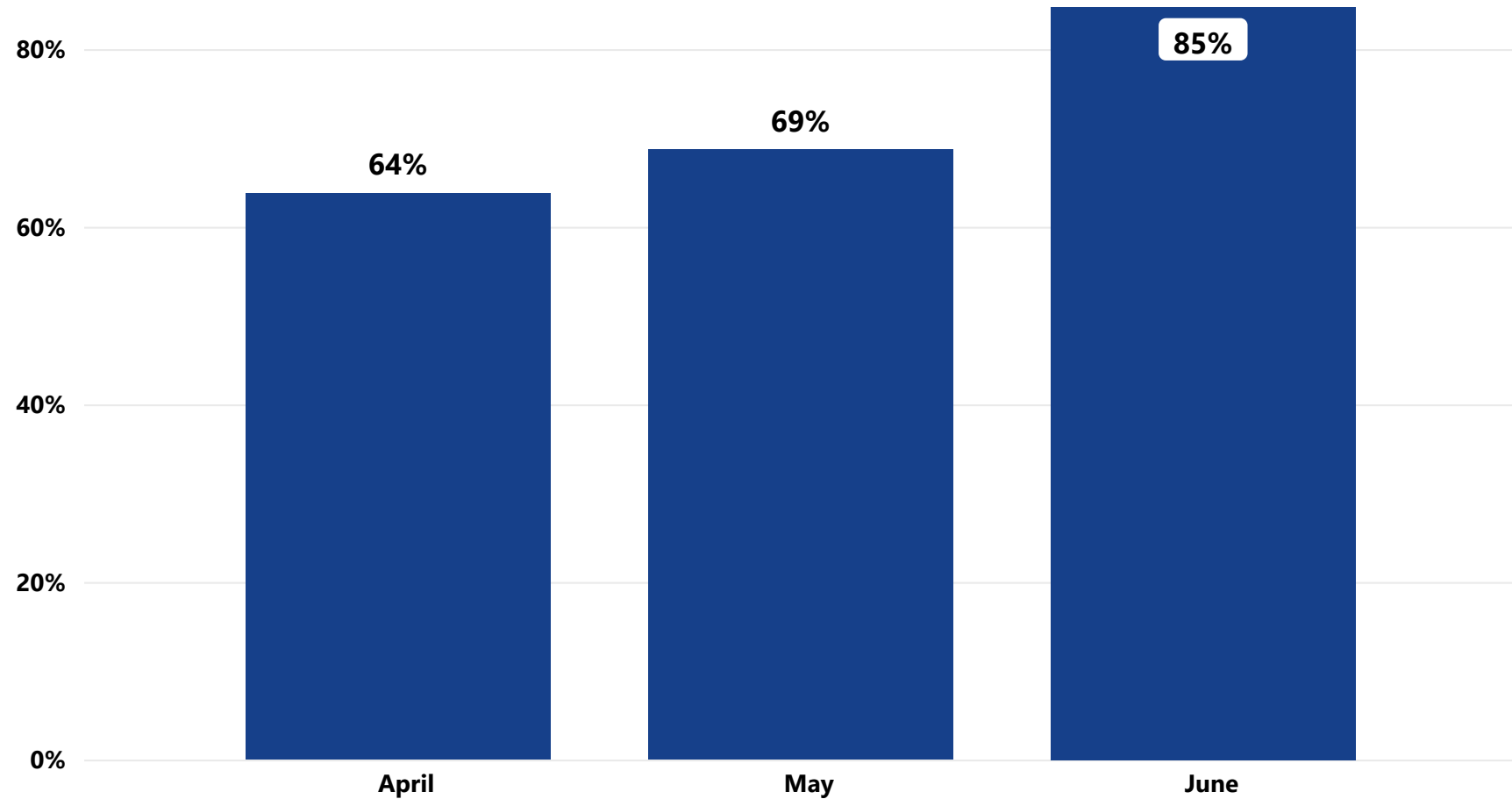
**72%**  
Of the Time

Most Common Request

**Planning Enquiry**

89%  
Requests Done in Time frame

Percentage of Customer Requests Completed Within Targeted Timeframes





# CIVIC LEADERSHIP

## Customer Requests Timeframes

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

This data represents the percentage of customer requests lodged as completed within set timeframes, noting timeframes vary based on the request type. This quarter's average of 72% is a considerable increase (by 17%) compared to the previous quarter (55%).

Planning enquiries produced the highest number (89%) of requests closed within the targeted timeframe. This can be attributed to a change of process whereby Planning enquiries are now being triaged and managed through one point of contact. Additionally there is an ongoing push to close out applications relating to the Development Plan by October 2021.

June saw the highest amount of Customer Requests (85%) completed within the targeted timeframe for this quarter, the highest amount financial year to date (with December 2020 achieving 83%).



# CIVIC LEADERSHIP

## Customer Requests

Financial Year

2020/2021

Financial Quarter

Q4



Total Customer Requests

4405

Suburb with Most Requests

Fullarton

167 Requests

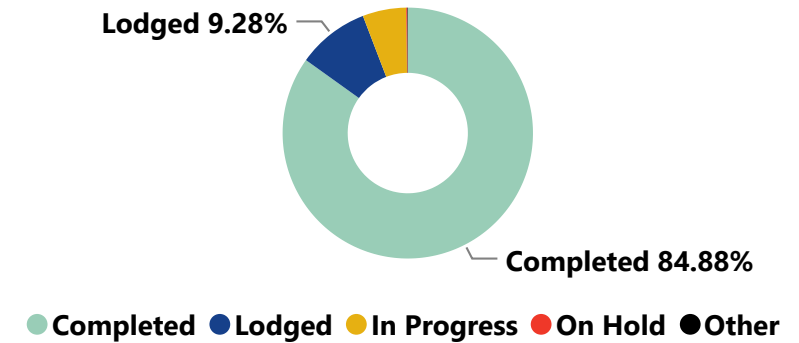
Week Day with Most Requests

Tuesday

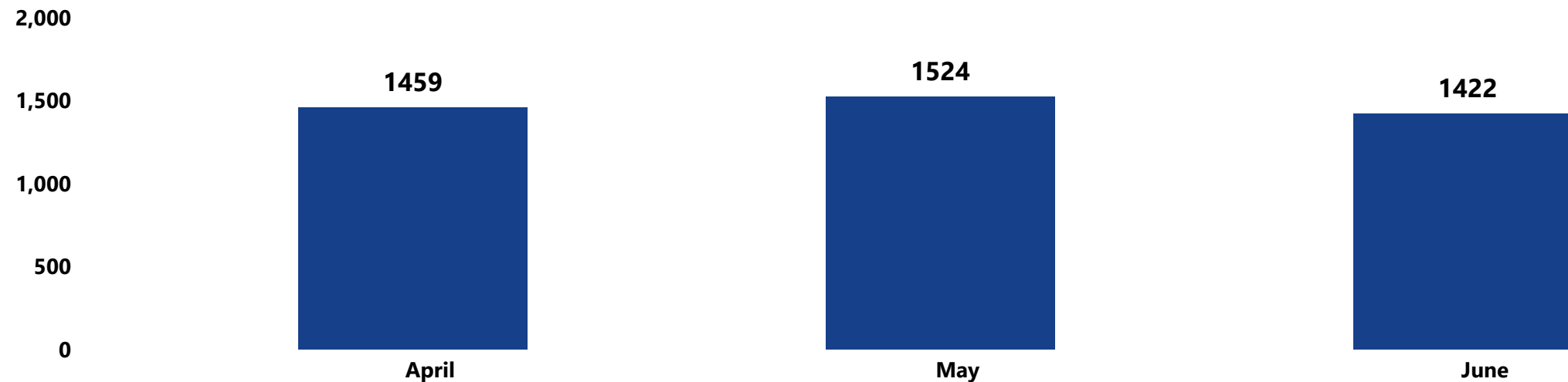
Top 5 Customer Request Types



Customer Request Status



Total Customer Requests Per Month





# CIVIC LEADERSHIP

## Customer Requests

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

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

Over the period a total of 4,405 requests were received, this is an overall decrease of 19% or 844 requests received from the previous quarter (Q3 5,249).

The decrease can likely be attributed to an overall spike in Q3 which was directly related to an increase in planning requests. There was a significant volume of planning requests received last quarter due to the commencement of the new planning code and portal on 19 March, as well as customer enquiries about the new code and portal post go live.

Of the requests received in Q4 85% were completed, which is in line with last quarter where 86% were completed. Planning enquiries continue to be the top request type received, consistent with previous quarters along with street tree maintenance, building inspection notifications and parking which continue to also remain in the top 5 request types

# CIVIC LEADERSHIP

## Customer Complaints

Financial Year

2020/2021

Financial Quarter

Q4



Total Complaints Received

15

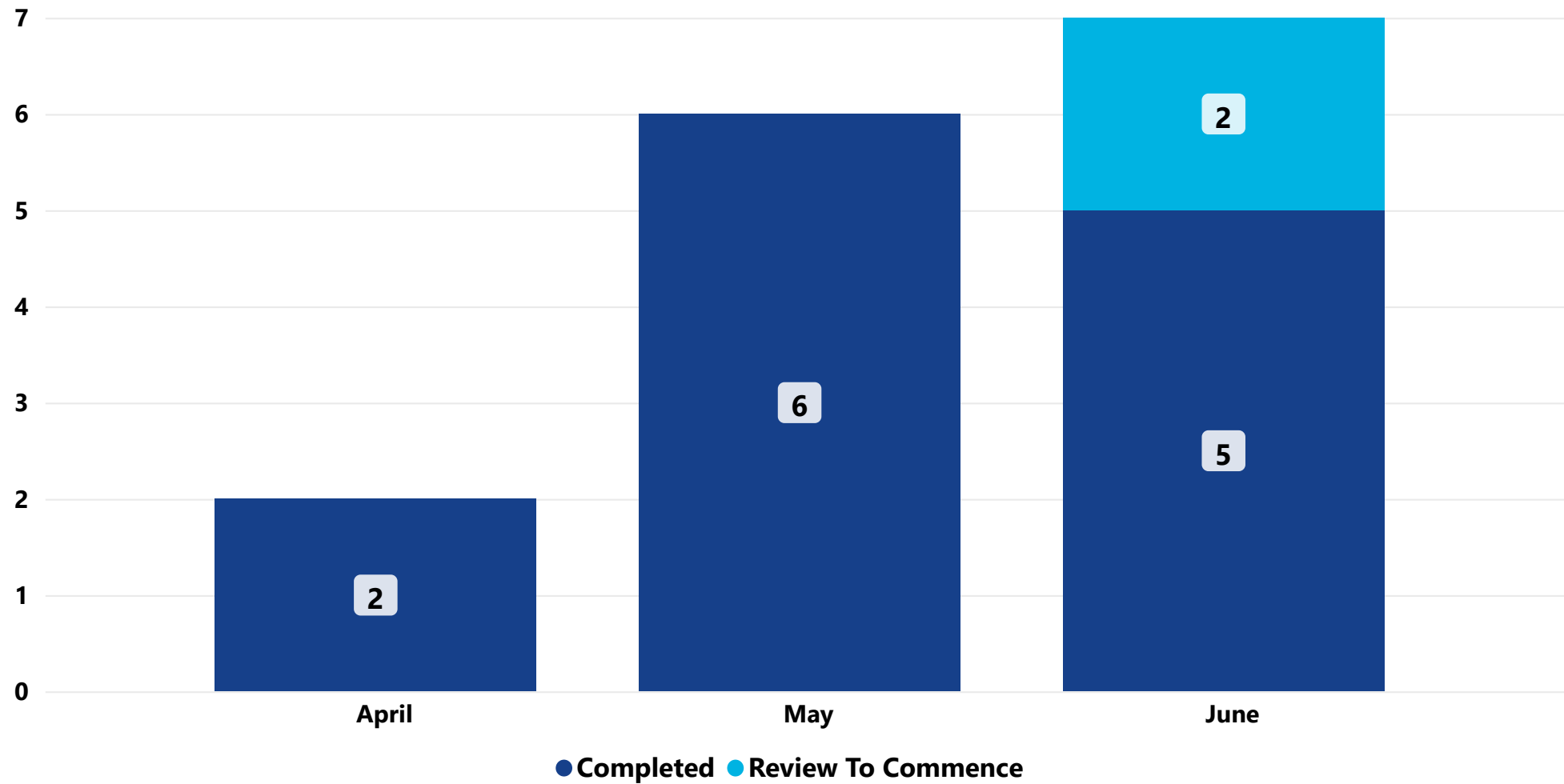
Complaints Under Review

0

Complaints Review To Commence

2

Customer Complaints Per Month





# CIVIC LEADERSHIP

## Customer Complaints

Financial Year and Quarter For Comments

2020/2021 Q4



### Comments

A total of 15 complaints were received this quarter, a slight increase of 3 complaints compared to the previous quarter (Q3 12).

The majority of complaints related to operational services including public works, waste management and one relating to City Design.

Of the 15 complaints received there are 2 reviews yet to commence.

The volume of complaints remains consistent compared to the same time last year where again 12 complaints for Q3 FY 19/20 were received.



# CIVIC LEADERSHIP

## Customer Satisfaction

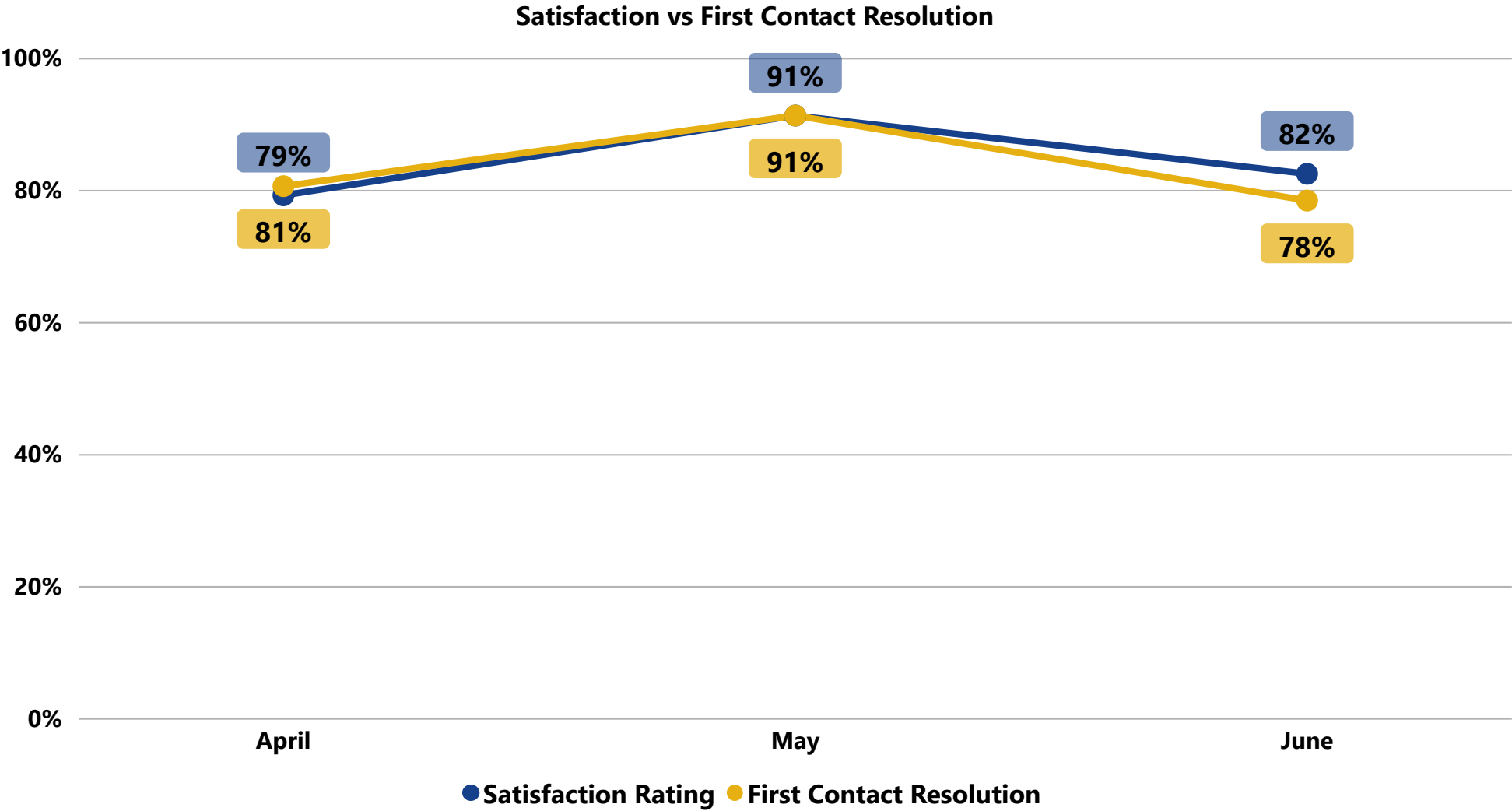
Financial Year  
2020/2021

Financial Quarter  
Q4



Average Satisfaction Rating  
**85%**

Average First Contact Resolution  
**84%**





### Comments

A total of 226 customers participated in an independent phone survey regarding their satisfaction with the services provided by the City of Unley in Quarter 4. This represents a 50% take-up rate, or 226 customers accepting to be surveyed from the 450 randomly selected phone numbers.

The 85% satisfaction score achieved for this period continues to be above both the SA council benchmark of 71% as well as the City of Unley’s target of 80%. The customer satisfaction rating of 91% achieved for May, is the highest monthly result generated since commencing the surveys.

First Call Resolution (addressing the customers need the first time they call, thereby eliminating the need for a customer to follow-up with a second call) currently averages 84%, which is also considerably above the industry benchmark of 57% and exceeds the City of Unley target of 80%.

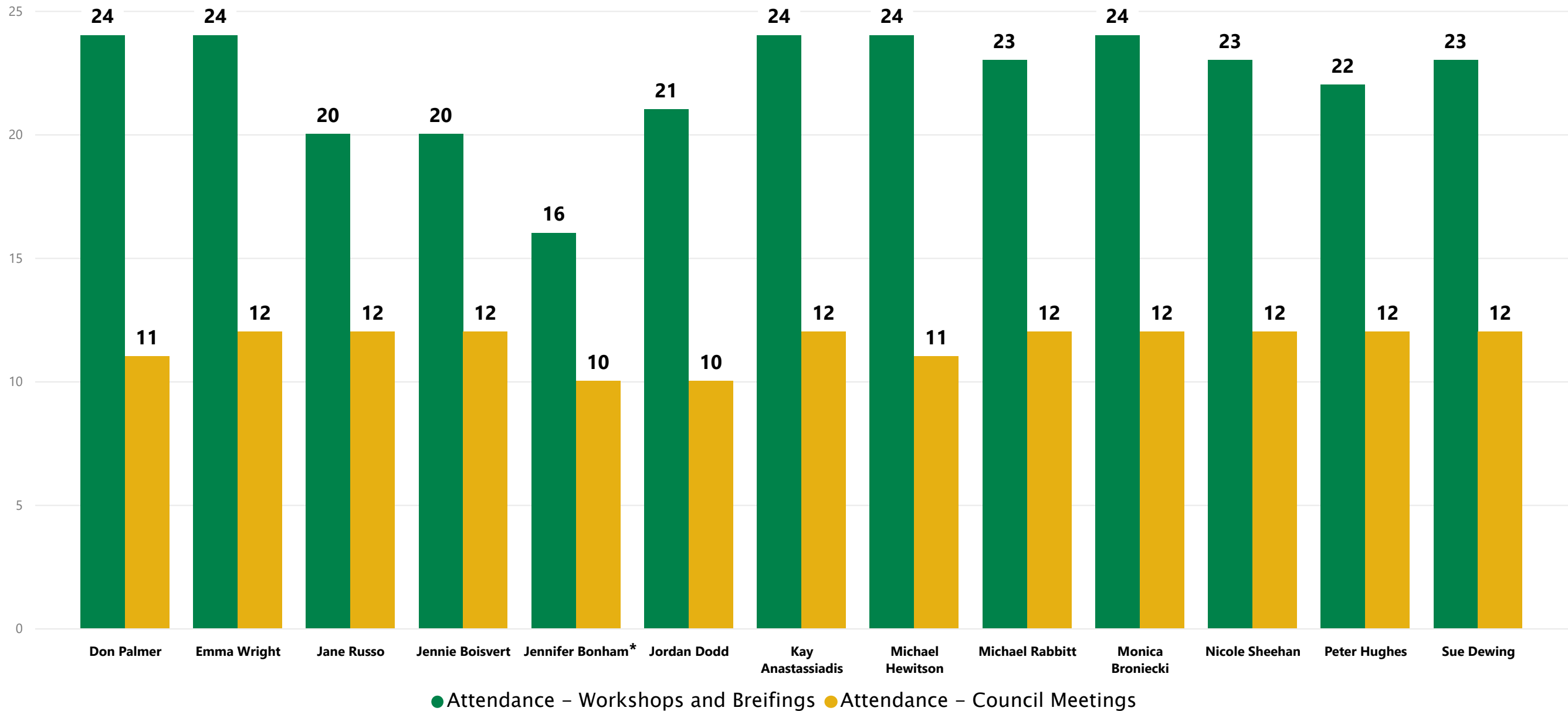
Customer satisfaction has increased by 7% compared to the previous quarter (78%) as has First Point of Call Resolution which also increased by 3% compared to last quarter (81%).

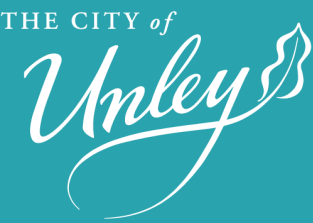
Whilst there is no pattern in terms of the areas our customers defined as being dissatisfactory, low-rated responses for this quarter included;

- Delay in receiving a call back and or no call back
- A referral to Planning SA (as per new process) and not speaking with a planner directly
- Timeframe for planning approval too long
- No JP service available at the time of visiting
- Roadwork signage not removed after works had been completed
- Disappointment with not implementing a pedestrian crossing as suggested
- Time taken to clean graffiti was considered too long from the time it was reported.



### Council Meetings, Briefings and Workshops Attendance FYTD 2020 / 21





# Elected Member Attendance

Financial Year and Quarter For Comments

2020/2021 Q4



## Comments

A total of 12 Council meetings were held in 20/21 financial year, along with 25 Elected Member Briefings and Workshops.

The asterisk indicates that the Elected Member was sworn in at the Council meeting held on 28 September 2020 and therefore was not eligible to attend all Council Meetings, Briefings and Workshops for the 2020/21 financial year.

## **COUNCIL ACTION REPORT**

**REPORT TITLE:** COUNCIL ACTION REPORT  
**ITEM NUMBER:** 4.12  
**DATE OF MEETING:** 26 JULY 2021  
**AUTHOR:** MELANIE WILLIAMS  
**JOB TITLE:** ADMINISTRATIVE SUPPORT OFFICER  
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 JUNE 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/03/20	4.2	<b>CULROSS AVENUE LIVING STREET INVESTIGATION</b> 3. Six months following the completion of the developments at 402 Fullarton Road and 25 Culross Avenue, traffic volumes, speeds and on-street parking along Culross Avenue be reviewed to assess the impact the developments have had on the street and if any traffic calming measures are warranted.	GM City Development	All traffic and parking data has been collected. The Administration is currently analysing the data and a report is to be presented to Council at its meeting to be held in August 2021.	August 2021
28/09/20	5.1.2	<b>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: SINGLE USE PLASTICS</b> 1. A report be prepared investigating opportunities to influence and educate retailers within the City of Unley with a view to achieving a reduction or total removal in the provision of plastic shopping bags by businesses across the City.	GM City Development	Council's Economic Development Growth Strategy 2021/25 contains an action item that calls for Council to assist businesses within the City to understand their obligations and become single-use plastic free. A report will be presented to Council at its August 2021 meeting to outline how this is to be achieved.	August 2021
28/09/20	5.1.4	<b>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: DOG WASTE BINS AND BAGS AT CITY OF UNLEY PARKS</b> 1. A report be prepared investigating the benefits and the costs of installing organic (green) waste bins at City of Unley parks and replacing the existing complimentary black plastic dog waste bags with complimentary compostable dog waste bags, with the investigations to consider relevance of other related plans/strategies such as the Animal Management Plan and Waste Management Strategy.	GM City Development	A report is to be considered by Council at its meeting to be held in July 2021 regarding this matter.	Completed
23/11/20	4.1	<b>GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY - INVITATION TO JOIN</b> 2. The invitation received from ICLEI Oceania to the join the Global Covenant of Mayors for Climate and Energy be accepted, with the Chief Executive Officer authorised to submit the required letter of intent.  3. Once available, information relating to an initial community greenhouse emission inventory and hazards assessment, a greenhouse reduction target and adaptation goals and a Climate Energy Plan be submitted to the Global Covenant of Mayors for Climate and Energy as part of the City of Unley's commitment to join the group	Executive Manager Office of the CEO	Completed	Completed
				This matter cannot be actioned until the Climate and Energy Plan is finalised and endorsed by Council.	TBA
14/12/20	4.5	<b>REVIEW OF NATURE STRIPS POLICY</b> 4. The Nature Strips Policy be reviewed as soon as staff are able to provide more updated information in relation to artificial turf.	GM City Development	A report is to be considered by Council at its meeting to be held in July 2021 regarding this matter.	Completed
27/01/21	4.2	<b>E-SCOOTER TRIAL IN THE CITY OF UNLEY</b> 2. The Mayor write to the Lord Mayor of the City of Adelaide requesting the inclusion of the South Park Lands in the City of Adelaide e-scooter trial.  3. Subject to the City of Adelaide approval of the inclusion of the South Park Lands in their e-scooter trial, an e-scooter trial to be undertaken in the City of Unley area and the Administration proceed to finalise a Use Case for submission to the Minister for Infrastructure and Transport. 4. The Administration be authorised to make technical amendments to the e-scooter trial Use Case to meet the requirements of the Minister, without significant departure from the substance/intent of the conditions as part of the finalisation process. 5. Subject to Ministerial approval, the use of the Shared Mobility Devices Model Permit developed by the Local Government Association for the establishment of an e-scooter trial in the City of Unley area based on the permit conditions as set out in Attachment 2 to this report (Item 4.2, Council Meeting 27/01/2020) be endorsed.	GM City Development	A letter was sent from the Mayor to the Lord Mayor of the City of Adelaide as resolved by Council. At its meeting held on 10 March 2021, the City of Adelaide supported the inclusion of the South Park Lands and will now write to the Minister to formally request the extension. The Administration will continue to work with representatives of the City of Adelaide and representatives of the Minister for Infrastructure and Transport to ensure the matter continues to progress to facilitate Council's trial.	October 2021
22/03/21	4.4	<b>DRAFT WASTE MANAGEMENT AND RESOURCE RECOVERY PLAN 2021-2025</b> 2. The Draft Waste Management and Resource Recovery Plan 2021-2025, as contained in Attachment 1 to this report (Item 4.4, Council Meeting 22/03/2021), be endorsed for the purpose of undertaking community consultation. 3. The Chief Executive Officer be authorised to make minor editorial amendments as required, in order to finalise the Draft Waste Management and Resource Recovery Plan 2021-2025 for the purpose of undertaking community consultation. 4. Following the conclusion of community consultation, a further report be presented to Council for its consideration outlining a summary of the feedback received and a final Waste Management and Resource Recovery Plan 2021-2025.	GM City Development	A report is to be considered by Council at its meeting to be held in July 2021 regarding this matter.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/05/21	4.2	<b>EVENT FUNDING REQUEST - THE TRAVELLING TABLE</b> 2. A new sponsorship agreement between the City of Unley and the Travelling Table be prepared for \$10,000 cash sponsorship and \$3,500 in-kind sponsorship for the delivery of one Travelling Table event in October 2021, with funding allocated from the existing Community Event Sponsorship budget in 2020/21.	GM City Services	Sponsorship agreement currently being scoped. Agreement complete.	Completed
24/05/21	4.6	<b>REVIEW OF CONSERVATION GRANTS POLICY</b> 2. Further work be undertaken on the Conservation Grants Policy, as set out in Attachment 1 to this report (Item 4.6, Council Meeting 24/05/2021) to enable: a. Consultation with key groups, including FOCUS and the Tree Action Group, regarding the proposed amendments. b. Consultation with Council's Heritage Advisor on the proposed amendments. c. Information to be presented to Council on the option to fund Representative Buildings under the Policy; and d. Consideration to be given to the proposed timelines for both building and tree applications. with a report addressing the above matters to return to Council for consideration.	GM City Services	Briefing held 7 June 2021 - policy being revised and scheduled for Council August meeting.	September 2021
28/06/21	4.1	<b>MUSICAL PLAYSPACE FEASIBILITY REPORT</b> 2. The Rotary Club of Unley be thanked for its proposal to fund installation of a Musical Playground and Sensory Garden within Orphanage Park. 4. To assist the Rotary Club of Unley to consider an alternative site outside the City of Unley for its proposal to install a Musical Playground and Sensory Garden a copy of the Feasibility Report which has been developed and all associated research regarding establishing the proposal be provided to the Rotary Club.	GM City Development	A letter has been sent to the Rotary Club of Unley thanking them for their proposal. Rotary have indicated that they will not be progressing their proposal.	Completed
28/06/21	4.2	<b>CLIMATE AND ENERGY PLAN FOR ENDORSEMENT</b> 1. an Elected Member briefing be held as a matter of priority (prior to Council endorsing the Climate and Energy Plan) to provide Elected Members with information on: a. Carbon offsets (including how much they currently cost, how Council purchases them, projects they cover (and any broader benefits they offer e.g. supporting regional and indigenous communities, fostering biodiversity), the rationale for buying Australian Carbon Credit Units over 'internal' offsets; and b. Opportunities to bring other initiatives within the Climate and Energy Plan forward (e.g. installation of solar across council buildings, Scope 3 low carbon alternatives, building efficiency upgrades, LED lighting program) including what are the financial costs of bringing these forward and any trade-offs associated with emissions saved vs materials 'wastage' in early disposal, embodied energy in products and financial savings in early transition to new products.	GM City Development	An Elected Member briefing is to be held in September 2021 at which the requested information will be provided.	September 2021

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
28/06/21	4.6	<b>2021-22 ANNUAL BUSINESS PLAN AND BUDGET ADOPTION</b> <b>2.1 Adoption of the 2021-22 Annual Business Plan and Budget</b> (a) That pursuant to the provisions of section 123(6) and (7) of the Local Government Act 1999 and regulations 6 and 7 of the Local Government (Financial Management) Regulations 2011 and having considered all prescribed matters as per Attachment 1 to Item 4.6, Council Meeting 28/06/2021, with the inclusion of following amendment: •That the amount to be collected as a separate rate for King William Road be \$150,350 and for Unley Road be \$113,395 the Council adopts, firstly, the 2021-22 Annual Business Plan and secondly, the 2021-22 Budget.	GM Business Support & Improvement	Completed - Annual Business Plan and Budget amended with the updated separate rates, finalised and published on the City of Unley website. Rates brochure finalised and distributed with the rates brochure. Operational project and capital budgets uploaded into finance system for the start of the 2021-22 financial year.	July 2021
		<b>2.2 Adoption of Valuations</b> That in accordance with section 167(2)(a) of the Local Government Act 1999, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2022. Rateable Assessed Capital Values \$15,673,471,719 Non Rateable\$372,477,161 Total Assessed Capital Value as reconciled with the Valuer-General at 1 July 2021\$16,045,948,880	GM Business Support & Improvement	Completed - Adopted valuations utilised to prepare rate notices.	July 2021
		<b>2.3 Declaration of General Rates</b> That for the year ending 30 June 2022 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to sections 153(1)(b) and 156(1)(a) of the Local Government Act, 1999 and regulation 14(1) of the Local Government (General) Regulations 2013 and otherwise resolves as follows: (a)In respect to land with a land use category of Residential, a differential general rate in the dollar of 0.002352. (b)In respect to land with a land use category of Commercial Shop, Industry Light, Industry – Other, Primary Production, Vacant Land or Other, a differential general rate in the dollar of 0.005221. (c)In respect to land with a land use category of Commercial Office or Commercial Other, a differential general rate in the dollar of 0.005939.	GM Business Support & Improvement	Completed - Rate notices prepared and distributed.	July 2021
		<b>2.4 Minimum Amount (General Rates)</b> That for the year ending 30 June 2022 a minimum fixed amount of \$875 shall be payable by way of general rates, on each piece of rateable land within the Council area, pursuant to section 158(1)(a) of the Local Government Act 1999.	GM Business Support & Improvement	Completed - Rate notices prepared and distributed.	July 2021
		<b>2.5 Maximum Increase (General Rates)</b> That for the year ending 30 June 2022 pursuant to section 153(3) of the Local Government Act 1999 the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.	GM Business Support & Improvement	Completed - Rate notices prepared and distributed.	July 2021

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
		<p><b>2.6 Declaration of Separate Rates</b></p> <p>That for the year ending 30 June 2022 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to sections 154 and 156(1)(a) of the Local Government Act 1999 and regulation 14(1) of the Local Government (General) Regulations 2013 and otherwise individually resolves as follows:</p> <p>(a) A rate in the dollar of 0.00009257 on all land within the area of the Green Adelaide Board to reimburse the Council the amount to be contributed to the Board of \$1,426,382 in accordance with section 69 of the Landscape South Australia Act 2019.</p> <p>(b) A rate in the dollar of 0.0003620, capped at \$2,000 per assessment, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise \$113,395 for use by the Unley Road Association Inc. to fund a marketing program for the financial year ending 30 June 2022.</p> <p>(c) A rate in the dollar of 0.001349, capped at \$2,000 per assessment, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise \$57,225 for use by the Goodwood Road Business Association to fund a marketing program for the financial year ending 30 June 2022.</p> <p>(d) A rate in the dollar of 0.002180, capped at \$2,000 per assessment, in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise \$150,350 for use by the King William Road Traders' Association Inc to fund a marketing program for the financial year ending 30 June 2022.</p> <p>(e) Pursuant to section 166(1)(m)(i) and (ii) of the Local Government Act 1999, to avoid a liability that is inconsistent with the Annual Business Plan and/or that is unfair or unreasonable, the Council provides a discretionary rebate for the year ending 30 June 2022, in respect of each rateable assessment along Unley, Goodwood and King William Roads that is subject to a marketing program separate rate in the dollar (as above), of any amount that exceeds a separate rate liability of \$2,000 in respect of a single assessment</p> <p>(f) A rate based upon a fixed charge of \$250 on land with a land use of Commercial Shop, Commercial Office and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise \$13,000 for use by the Fullarton Road South Traders Association Inc. to fund a marketing program for the financial year ending 30 June 2022.</p>	GM Business Support & Improvement	Completed - Rate notices prepared and distributed, including the separate rates in the dollar and incorporating the \$2,000 rebate to cap the separate rate in the dollar.	July 2021
		<p><b>2.7 Payment of Rates</b></p> <p>1. That for the fiscal year ending 30 June 2022, all rates declared and imposed shall, pursuant to section 181(1) and 181(2) and subject to section 181(4)(b) of the Local Government Act, 1999, fall due in a single instalment on 1 September 2021 or four equal or approximately equal instalments on 1 September 2021, 1 December 2021, 1 March 2022 and 1 June 2022.</p>	GM Business Support & Improvement	Completed - Rate notices prepared and distributed.	July 2021
28/06/21	4.7	<p><b>PROPOSED 2021-22 FEES AND CHARGES</b></p> <p>2. The Fees and Charges Schedule for the 2021-22 financial year, as set out in Attachment 1 to this report (Item 4.7, Council Meeting 28/06/2021) be approved to take effect from 1 July 2021.</p> <p>3. Staff be authorised to include statutory fees and charges in the Fees and Charges Schedule available for public inspection, subsequent to those being published in the SA Government Gazette.</p>	GM Business Support & Improvement	Completed - Fees and charges updated in billing systems and schedule published on the website.	July 2021
28/06/21	4.8	<p><b>REPRESENTATION REVIEW - OUTCOME OF 2ND COMMUNITY CONSULTATION AND SEEKING FINAL DETERMINATION</b></p> <p>2. The submissions received in response to the Representation Review Report (released for public consultation between 1 April to 30 April 2021 - Second Public Consultation) as set out in Attachment 1 to this report (Item 4.8, Council Meeting 28/06/2021) be noted.</p> <p>3. In accordance with the requirements of section 12(8A) of the Local Government Act 1999, staff be authorised to prepare an alternative Representation Review Report, which is to be presented for endorsement at a future Council meeting and will be used for the purposes of community consultation, based on the following:</p> <p>(a) The principal member of Council continues to be a mayor, elected by the community;</p> <p>(b) The future elected body of Council is comprised of 12 councillors;</p> <p>(c) The Council area as depicted in Option 1 - (6 wards) in the Representation Review Options Paper (Item 4.6, Council Meeting 27/10/2020) is the preferred option to form the Representation Review Report.</p>	Executive Manager Office of the CEO	A report will be presented at the July 2021 Council Meeting.	Complete

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
28/06/21	4.9	<b>CHIEF EXECUTIVE OFFICER'S PROPOSED KEY PERFORMANCE INDICATORS 2021/22</b> 2.The draft KPIs for 2021/22 developed by the CEO Performance Review Panel in consultation with the CEO, as set out in Attachment 1 to this report (Item 4.9, Council Meeting 28/06/2021), be adopted. 3.The CEO Review Panel be authorised to make minor edits and amendments to the CEO KPIs.	Executive Manager Office of the CEO	KPI's were adopted.	Complete

## MOTION OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE ENSURING USEABLE OPEN SPACE AS PART OF ANY REDEVELOPMENT AT HIGHGATE PARK
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>ATTACHMENTS:</b>	NIL

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Councillor Peter Hughes has given notice of intention to move the following motion at the Council meeting to be held on 26 July 2021 .

### **MOTION**

That:

1. Council write to the Minister of Human Services as sole Trustee for the Home for Incurables Trust and the Attorney General, requesting that the sale of Highgate Park ensures that there is a minimum of 12.5% useable open space as part of any redevelopment on the site. Furthermore, Council express the view that it wishes to commence discussions with the Trust on the possibility of purchasing additional land for the creation of a local community park on the site.
- 

### **Background**

At its meeting on 27 April 2021, Council unanimously resolved:

That:

*The Chief Executive Officer urgently liaise with the State Government (and/or the relevant Agency) regarding the proposed sale of Highgate Park and explore opportunities for potential involvement of Council in the future of the site.*

**Resolution No. C0498/21**

Since that decision the CEO has engaged with the appropriate people and established that we do have an initial voice 'at the table'.

The purpose of this Motion is to provide the endorsement of Council for the CEO to actively advocate and negotiate outcomes that benefit the City of Unley.

The City of Unley has minimal Open Space compared with other Councils and opportunities to increase Open Space are rare.

## QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	QUESTION ON NOTICE FROM COUNCILLOR P. HUGHES RE MANAGEMENT OF OUT OF HOURS PROBLEMS
<b>ITEM NUMBER:</b>	5.3.1
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>ATTACHMENTS:</b>	NIL

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The following Questions on Notice have been received from Councillor P. Hughes and the answers are provided:

### **QUESTIONS**

1. When a caller needs to report an urgent matter to Council out of hours, what number(s) are available to receive these calls?
2. Do these calls always get answered?
3. How many rings does it take before a call is answered?
4. Who receives these calls?
5. Are they a designated City of Unley employee with appropriate local knowledge, communication and decision making skills and the appropriate delegations and authorisations to start remedial action?
6. If not, how is a considered decision made to take action or to defer action until normal business hours?

### **ANSWERS**

1. **When a caller needs to report an urgent matter to Council out of hours, what number(s) are available to receive these calls?**

In order to provide seamless 24 hour service, the advertised phone number for the contact centre (8371 5111) will automatically divert customers to our after-hours service provider (Oracle) outside of business hours.

2. **Do these calls always get answered?**

On phoning, the call is connected and the caller will be immediately presented with a message which advises they have called outside of business hours and if it is an emergency to hold. If this option is chosen, the customer will automatically be directed to Oracle after hours service. There is no reason why calls would not always get answered.

3. **How many rings does it take before a call is answered?**

If the caller has contacted the centre's number after hours, they will receive the above message immediately. If the caller chooses to hold, their call will aim to be answered within the Service Level agreement KPI Council has in Place with the Oracle (90% or above of our calls in 20 seconds). Current performance by Oracle is at 96% of calls answered in 20 seconds.

4. **Who receives these calls?**

Oracle's team of customer service agents.

5. **Are they a designated City of Unley employee with appropriate local knowledge, communication and decision making skills and the appropriate delegations and authorisations to start remedial action?**

Calls within business hours are answered by the City of Unley's experienced customer service staff. Outside of business hours, calls are answered by employees of our external after hours service provider (Oracle). Oracle have an umbrella contract with the Local Government Association, and most South Australian councils have opted to engage them, including the City of Unley. As a result, they are very familiar with local government practices.

Each council provides a script that the Oracle team follow in terms of responses to customer enquiries. In general, this includes immediate responses or a pathway to follow, which may include an email to be followed up the next business day (if non urgent) or an escalation process (if urgent).

The scripts were designed with each area of our business and are updated and reviewed regularly.

6. **If not, how is a considered decision made to take action or to defer action until normal business hours?**

As above.

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## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF JULY 2021  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 26 JULY 2021  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (16/06/21 to 20/07/21)

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

Date	Function/Event Description	Type
17/06/21	Draft 2021/22 CEO KPI Meeting	Mayor
17/06/21	“Meet the Mayor”	Host
20/06/21	Unley Open House – Unley Concert Band	Mayor
20/06/21	Fern Avenue Community Garden Solstice Pizza night	Mayor
21/06/21	EM Briefing	Mayor
23/06/21	Rotary Club of Hyde Park – Annual Change Over Dinner	Speaker
24/06/21	Catch up with Parkside Ward Elected Members	Mayor
24/06/21	“Meet the Mayor” Our tree strategy can not deliver because it does not address the main problem.	Host
25/06/21	Buddies at Breakfast	Mayor
25/06/21	Catch up with Unley Park Ward Elected Members	Mayor
25/06/21	Meeting with Focus	Mayor

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
28/06/21	Catch up with Goodwood Ward Elected Members	Mayor
28/06/21	Council Meeting	Mayor
30/06/21	Unley Primary School's performance of Beauty and the Beast	Mayor
01/07/21	"Meet the Mayor" One person only came to chat about a subdivision and possible demolition in Fisher Street	Host
02/07/21	ERA Breakfast	Mayor
02/07/21	Catch up with all Elected Members	Host
05/07/21	EM Briefing	Mayor
06/07/21	Catch up with Carolyn Power and Vickie Chapman MP	Mayor
08/07/21	CPCA Owners' Executive Committee Meeting	Mayor
08/07/21	"Meet the Mayor" The problem with the planning new code c.f. the old code allowing the next door owner to be heard by CAP	Host
10/07/21	Sturt FC Cocktail Function and Sturt v Glenelg match	Mayor
12/07/21	UBUG Catch up	Host
13/07/21	Gig City in Unley Launch	Mayor
15/07/21	"Meet the Mayor" Mike Turtur Bikeway Discussion need to ensure safe entry and exits... discussed the details of the revegetation plan.	Host
16/07/21	Draft CEO Performance and Remuneration Review Report Meeting	Mayor

The Meet the Mayor has had an average attendance of 5 people each week, and generally deals with three different issues on any particular Thursday. By having no need to book and an open and public nature, these meetings are proving very worthwhile. Thank you to the staff who have provided support as needed.

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF JULY 2021  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 26 JULY 2021  
**ATTACHMENTS:** NIL

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### 1. **RECOMMENDATION**

That:

1. The report be received.
- 

#### **Functions attended (16/06/21 to 20/07/21)**

<b>Date</b>	<b>Function/Event Description</b>
28.6.21	Council Meeting
3.7.21	Residents Meeting
5.7.21	Elected member Briefing
10.7.21	Sturt FC Cocktail Function and Sturt v Glenelg Match
13.7.21	Gig City Launch
15.7.21	Staff briefing
15.7.21	Meeting with Mayor
19.7.21	Elected Member Briefing

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MONTH OF JULY 2021
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	26 JULY 2021
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. COUNCILLOR M. BRONIECKI</li><li>2. COUNCILLOR P. HUGHES</li><li>3. COUNCILLOR D. PALMER</li><li>4. COUNCILLOR M. RABBITT</li></ol>

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Council to note attached reports from Members:

1. Councillor M. Broniecki
  2. Councillor P. Hughes
  3. Councillor D. Palmer
  4. Councillor M. Rabbitt
-

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR MONICA BRONIECKI

### Functions attended (16/06/21 to 20/07/21)

Date	Function/Event Description
18/06/2021	Meeting with residents at Orphanage Park about Musical Playground and Sensory Garden
20/06/2021	Meeting with residents at Orphanage Park about Musical Playground and Sensory Garden
21/06/2021	Meeting with CEO, various matters
21/06/2021	Council Briefing: Commuter Parking & Centennial Park Charter
22/06/2021	Unley over 65 bike ride
23/06/2021	Inspiring South Australians presentations
25/07/2021	Meeting with Mayor and Councillor Michael Rabbitt
26/06/2021	Meeting with resident about Musical Playground and Sensory Garden
28/07/2021	Council meeting
29/06/2021	Unley over 65 bike ride
2/07/2021	CEO Performance Review meeting with Consultant
2/07/2021	Meeting with Peter Tsokas and Michael Rabbitt re Orphanage Park Community Land Management Plan
2/07/2021	Mayoral catch up with Elected Members
3/07/2021	Unley Bicycle User Group meeting
5/07/2021	Meeting with resident about park and ride, and traffic safety issues
5/07/2021	Council Briefing: South Road Project/Trader Associations
6/07/2021	Unley over 65 bike ride
12/07/2021	Meeting with the Mayor, administration, and Unley Bicycle User Group members
13/07/2021	Unley over 65 bike ride
13/07/2021	Unley Museum meeting
13/07/2021	Meeting with Michael Rabbitt re Unley Ward road safety concerns
16/07/2021	Meeting with Centennial Park Board Chair, Amanda Heyworth

19/07/2021	Council Briefing: Organisational Culture Survey Results
20/07/2021	Unley over 65 bike ride

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR PETER HUGHES

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**Functions attended (20/06/21 to 20/07/21)**

Date	Function/Event Description
17 <sup>th</sup> June	Participated in a meeting of the CEO Performance Review Committee to finalise the Draft CEO KPIs for 2021/22.
20 <sup>th</sup> June	Attended Unley Open House with the Unley Concert Band in the Goodwood Institute as part of the sesquicentenary celebrations. A brilliant performance. Unfortunately only a modest crowd.
20 <sup>th</sup> June	Attended the Fern Avenue Community Garden Winter Solstice 'Burn the Wicka Man' to acknowledge the shortest day of the year and the seasonal turning point. Our days are now getting longer.
23 <sup>rd</sup> June	Attended the UnleyTown Hall Talks event "Inspiring South Australians". All 4 have been acknowledged in the Australia Day Awards at either State or National level.
25 <sup>th</sup> June	Participated in CPR Training conducted by St John. All costs were met by the Freemasons of SA and NT Masonic Charities.
2 <sup>nd</sup> July	Held a regular Elected Member catch up with our Mayor.
2 <sup>nd</sup> July	Accepted an invitation from the Rosefield Uniting Church in Highgate to attend and participate in a Celebration Service for the Induction of Reverend Richard Telfer.
9 <sup>th</sup> July	Attended a meeting of the Fullarton Lutheran Homes Men's Group.
13 <sup>th</sup> July	Attended the Launch of 'Gig City in Unley' which will provide very high speed internet and become a great Economic Stimulus booster, especially for start ups.
16 <sup>th</sup> July	Participated in a meeting of the CEO Review Committee to progress the Performance Review of the 2020 / 2021 year.

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR PALMER

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**Functions attended** (16/06/21 to 20/07/21)

Date	Function/Event Description
19 June	Goodwood Saints v Brighton Bombers. Sponsors Day
7 July	North-South Corridor Reference Group meeting
13 July	Street Trader Debriefing
	Gig City Launch
19 July	EM Briefing: CEO performance Review. Organisational Culture Survey Results
20 July	Council Assessment Panel

## REPORTS OF MEMBERS

**REPORT TITLE:** REPORT FROM COUNCILLOR RABBITT

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**Functions attended** (16/06/21 to 20/07/21)

Date	Function/Event Description
20 Jun	Open House – Unley Concert Band at Goodwood Institute
20 Jun	Residents Meeting at Orphanage Park to address issues regarding proposed Musical & Sensory Garden
23 Jun	Presentations by 'Inspiring South Australians' at UnleyTown Hall
25 Jun	Buddies at Breakfast – Presentation by Karen Paris, Curator of the Unley Museum
25 Jun	Mayor's Catch-up with Cr Broniecki
26 Jun	Alliance Française French Cine Club – Movie "Gus" for 3 to 12 year olds at the Unley Town Hall
2 Jul	Buddies at Breakfast – Presentation by Professor Martin Cole, Head of School of Agriculture, Food & Wine at Adelaide University Waite Campus and an internationally recognised food scientist.
2 Jul	Elected Member Social Gathering
2 July	The Making of France – Conference 3 at the Alliance Française
9 Jul	Buddies at Breakfast – Presentation by Derek Sullens on "The History of the Unley Park Sports Club"
13 Jul	Gig City Launch
14 Jul	Meeting with Cr Broniecki to consider traffic issues
16 Jul	Buddies at Breakfast – Presentation by Rebecca Parker from Bloom Hearing, speaking on the importance of hearing and hearing health checks.
17 Jul	Annadan Lunch at Clarence Park Community Centre – Hosted by Vishva Hindu Parishad of Australia
18 Jul	Bastille Day Celebration – Hosted by the Honorary Consul of France

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.2 -  
BROWN HILL KESWICK CREEKS -  
WILBERFORCE WALK LAND ACQUISITION

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 26 JULY 2021

**AUTHOR:** KELLY MACDONALD

**JOB TITLE:** ACTING EXECUTIVE ASSISTANT, CITY  
DEVELOPMENT

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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), (b)(ii) and (d)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
  - 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
  - is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; 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 information relating to land acquisition associated with Wilberforce Walk without compromising its commercial position.

On that basis, the public's interest is best served by not disclosing 7.8 Brown Hill Keswick Creeks - Wilberforce Walk Land Acquisition, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

**ITEM 7.2**

**Confidential – removed from the public agenda – pages 301 - 308**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE FOR ITEM 7.2 - BROWN HILL  
KESWICK CREEKS - WILBERFORCE WALK  
LAND ACQUISITION

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 26 JULY 2021

**AUTHOR:** KELLY MACDONALD

**JOB TITLE:** ACTING EXECUTIVE ASSISTANT, CITY  
DEVELOPMENT

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Brown Hill Keswick Creeks - Wilberforce Walk Land Acquisition, considered at the Council Meeting on 26 July 2021:

- ☒ Minutes
- ☒ Report

remain confidential until such time as all relevant land acquisitions relating to Wilberforce Walk have been finalised and not available for public inspection until the cessation of that period.

2. The CEO be authorised to provide details of Council's decision to the Brown Hill Keswick Creek Board to enable implementation of the 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 -  
POTENTIAL PROPERTY DISPOSAL -  
GOODWOOD

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 26 JULY 2021

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE 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 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 potential disposal of an existing property without compromising the commercial position of Council.

On that basis, the public's interest is best served by not disclosing 0.0 Potential Property Disposal - Goodwood, 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**

**Confidential – removed from the public agenda – pages 313 - 318**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE FOR ITEM 7.5 - POTENTIAL  
PROPERTY DISPOSAL - GOODWOOD

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 26 JULY 2021

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 Potential Property Disposal - Goodwood, considered at the Council Meeting on 26 July 2021:

☒ Minutes

☒ Report

remain confidential until Council's decision in relation to the property has been fully implemented and not available for public inspection until the cessation of that period.

2. The Chief Executive Officer be authorised to provide details of Council's decision to relevant parties to enable implementation of the 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.