

# COUNCIL AGENDA

## **Council Meeting**

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

***Monday 27 March 2023 7.00pm***

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

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

**Chief Executive Officer**

## **OUR VISION 2033**

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

## **COUNCIL IS COMMITTED TO**

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

## **KAURNA ACKNOWLEDGEMENT**

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

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

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

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

\*Kurna Translation provided by Kurna Warra Karrpanthi

## **PRAYER AND SERVICE ACKNOWLEDGEMENT**

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

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

Lest We Forget.

## **WELCOME**

## **ORDER OF BUSINESS**

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Nil	
<b>1.3 CONFLICT OF INTEREST</b>	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 27 February 2023	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
Nil	
<b>2. PETITIONS/DEPUTATIONS</b>	
2.1 Anne Wharton, Malvern, Re: Highgate Park	
<b>3. REPORTS OF COMMITTEES</b>	
Nil	
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*Mayor to ask the Members if there are any motions without notice*

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### **5.4 QUESTIONS WITHOUT NOTICE**

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

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## SUGGESTED ITEMS FOR NEXT AGENDA

Draft Annual Business Plan and Budget for Public Consultation	
Open Data Policy and Privacy Policy	
Communication Tower - Consultation	
Rogers Street Living Street Co-Design and Engagement Outcomes	

## NEXT MEETING

Monday 24 April 2023 - 7.00pm

Council Chambers, 181 Unley Road Unley



## INFORMATION REPORT

<b>REPORT TITLE:</b>	AUDIT COMMITTEE - 2022 PRESIDING MEMBER'S REPORT
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	ALEX BROWN, MANAGER FINANCE AND PROCUREMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. 2022 AUDIT COMMITTEE PRESIDING MEMBER'S REPORT

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### 1. **PURPOSE**

The Presiding Member of the Audit Committee has provided the attached Report to Council, summarising the Committee's activities for the 2022 calendar year.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

4. Civic Leadership

4.1 We have strong leadership and governance.

4.3 Our business systems are effective and transparent.

### 4. **BACKGROUND**

The Audit Committee of Council is established in accordance with the requirements of section 41 and 126 of the *Local Government Act 1999* (the Act).

The Terms of Reference for the Committee provide that the Committee will consist of five members, three of whom will be independent of the Council and two Elected Members. The Independent Members must have recent and relevant experience to ensure the effective discharge of the responsibilities of the Committee.

The Independent Members of the Audit Committee were all appointed in June 2019. Their term concludes on 31 May 2023:

- Independent Member David Powell (Presiding Member)
- Independent Member Annette Martin
- Independent Member Nicholas Handley

The Elected Members of the Audit Committee for the 2022 year were:

- Councillor Monica Broniecki (January 2019 – term concluded November 2022)
- Councillor Michael Rabbitt (February 2021 – term concluded November 2022).

During the Council Meeting on 23 January 2023, Councillors Monica Broniecki and Jack Gaffey were appointed to the Audit Committee for a two-year term concluding 31 January 2025.

## 5. **DISCUSSION**

The Audit Committee met six times during 2022:

<b>Date</b>	<b>Meeting</b>
15 February 2022	Regular Meeting
15 March 2022	Regular Meeting
17 May 2022	Regular Meeting
16 August 2022	Regular Meeting
18 October 2022	Regular Meeting
14 November 2022	Regular Meeting

The Presiding Member has prepared a report summarising the activities of the Committee for the period of January to December 2022 and will be available at the Council meeting to speak to the Report. A copy of the report is provided as Attachment 1.

*Attachment 1*

## 6. **REPORT AUTHORISERS**

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



## Audit Committee 2022 Presiding Member's report

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I am pleased to provide the Presiding Member's report of the Audit Committee for 2022.

The Committee met on six occasions in 2022. The Committee considered a range of matters within the scope of its Terms of Reference (ToR). Matters considered by the Committee are summarised below.

### **Financial Reporting and Sustainability**

In accordance with its duties under the *Local Government Act 1999* and its ToR, the Committee reviewed the 2021-22 General purpose financial statements and met with the external auditors, Galpins, to discuss matters arising from their audit.

On 18 October 2022 the Committee resolved that it was satisfied that the financial statements presented fairly the state of affairs of council for the year ended 30 June 2022.

I would like to acknowledge the work of finance team for compilation of the financial statements and the effective working relationship with the external audit team.

Other **financial reporting** matters considered by the Committee during the year:

- Review of Long Term Financial Plan targets and assumptions
- Feedback on the Annual Business Plan and Budget

### **Internal Controls and Risk Management Systems**

- Quarterly Risk Reports
- Review of Internal Financial Controls
- Progress of Internal Audit Actions, and External Audit – Interim Audit Action Items.
- Internal Audit Report – Cash Handling
- Internal Audit Report – Corporate Purchase Cards
- Internal Audit Report – Procurement Off-contract expenditure
- Progress on Internal Audit Actions
- Policies – Asset Accounting
- Policies – Corporate Purchase Cards

### **External Audit**

- External Audit interim report
- Progress on External Audit actions

### **Committee Membership**

The Committee's members were David Powell (Independent Presiding Member), Councillor Broniecki, Councillor Rabbitt, Nick Handley (Independent) and Annette Martin (Independent). I would like to thank members and management for their valuable contribution to the work of the Committee in 2022.

## Audit Committee 2022 Presiding Member's report

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Meeting attendances are as following:

<b>Jan 2022 – Dec 2022 (6 meetings)</b>	
David Powell (Presiding Member)	6/6
Cr Broniecki	6/6
Cr Rabbitt	6/6
N Handley (Independent)	5/6
A Martin (Independent)	6/6

Thank you for the opportunity to serve the Council in this way. We would welcome you visiting one of our meetings next year.



David Powell  
Presiding Member  
8 March 2023

## INFORMATION REPORT

<b>REPORT TITLE:</b>	SHAPING UNLEY - LEARNINGS FROM PILOT ONE
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	NICOLA TINNING, GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
<b>DIVISION:</b>	BUSINESS SUPPORT AND IMPROVEMENT
<b>ATTACHMENTS:</b>	1. SHAPING UNLEY PANEL REFLECTIONS 2. SHAPING UNLEY PANEL FINAL EVALUATION SURVEY RESULTS

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### 1. **PURPOSE**

Council's active participation (deliberative) engagement approach, "Shaping Unley" was used to assist Council in the development of its On Street Parking Strategy in 2022. This "project" was selected to pilot the approach, and this report provides Council with the learnings from that project together with proposed minor improvements for the next initiative.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

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

### 4. **BACKGROUND**

At its December 2021 meeting, Council resolved the following for report Item 4.1 Proposed Active Participation Framework:

1. *The report be received.*
2. *The Unley Active Participation Framework contained in Attachment 1 to this report (Item 4.1, Council Meeting 13/12/2021) be adopted.*
3. *The Unley Active Participation Framework be endorsed as the community engagement approach for the development of the On Street Parking Strategy.*

*Resolution No. C0678/21*

The objective of the Shaping Unley engagement approach is to assist Council when developing key city strategic policies or initiatives that may have a city-wide impact. The process has been designed to seek input from the diverse views across the community, with the intention of bringing those varying opinions closer to a considered judgement and to better enable evidence-based decision-making.

The process was refined to involve 5 steps (as shown in Figure 1):

**Figure 1 Shaping Unley Process**



The process does not necessarily commit Council to implement what the community prefers, but it is important to demonstrate how the community's input is considered for the approach to be effective.

## 5. DISCUSSION

The development of a City-wide Parking Strategy (the Strategy) was selected as the first pilot project to test the Shaping Unley approach as this issue has a city-wide impact, captures a broad set of personal views and experiences from stakeholders, and requires an appreciation of modern, and often complex, traffic and parking challenges experienced by an inner metropolitan council area.

The development of the Strategy was a two-stage process comprising:

- Stage 1 (2021/22) – the development of an overarching framework and decision-making principles; and
- Stage 2 (2022/23) – the development of the Strategy in response to the overarching framework and decision-making principles agreed to in Stage 1.

The delivery of Stage 1 applied the five-step 'Shaping Unley' engagement process, with Steps 1 to 4 currently completed. The key **outcomes** and **learnings** from each step completed (1 to 4) are summarised below.

### **Step 1: Issues and Ideas (April to May 2022)**

#### Outcomes

Step 1 involved Council encouraging the community to provide their views on current issues they may have with on-street parking experience(s) as well as ideas on how they think these issues could be resolved. Council also wanted to hear about good experiences and to find out what is working well.

Through *Your Say Unley*, the community were provided with the opportunity to share their parking issues and ideas, drop a comment on a city map, or complete a short survey. The engagement was promoted broadly through flyers in the rates notice, posters in Council facilities, social media, digital messaging, and city-wide on-street signage.

261 people provided a range of submissions via Your Say Unley. The aim of the engagement was not to address specific parking issues, but to use the community feedback to develop an overarching framework and supporting decision-making principles that would form the basis of the Strategy.

From the feedback received, the key parking issues raised by the community were defined and categorised by Council's Traffic Team into three key themes for discussion by the Community Panel in Step 2. The themes were:

1. Parking congestion.
2. Parking accessibility and driveway access.
3. Road accessibility and narrow streets.

### **Learnings**

- **City-wide engagement is challenging:** Although the project team was successful in delivering a broad engagement approach, we still received criticism from some members of the community regarding lack of awareness of the engagement. All feedback received, even after the closing date, was captured and considered in the process.
- **Community feedback received was more specific rather than strategic:** Further consideration may need to be given to the type of questions we ask the community if we are to gain more strategic feedback rather than specific. By asking the community what their current on-street parking issues were, and for ideas on how these issues could be resolved, we ended up with over 150 very specific parking issues. In turn, this created an expectation that we would contact each respondent to discuss and address their specific concern(s).
- **Analysis of all feedback received does take time:** As a result of the questions asked being open ended, and the high quantity of feedback received (which was the desired outcome), the analysis and categorisation of feedback into themes took more time than what had been allowed for. Furthermore, although adequate information was gathered to inform the Panel discussions, we did not have an 'easy to read' summary consultation pack for the Panel to review in time for the first session.

One option for the future is to consider engaging a 'specialist' survey designer to assist with getting the community to move away from specific to more strategic responses.

## Step 2: Community Panel Discussions (May to June 2022)

### Outcomes

Step 2 involved the Community Panel (the Panel) discussions. The Panel consisted of 20 randomly selected community members, including Unley residents, business owners and staff, property owners / landlords, regular visitors, and casual visitors to the City of Unley. The diversity of the group provided a wide mix of opinions and experiences when it came to parking within the City of Unley. The Panel was independently recruited by DemocracyCo using stratified random sampling techniques.

The recruitment of the panel was sourced from the Your Say Unley registered participants and an internal database of Unley businesses.

The Panel dedicated a large amount of their personal time (up to 20 hours) attending three panel sessions held in the evening to assist Council (and the community) to develop **principles** and **ideas** that would underpin the development of the Strategy.

Table 1 below provides a summary of what was discussed at each of the three Panel sessions.

**Table 1 - Summary of panel session discussions**

Session 1	Session 2	Session 3
Understanding the task Critical thinking Understanding parking – issue dialogues Discussing what ‘fair’ looks like Sharing ideas	‘Stinky fish’ – airing concerns about glaring problems Community survey results - understanding and interpreting Facts and opinions for each issue Root cause analysis for parking issues in Unley – The 5 Why’s Identifying who matters and what they need. Identifying solutions together.	Solutions – getting feedback on our ideas from Transport Team Ideas review and finessing Congestion – understanding the trigger for when we have a problem Engagement approaches Finalising / agreeing on the decision-making principles Reflection

From the three sessions, the Panel provided advice for both Council and the community to consider. The Panel discussions resulted in the following key outcomes:

- *Parking issues and ideas* – to address/overcome the three key parking themes of:
  - Parking congestion
  - Parking accessibility and driveway access
  - Road accessibility and narrow streets
- *Parking decision-making principles* – to inform the development of the City-wide Parking Strategy.
- *Parking engagement improvements* – to improve the way that Council interacts with the community on parking matters at a hyper local, local street, and area-wide perspective.

Four participants, selected by the Panel, presented the outcomes to Elected Members at a briefing held in June 2022. This was followed by a Council Report in July 2022, where Elected Members endorsed the Panel outcomes for Community Testing.

### Learnings

- **Getting business representation on the Panel was challenging:** DemocracyCo found that getting resident representatives onto the Panel was easier than business representatives. A lot more effort by both DemocracyCo and Council staff went into getting reasonable business representation. The key concern raised by businesses was the time commitment to attend the sessions. Another contributing factor raised by business representatives who formed part of the Panel, was that at the time the sessions were being held (May and June 2022), several businesses in the area were suffering from COVID fatigue.
- **Pre-reading information provision needs to be clear and concise:** Several documents were provided to panel members to read prior to attending the sessions, highlighting the key requirements of the panel members, the expectations from the sessions and key issues to be discussed. Noting the time commitment to attend the sessions, it was recognised after the first session that a more dynamic and engaging approach, such as a short video, may have been a more appropriate method to distribute the information to ensure the material was viewed/read prior to attending the sessions.
- **Airing concerns early helps groups to move forward:** It was evident from the first session that a few Panel members agreed to participate in the process because they had a specific parking issue / concern of their own that they were keen to resolve. In the first session, some of the conversations were disrupted due to some members not being able to think outside of their own specific issue. At the start of the second panel session, DemocracyCo, got the participants to write down their specific parking issue on a board (named 'Stinky Fish), discuss it briefly, and then leave it parked on the board. This worked well in changing the participants approach to future conversations and in hindsight would have been beneficial to do in the first session.
- **Good facilitation was important:** Due to the topic being complex with different views and personalities, having a good and independent facilitator to keep participants on track was important. This also allowed Council staff to fully contribute as subject matter experts without requiring them in having to manage the process as well as content.

- **Council staff need to be open-minded, genuine, and factual:** The Council project team attended all three sessions. The team presented information to the Panel to help them understand the key issues being discussed with the provision of real examples and experiences. The Panel seemed to appreciate the information that was provided to help inform their discussions, and that Council staff were genuinely seeking their views on how to manage key parking issues raised by the community. Consequently, there was a demonstrated uptake in trust and confidence of staff members by the participants, because of this open approach.
- **Too much information can be overwhelming for panel members:** Although we condensed the Community Panel discussions into three key parking themes, and each session ran for four hours (with a 30-minute dinner break) each session was jam packed and required significant effort from each panel member to achieve the desired outcomes/outputs. By the third session, 5 - 6 members dropped out with several members indicating that at times it felt a bit overwhelming. We will need to reconsider the amount and level of information provided in future projects.
- **Do not underestimate the community's ability to think 'big':** The Council project team stepped back when the Panel were discussing the ideas and decision-making principles to inform the Strategy development. The team did not want to be seen as leading or influencing conversations and were impressed with the panel members' ability to understand the complexity of the parking issues and to think strategically, boldly, and innovatively with the ideas and principles developed.
- **Need to allocate adequate time for panel members to deliberate on technical topics.** In session 3, the Panel were asked to deliberate on a parking matter that required a more technical response. Some Panel members indicated a level of discomfort in providing a response that they thought should be answered by technical experts (i.e., council staff). The facilitators (DemocracyCo) are of the view that the issues/concerns raised by the Panel were more likely a result of the short timeframe provided to consider and discuss the topic, rather than them not being comfortable with deliberating on a more detailed and technical topic.
- **Increase the database of potential participants.** The use of the current Your Say database did not affect the quality of the panel for this pilot. However, we recognise that over time the number of potential participants needs to significantly increase in the early stage to ensure ongoing diversity of the group and views.



### **Step 3: Community Testing (August to September 2022)**

#### **Outcomes**

From the outcomes in Step 2, a Parking Conversation Guide was developed by the Panel, DemocracyCo and Council staff to aid broad community engagement, and consideration of the Panel's proposed strategic directions. The information within the Parking Conversation Guide reflected the deliberations of the Panel and was aimed to assist the wider community and other stakeholders to weigh up the options and come to a more informed opinion about the best way forward.

A community poll on the parking ideas, parking decision-making principles and parking engagement improvements was held through *Your Say Unley*. The engagement was promoted broadly through emails, social media, and digital messaging. The community poll on the Parking Conversation Guide was held for a 5-week period in August and September 2022. 78 people responded to the community poll.

#### **Learnings**

- **Lengthening the Community Testing engagement period did not necessarily result in receiving more community feedback.** Based on feedback received in Step 1, the Community Testing consultation period was lengthened from 3 to 5 weeks to give people more time to respond. What was observed is that after 3 weeks the number of additional survey responses received was low, and that providing an additional 2 weeks did not necessarily assist with receiving significantly more responses.
- **Align the Community Testing engagement with the Council rates notice distribution.** The main difference between Step 3 engagement, compared to Step 1, is that the team were not able to align the promotion of the engagement with the Council rates notice distribution, therefore city-wide community awareness (compared to Step 1) was not as great.
- **Involving Panel members more in the Community Testing engagement communications.** It was discussed as part of the Community Testing step that it may be appropriate to develop one or two short videos where the Panel members could share their experiences from the Panel sessions, as well as their reflection(s) on the ideas and principles developed. Due to time and resource limitations, this did not take place. This idea may have helped with gaining greater community feedback on the Panel outcomes. This will be considered in future projects.
- **Consider dividing the Conversation Guide into segments.** The Conversation Guide was a rather large document that may have been overwhelming for a reader to engage with and therefore understand. Opportunity exists to assist the reader in navigating through detailed information in a progressive way.

## **Step 4: Community Panel Review (October 2022)**

### **Outcomes**

The fourth (last) Panel session was held on 13 October 2022. Only 8 of the initial 20 members attended the session. Several Panel representatives were absent, not necessarily due to lack of interest, but due to being away on holidays, and taking advantage of the COVID restrictions being lifted.

At the meeting, the Panel members:

- Refined the principles and ideas developed based on community feedback from Step 3.
- Provided views on other parking topics including paid parking, resident permits, and business permits.

### **Learnings**

- **Low participation to the final Panel session:** Although the fourth Panel session was scheduled at the end of the third Panel session, so that Panel members could Save the Date, there was still a three-to-four-month period between sessions. It is not considered however, that the low attendance was a result of lack of interest, but in this instance due to COVID travel restrictions being lifted and people taking the opportunity to travel. In future, it would be recommended not to schedule a Panel meeting during school holidays, which was not checked at the time of selecting the meeting date of the final panel session.

### **Feedback from Participants**

Throughout the four sessions the Panel participants were asked to fill in three evaluation surveys (session 1, session 3 and session 4) and provide their individual reflections on the process to the group at the end of session 3. The evaluation surveys at session 1 and 3 were undertaken primarily to help the Council project team and DemocracyCo improve the format and information provided at the next sessions, while the reflections at the end of session 3 and final survey at the end of session 4 were to gauge participants feedback on the Shaping Unley process, and how we could improve it for future Shaping Unley engagements.

The reflections from the participants, which were documented by DeomocracyCo, are presented in Attachment 1. The reflections were generally very positive about the process.

*Attachment 1*

The detailed results from the final evaluation survey are presented in Attachment 2.

*Attachment 2*

In summary, the survey results highlighted that overall, the Panel thought that:

- The Shaping Unley process worked well.
- The facilitation by DemocracyCo was very good.
- The information provided by Council staff was very good.

Most participants indicated that they would be willing to participate in the process again. Areas of improvement included:

- Provide clear objectives and information at the start of the sessions.
- Have more people participate, as some members did not attend some sessions and the last (fourth) session had only 8 of the 20 participants attend.
- Have more sessions and/ or reduce the amount of content, as at times some discussions were cut short to keep things moving.

### **Recommended Improvements**

Shaping Unley is still an evolving approach to engagement. The following improvements are currently being explored for the next topic, trees on private property, identified by Council:

- Create a larger community database to inform and select participants in panels and forums.
- Use specialist skills to craft questions in Step 1, (Ideas and Issues) to decrease the time taken for analysis of responses.
- Investigate opportunities to increase online participation in Step 1 through 4 (recognising face-to-face sessions are valuable).

The intention is to commence Step 1 for the next topic, tree canopy on private property, before the end of the 2022-23 financial year. For this to occur, a Briefing session will be held with Members in the next 2-3 months.

## **6. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer
Nicola Tinning	General Manager, Business Support & Improvement



## Attachment 1 Shaping Unley Panel Reflections

Parting words / advice	Reflections on the process
My team have approached this by listening, hearing your stories – they have a real sense of energy from this.	Thank-you for your time, patience and willingness to try something different – it's a lot to show up for, lots of effort and thought
If we are fixing a problem in one street we need to be careful we are not creating another problem .	Thanks to everyone – have changed our thinking, we didn't know what we were in for. We've taken a step back, looked at the whole thing, not just our own problems. Was great working with you guys.
I have an issue with 'to the householder' and the timing in when you send things.	Great process – has given me an insight into the process that council has, decision making that they do.
Look forward to the result. Hope it's in my lifetime. Need to look forwards, not backwards	This is the first time I've ever engaged with a council on any matter, great experience. I thought it would be a whitewash. Met so many people who I would never have met before. Enjoyable experience.
Don't envy the work of Council. Hope we have provided some good ideas and that something positive can come out of this.	Very impressed with how respectful everyone has been regarding all sorts of issues. A group of really different people have worked together to come up with a very big picture – not focussing on the small, minor squabbles. I did not expect it to be this enjoyable.
Hope that Council will grab this with both hands, and take this to the next level. Think about the future, real opportunity for you to do a massive shift in a new direction. Keep staying bold.	Structure has been broken down, looking at problems from different angles. Thinking critically has been very useful. Great working with the Council, seeing how objective you are about the issues.
This will improve diversity and distribution of parking.	Have really valued this opportunity to be part of this. Have enjoyed delving deeply, getting rid of the smelly fish
	Thanks for looking after us. Kudos to Council for this. It's a bold move. Probably doesn't usually work in your favour to engage the community, so well done. Everyone satisfied
	Delightful to be together – this for me is Council. This is where the work happens. Welcome this on many issues. We have gathered enough info in three short nights

	<p>Thanks for being part of this. The more you hear and the more you talk, the better the outcomes are.</p> <p>With Covid we've become detached – but we need to remember the human element – which gives the best results.</p>
	<p>Excellent experience. I hope the Council will listen to this as the input from the silent majority. One of the secrets of making this work is not trying to please everybody. We need to accept that we have to be prepared to disappoint the vocal minority. That's a democracy.</p>
	<p>Thanks to everyone. Was initially a little bit sceptical. Today has been intense, but appreciated the big picture thinking. As a team we have to deal with the day to day parking issues and we need apply consistent approaches to parking management and engagement that works. The work undertaken by the Panel will provide a really strong foundation for the Strategy development.</p>
<p>Have to consider this in a bigger context (Adelaide and what's happening around us). Also need to look to other parts of the country and the world. Residents and business owners have primacy – your constituents are the most important.</p> <p>Can't take anything off the table. We need to leave all the tools on the table and use them where they work well.</p>	<p>Good process and good people.</p>
	<p>Last three sessions have been really good. I was nervous coming in, as parking can be an emotive topic. You have been very strategic in your thinking. Hope this leads to meaningful change.</p>
	<p>Thankyou. I was really surprised. This opened up my perspective, I had no idea and didn't realise there were so many issues. We might not all be totally happy – we're just doing our best.</p>

# Attachment 2 Shaping Unley FINAL EVALUATION SURVEY RESULTS

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26 October 2022



## How many responded?

- **11 Respondents** out of the average 15 to 16 participants who attended each session.

## How would you rate your overall participation in the four panel sessions? (with 10 being the best experience

- **8**

## What do you think worked well?

- Nothing.
- The sharing.
- All worked well.
- Well facilitated and moved along at a good pace Well supported by Council staff.
- The ability to change the focus of all the participants from individual specific issues to much broader thinking with long term strategies and ideas being the focus.
- The process was professional and informative. Group interactions were good with each voice listened to and respected.
- I think the first couple of sessions were slow to get started. I realise ground rules had to be established.
- Focus from discussion into topics, into discussion, into actionable outcomes submitted to council.
- Variety of ideas and options due to diversity of participants.
- A good mix of people providing a good mix of opinions. I think the way it was facilitated was excellent and made sure it got everyone thinking and gathered valuable information.





## What would you change/improve if you were doing it again?

- Have clear objectives.
- Have more people.
- Nothing, I feel I was given every opportunity to put forth my ideas and suggestions across every topic and feel that mine, and everyone else's suggestions and input has been taken "on board". I've been very impressed with the whole process which, to be honest I had no idea what it would be like going into this.
- Maybe one extra session as some conversations were cut short, but in the main the pace was appropriate.
- Speedier intro.
- Interactive tools? The conversation rate was quite good actually.
- Better analysis of survey data prior to presentation to panel.
- Big personalities quietened, and if repeat offender asked to leave as they are not contributing well and way lay the process and also stop others from participating.

## How would you rate the facilitation of the process by democracyCo? (with 10 being the best)

- **9**



## What would you do to improve the facilitation?

- Have clear objectives.
- Nothing.
- Maybe have 1 more session, (5 rather than 4) so time isn't a factor as it was as condensed with time being an issue nearly every session. ( Small critique btw)
- I can't suggest any specific improvements.
- Not much . Maybe a digital companion for the duration.
- Not much. Very difficult task to manage individuals needs to express their personal opinions.
- See above about big personalities or basically people who won't shut up.

## How would you rate the information and support provided by the subject matter experts throughout the four panel sessions? (with 10 being the best information)

- **9**



## How could the information and support provided by subject matter experts be improved?

- Be relevant, factual, with an in-depth understanding.
- Don't know.
- It was extremely informative and interesting to see the other side of the fence and how the current format with making decisions and changes is done. (Rather stressful from what I gathered) the information provided was extremely informative and I think every question asked from the panel had a very good answer, some with a background summary leading to the answer which was very helpful.
- Data from the council team was professional and informative. Can't suggest improvements.
- I was impressed by council employees and their input.
- An extra level of detail / reference material for study / comparison and an archive for future reference.
- Again - better "reduction" of raw data.
- I'm not sure that any improvement was necessary. I felt there was plenty of info and well delivered through email, boards, handouts and staff.

## Did the materials provided give you enough context or background to do your work?



## What further information or support would have improved your experience?

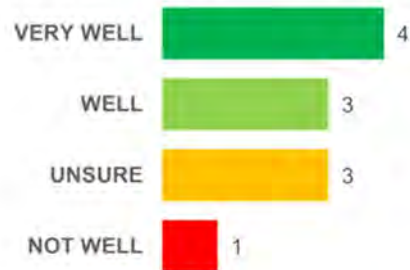
- Be clear from the start what was trying to be achieved.
- Nothing more.
- I was given much more information than I thought I'd get so I'm happy with all info/content provided.
- Ongoing engagement is all I need and that commitment has been agreed as part of the process.
- Maybe a bit too much...
- Contextual detail about survey questions, more 50/50 guided responses . As above.
- Some way to reduce the complexity of the issue.
- Nothing - I didn't feel that there were any gaps.

## Do you have any ideas about how we could have better engaged business?

- Be clear with small objectives.
- Regular communication.
- No.
- Possibly going into businesses - providing an incentive?
- Knock on doors. It's a real challenge.
- Not really, but if they didn't bother to attend, they should wear the consequences.
- Digital Mailbox per registered business / address to deliver fast response messaging.
- Some incentives (non-monetary).
- Businesses are tricky! To have more retail probably not running it on a Thursday night, but business you need to see them face to face and get them engaged and then they are more likely to continue engaging.



## Thinking back to the community surveys that were conducted as part of this process, how well was the panel able to effectively incorporate the voices and opinions of the community in your work?



## How do you think we could have improved how we hear from the broader community on this project?

- Not use DemocracyCo.
- Don't know.
- Not solely relying for online interaction and input.
- If you can crack this question you'll make a fortune! Community engagement is such a problem.
- Personally, I find that in order to form an opinion there is too much reading involved...unavoidable, but it is a deterrent to many...they start answering and then see how much reading is involved....how can that be overcome.
- Really just need more respondents. Engage with employers for staff participation, reward based survey in shopping areas.
- No idea. We are all in an information overload world!
- Unsure.



## Did you have enough time to consider the materials and develop your recommendations as a panel?



## Thinking about the process, how many hours did you spend reading and researching the topic outside of the sessions?



## The level of time commitment required of us was appropriate for the work we needed to do:



## If you disagree or strongly disagree, what level of time commitment would you suggest?

- Too much time spent on irrelevant discussions.
- Twice as much time or reduce complexity.



## If you couldn't attend all the sessions - what issues affected your attendance? You can choose multiple options or provide your own reasoning ...



## If you identified the time of day or the day- what other time or day have suited? What time/when?

- Ok
- Times were fine.
- This was fine





## What do you expect will happen as a result of the work you have done in this parking panel?

- I believe our opinions will be taken into account.
- Interesting Needs action to implement.
- Don't know.
- Some strong and consistent policy applied in the Unley area. Still solutions for specific locations as issues vary greatly across the region.
- Some changes will come of this and the concept of “community engagement via a selected panel “ concept will be used again across a variety of topics/issues.
- The process used will be used for other community consultation for future council decision making. The community receive a workable parking policy and practices.
- I’m a realist...probably not much...there are too many different needs and councils tend to move at a glacial pace...
- Reduction in parking numbers, increase in signage and paid parking, diversification of parking density , displeased residents, somewhat pleased businesses, indifferent landlords.
- Sceptical that anything significant will change. Too many conflicts of interest.
- I think the staff will put together a well thought out strategy that council will have to approve as it covers community and practical staff knowledge.



## Did your opinion on parking problems and potential solutions shift over the course of the four sessions?



## What caused the shift for you?

- I received correct information.
- More understanding.
- A better understanding of the parking issues for businesses.
- Changing the thought process from being problem specific to me and my needs to a holistic approach and understanding that the suggestions and ideas must take everyone into account, not forgetting ideas must also be a realistic and long term.
- Information on road rules and standards.
- Consideration of over availability of information and opportunities and that affect on parking.
- Hearing other people's views.
- Learnt more about parking and the challenges and intricacy that is involved



## Did you feel listened to and respected by City of Unley during the process?



## My trust in the City of Unley to listen to its citizens and make decisions in their best interests has improved as a consequence of this process:



## Finishing this process I am feeling...

- Great about the process.
- A waste of time.
- Unsure.
- Valued. Although I am a little concerned about implementation.
- More than satisfied with the process and impressed by the level of commitment by the city of Unley for taking the lead and being the “test pilot” for this process and actually considering suggestions and ideas put forth.
- Positive.
- Hopeful, but realistic.
- There is an opportunity to improve parking congestion and safety.
- Hopeful.
- Good about this process. It's a very valuable and thoughtful way to gather opinions and input.

## How do you feel about the work you have done together as a panel?:

- Confident.
- Its ok.
- Happy enough although there were some impractical options that were not sufficiently challenged.
- Pleased with the results.
- Positive.
- Depends on results.
- Good, constructive work with plausible outcomes.
- Interesting.
- Proud. I think we have done an excellent job!



## What did you personally get out of your participation in this process?

- Information.
- Seeing how my rates are poorly spent.
- Not sure.
- A much better understanding of the processes and criteria required that is currently in place for any change to take place in council.
- A voice and an opportunity for the community to be engaged early in the process.
- Interesting....
- Broader information about emotional investment is changing policy and rights VS regulations / enforcement.
- Broader viewpoint.
- Met some nice people, felt like my voice was heard, got to be part of a valuable and important process.

## Would you participate in a process like this again?



## If you said no, please tell us why you wouldn't participate again?

- Waste of time.



## Do you think that the Shaping Unley process is an effective process for involving residents of Unley in shaping the directions of Unley Council?



## Is there anything else you would like to tell the City of Unley as they continue to refine the Shaping Unley framework and use it in future processes?

- Stop putting up parking signs in beautiful streets. You don't fix the problem you just shift the problem to another street. Thats not fair
- Happy with the process although you will need to be a little careful in the selection of panel members. Avoid the disruptors, zealots and chair warmers!
- The beauty of being the test pilot is that no one knows what the process and outcome should look like, no one has ever done it before. The bar has been set high, keep it high and only good things will come as a result. Well done City of Unley and DemocracyCo.
- Thanks team
- Hope it's not just ticking off KPI's and that action is taken...not just more words,
- Don't try to please everybody. Consider that 10% at each end of a topic can't be satisfied or appeased.
- Be prepared to make difficult decisions. Don't try to please everyone
- I think it's a terrific model and should definitely be continued

## DECISION REPORT

<b>REPORT TITLE:</b>	UNLEY MUSEUM EXPANSION PROJECT
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	REBECCA COX, MANAGER COMMUNITY AND CULTURAL CENTRES
<b>DIVISION:</b>	CITY SERVICES
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. UNLEY MUSEUM EXPANSION - COST ANALYSIS</li><li>2. ADELAIDE POTTERS CLUB - COST ANALYSIS</li><li>3. UNLEY MUSEUM EXPANSION - FEASIBILITY ASSESSMENT REPORT</li></ol>

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### 1. **PURPOSE**

The purpose of this report is to seek Council's direction with regards to the next steps in relation to the Unley Museum Expansion project.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Unley Museum Expansion Feasibility Assessment report is noted.
3. The Unley Museum project proceed to detailed design for expansion of the Unley Museum across 78-80 Edmund Avenue, Unley and the Adelaide Potters' Club across 78-84 Edmund Avenue, Unley.

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

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

#### **4. BACKGROUND**

Since 1971, the City of Unley has amassed a nationally significant local history collection and, from 1986 has operated an accredited museum in a heritage listed cottage: initially at 74, then 80 Edmund Avenue Unley, where it has continued to operate since that time. The building is one of six Council owned Cottages located on Edmund Avenue which back onto the Unley Village Green, three of which (being 72, 74 and 76 Edmund Avenue) have been recently renovated and expanded as part of Stage One of the Civic Precinct Redevelopment.

The Unley Museum has won major national and state awards for its curated program of innovative and relevant exhibitions and activities focussed on showcasing the history (and enriching the cultural life) of the City of Unley. The Museum also provides volunteer led family history and house history research services.

The Unley Museum is the only dedicated metropolitan council run Museum with such a strong historically significant collection. Its collection of approximately 13,000 photographs and objects preserves and provides valuable insights into the social and development history of the City of Unley. With no other local government agency in the State collecting social history in the same way, the Museum is placed at the forefront of preservation of South Australian settlement and social history.

The Museum is staffed by one staff member (0.92FTE) and several volunteers. It is open to the public 29 hours per week and has an operating budget of \$167K in 2022/23.

While the Unley Museum is highly regarded and valued as a cultural service, it has reached the limit of capacity in terms of the scale and importance of its exhibitions, the capacity to grow its collection and therefore preservation of Unley's (and state) history, and the scale and types of activities it can offer our community.

The exhibitions and activities are limited by the size and layout of the venue the Museum currently operates in. Its current exhibition capacity is a maximum of four changing temporary exhibitions per annum, plus two permanent local history exhibitions running concurrently. These installations are small, due to the limited wall and floor space, gallery layout and restricted amenities such as security, safe lighting and temperature and air control. This also limits the status and scale of temporary exhibitions it can attract and prevents the Unley Museum from hosting notable touring exhibitions.

Furthermore, with no further capacity to safely house additional collection items, the Museum is unable to expand its collection. The City of Unley's ability to continue to grow, preserve, research, learn from and share knowledge of its own history is therefore curbed. Opportunities to acquire rare and important cultural artefacts for present and future generations may be missed and the Museum's standing as a leader in collecting social history is at risk.



Current restrictions in the number and size of spaces available in which to host school, children's and public activities and events means that they can only be offered in limited capacity, confining the number of community members able to benefit from these services to a small number and restricting the types of activities that can be offered.

### Unley Civic Precinct Redevelopment

As part of a wider project to redevelop the Unley Civic Precinct (the area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue), the Council endorsed a Concept Design to consider opportunities to modify all six Edmund Avenue Cottages to improve their flexibility and suitability to alternate uses, as well as to enhance the interface between Cottages and the Village Green, providing a new 'front façade' to further activate the Green.

Following a community consultation process, Stage One of the Concept Design is now complete, with Cottages at 72, 74 and 76 Edmund Avenue redeveloped into co-working spaces.

Stage Two of the redevelopment considers the expansion of the Unley Museum over two cottages, joining both 78 and 80 Edmund Avenue to address the inherent limitations in the current location by providing expanded, purpose-built gallery spaces (as well as storage facilities) adjacent to the Village Green and greater visibility, raising awareness and profile of the Museum to create considerably more walk-in traffic via the activated precinct.

The Museum would become a focal point of the cultural precinct, enabling Council to deliver on its stated commitment to increase cultural vitality and to have a positive impact on local culture, presenting Unley as an inclusive and welcoming place to live, work, play, study and linger longer.

The planned Stage Three of the Unley Civic Precinct redevelopment was intended to consider the expansion of the building currently housing the Adelaide Potters' Club at 84 Edmund Avenue, Unley, however it is now proposed that detailed design is applied to both the Unley Museum and Adelaide Potters' Club concurrently, to expedite full project completion, minimise construction costs and fully realise the opportunities for the Village Green Precinct as per Council's vision.

### Adelaide Potters' Club

Founded in August 1949, the Adelaide Potters' Club is the oldest potters' club in Australia. Since 2000, they have operated under a lease with Council of 84 Edmund Avenue, Unley. This lease has been renewed and currently expires on 1 September 2025 and they have an option for a further 2 years until 31 August 2027, with an annual rental of \$11,471 (plus GST), increasing by CPI annually.

The Club offers a gallery, workshop and kiln room and is open to the public from 12–4pm Saturdays and Sundays and also provides adult and children’s pottery classes throughout the year, along with staging exhibitions and sales. Currently the Museum and Potters’ Club have limited collaboration, and the proposed redevelopment offers the opportunity to better coordinate the activation between the two sites and to potentially hold joint events and activities.

## 5. **DISCUSSION**

Following initial consultation on what should comprise the redeveloped Unley Museum, a cost analysis was undertaken in 2020 that indicated a high-level estimate of \$1.843M for the proposed Stage Two works, and \$465,250 for Stage Three works. However, following the rapid increase of costs of both trades and materials and the increased desire to maximise the use and functionality of the site, a reassessed cost estimate was sought. This revised cost estimate was \$2.67M for Stage Two works (attached).

*Attachments 1 and 2*

The Stage Two works propose an expanded exhibition space and gallery, which could support a major single exhibition or partitioned to allow for multiple smaller exhibitions, studio, learning and research spaces, and lobby entry, allowing access from both Edmund Avenue and the Village Green, with a concierge desk to support local tourism. It is proposed that this enhanced offering would act as a catalyst to further activate a vibrant Village Green precinct.

A budget allocation has been provided for in 2022/23 for detailed design, documentation and development approval for the Unley Museum works (\$180K). Prior to this work being undertaken, recognising both the financial commitment required and the impost of this decision on an incoming Council, a feasibility assessment was included as a CEO KPI in 2022/23 as follows:

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

Experienced management consultants, BRM Advisory were appointed to undertake this assessment, working in conjunction with Council’s Museum Curator and General Manager City Services to advise and inform the cultural impact, opportunity, and development research.

This Feasibility Assessment has now been completed and it has been determined that the proposed expansion of the Unley Museum is both a viable and attractive opportunity for Council, noting the following key points:

- There are clear community, cultural and economic benefits to be derived from expanding the Museum.
- The Museum could become a focal point of the vibrant Unley Civic Precinct, enabling Council to deliver on its stated commitment to increase cultural vitality and to have a positive impact on local culture, presenting Unley as an inclusive and welcoming place to live, work, play, study and linger longer.
- The expansion project provides an opportunity for the City of Unley to demonstrate leadership in community and cultural development by growing the scale and importance of Unley Museum's exhibitions, to grow its collection and to be the flagship institution in the preservation of Unley's history, which is not possible within the limitations of the current facility.
- Community access to the Unley Museum would be greatly improved with an expanded facility that has space for multiple school groups, larger group activities and exhibitions of greater significance and scale.
- The expanded Museum provides for greater storage facility allowing the expansion of the collection and the acquisition of important and significant artefacts, this is vital as the current facility is at capacity.
- Provision for additional resourcing for the expanded Museum will enable the facilitation of exhibitions and group visits, additional promotions, and establishing new programs. Increases to exhibition costs (i.e., attracting exhibitions) are anticipated to be offset by proposed ticketing and commission from sales. An enhanced offering is anticipated to grow Museum visitation from 2,700 to 9,500 annually through increased attractions.
- The Hughes Gallery at Fullarton Park Community Centre provides a space for community arts, whereas the focus for the expanded Museum is on quality curated exhibition programs aimed at increasing cultural wealth and historic preservation.
- The Feasibility Assessment has considered the Potters' Club needs and opportunities in relation to the Unley Museum expansion, however redevelopment works of this building were not part of the Feasibility Assessment project scope. Detailed design would need to consider expanding the Potters' shed, repair and maintenance to the building and opening up the eastern fence to the Village Green (while still preserving the security of the site), which would visually connect it to the Village Green and Museum.

The Feasibility Assessment Report is attached for Council consideration and determination of the continuation of this project to the detailed design stage.

*Attachment 3*

## 6. **POLICY IMPLICATIONS**

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

- A Budget allowance has been made in the 2022/23 Annual Business Plan and Budget for detailed design, documentation and development approval for the Unley Museum expansion works.
- Following detailed design and development approval, the project will essentially be shovel ready for grant funding opportunities.
- The Feasibility Assessment identifies that additional staffing levels will be required to enable the increased scope of services. The report suggests an increase of \$40K per annum for staffing to support customer service, research, and general administrative functions. This will require Council approval in due course.

### 6.2 **Social/Economic**

- Comprehensive stakeholder engagement was undertaken in relation to the development of the Unley Civic Precinct, which included the proposed Museum expansion. This engagement included a reference group comprised of community members and representatives of local community groups.
- The Adelaide Potters' Club have been engaged through the Unley Civic Precinct consultation, and their views were considered through the Museum Expansion feasibility project. In the event that Option 1 proceeds, further engagement with the Adelaide Potters' Club will be undertaken throughout detailed design phase to ensure their current and future needs are considered.
- As noted in the Feasibility Assessment report, there are clear community, cultural and economic benefits to be derived from expanding the footprint and redeveloping the Museum.

*'The expansion of the Museum would increase the available footprint and provide an improved setting to entice a larger artistic, cultural and historical program, which in turn would add further vibrancy to the Civic precinct and make a positive impact on the cultural life of the City of Unley local (and broader) community' (Feasibility Assessment Report p12).*

## 7. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The Unley Museum Expansion Feasibility Assessment report is noted.
2. The Unley Museum project proceed to detailed design for expansion of the Unley Museum across 78-80 Edmund Avenue, Unley and the Adelaide Potters' Club across 78-84 Edmund Avenue, Unley.

The Feasibility Assessment Report indicates strong rationale for an expanded Museum offering. The Assessment also referenced the Adelaide Potters' Club in relation to its current offering and optimising potential linkages with the Unley Museum.

Additionally, this option provides scope to include Stage 3 works for the Potters' Club building in the detailed design, noting the budget allocation of \$180,000 was originally intended to fund the Museum expansion of Stage 2 (78 & 80 Edmund Avenue Unley). The inclusion of design work for 84 Edmund Avenue may require additional funds to undertake this work and the amount will be known after the outcome of a procurement process.

By proceeding with this option, Council is then able to consider all remaining stages of the Unley Civic Precinct redevelopment project, which will then expedite full project completion, minimise construction costs and fully realise the opportunities for the Village Green Precinct.

Detailed design together with costings would be brought back to Council for further consideration before proceeding to the next stages.

#### Option 2 –

1. The Unley Museum Expansion Feasibility Assessment report is noted.
2. The Unley Museum Expansion project proceed to detailed design for the expansion of the Unley Museum across 78-80 Edmund Avenue, Unley only.

This option considers detailed design for the proposed Unley Museum expansion only and does not include any design work for 84 Edmund Avenue, Unley, currently accommodating the Adelaide Potters' Club.

Should Council determine to proceed with this option, the project will move to the detailed design stage, noting there is a budget allocation in the 2022/23 Annual Budget and Business Plan to complete this work.

This detailed design will provide the information required for Council to further consider the budget for the construction works and to make any changes if required.

#### Option 3 –

1. The Unley Museum Expansion Feasibility Assessment report is noted.
2. Alternate sites are identified as possible locations for the Unley Museum expansion and a report is brought back to Council for consideration.

The scope of this Feasibility Assessment did not include the consideration of other sites for the expanded Unley Museum. While other sites may be considered, each should be considered on its own merit, including suitability for the intended Museum, storage requirements, access, and visibility to the public.

Should an alternate site be suitable, there is potential for the existing buildings in Edmund Avenue to be leased at commercial rates.

Consideration of alternate sites away from the Village Green will have an effect on the reimagined and partially developed Civic Precinct and would compromise the vision for the Unley Civic Precinct as a vibrant cultural hub. This could be seen as a missed opportunity.

Option 4 –

1. The Unley Museum Expansion Feasibility Assessment report is noted.
2. The Unley Museum expansion project ceases and no further action is taken at this stage.

This option would conclude the investigation into the Museum Expansion, and no further work would be actioned at this stage.

The implications of this option include ongoing restrictions into the scale and nature of exhibitions and other learning and history opportunities offered at the Museum, as well as limitations on the City of Unley’s ability to continue to build and effectively store collection items of heritage significance and quality. Additionally, this option compromises the vision for the Unley Civic Precinct as a vibrant cultural hub.

The budget allocated for the design work in 2022/23 would be returned as savings.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Megan Berghuis	General Manager, City Services
Peter Tsokas	Chief Executive Officer

# Edmund Avenue Cottages\_Unley Museum

High Level Estimate

18th January 2021





## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

Code	Description	Quantity	Unit	Rate	Total
	<b>Edmund Avenue Cottages_Unley Museum</b>				
BE	Basis of Estimate		Notes		0
DE	Demolition		Item		17,475
BW	Building Works	280	m2	3,883	1,087,325
RW	Refurbishment Works	261	m2	2,297	599,483
EW	External Works		Item		119,796
SI	Services Infrastructure		Item		110,000
	<b>SUB-TOTAL BUILDING WORKS (EXCL. GST)</b>	<b>541</b>	<b>m2</b>	<b>3,575</b>	<b>1,934,079</b>
BWO	Building Works On-Costs		Item		236,000
	<b>TOTAL BUILDING WORKS (EXCL. GST)</b>	<b>541</b>	<b>m2</b>	<b>4,011</b>	<b>2,170,079</b>
OPC	Other Project Costs		Item		500,000
	<b>TOTAL PROJECT COST (EXCL. GST)</b>	<b>541</b>	<b>m2</b>	<b>4,935</b>	<b>2,670,079</b>





## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Basis of Estimate

Code	Description	Quantity	Unit	Rate	Total
	<b>General</b>				
	This High Level Estimate is for the Refurbishment and Extension to the existing Edmund Avenue Cottages_Unley Museum				
	This estimate is based on measured quantities from the documentation as listed below to which we have applied rates and conditions we believe applicable based on projects of a similar type and scale.				
	<b>This High Level Estimate is based on the following information:</b>				
	- Marked-up drawings provided by City of Unley 13th December 2021				
	<b>This High Level Estimate includes the following items:</b>				
	- Minor allowances for seismic upgrades				
	- Structural works associated with wall removal				
	- Design Development Contingency				
	- Builder's Preliminaries and Margin				
	- Construction Contingency				
	- Professional Fees				
	- Escalation to project completion				
	- Statutory Charges including CITB Levy				
	<b>This High Level Estimate specifically excludes the following items which should be considered when assessing the overall project:</b>				
	- Potters Club				
	- Work outside nominated site boundaries				
	- Asbestos removal				
	- Furniture, Fittings and Equipment				
	- Staging / Phasing				
	- Services infrastructure upgrades				
	- Active ICT Equipment				



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Basis of Estimate

Code	Description	Quantity	Unit	Rate	Total
	- Out of hours works				
	- Rock excavation				
	- Inflation as a result of the Coronavirus				
	- Contaminated soil removal / remediation				
	- GST				
	<b>Assumptions</b>				
	The following assumptions have been adopted in our estimate:				
	- The works will be completed during standard operating hours				
	- Works will be tendered on a lump sum basis and form of procurement				

**Basis of Estimate** \$ 0



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Demolition

Code	Description	Quantity	Unit	Rate	Total
1	Carefully demolish existing extension	71	m2	125.00	8,875
2	Carefully demolish existing toilets and cap services	21	m2	150.00	3,150
3	Remove existing pavements	18	m2	25.00	450
4	Allowance to remove sundry pavements, garden beds and the like		Item		5,000
5	No allowance for asbestos removal		Note		Excl.
<b>Demolition</b>					<b>\$ 17,475</b>



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Building Works

Code	Description	Quantity	Unit	Rate	Total
6	New Toilets	52	m2	3,500.00	181,230
7	Galleries	129	m2	4,500.00	582,075
8	Lobby	37	m2	5,500.00	201,080
9	Storage	61	m2	2,000.00	122,940

**Building Works**      **\$ 1,087,325**



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate		
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021		
<b>GFA:</b>	541 m2				
Refurbishment Works					
Code	Description	Quantity	Unit	Rate	Total
10	Refurbishment for new Galleries	103	m2	2,500.00	256,675
11	Refurbishment for new Kitchen	15	m2	3,000.00	44,010
12	Refurbishment for new Offices	69	m2	1,200.00	82,800
13	Refurbishment for new Research	47	m2	1,500.00	71,010
14	Refurbishment for new Storage	27	m2	750.00	19,988
15	Allowance for interface works with existing building		Item		25,000
16	Allowance for minor seismic upgrades including chimney stabilisation		Item		25,000
17	Allowance for internal structural works associated with wall removal		Item		25,000
18	Allowance for commercial kitchen equipment		Item		50,000
19	No allowance for mechanical services upgrades		Note		Excl.
20	No allowance for infrastructure upgrades		Note		Excl.
<b>Refurbishment Works</b>					<b>\$ 599,483</b>



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### External Works

Code	Description	Quantity	Unit	Rate	Total
	<u>Site Preparation</u>				
21	Allowance to clear and prepare site for new building		Item		10,000
22	No allowance for site level adjustments		Note		Excl.
23	No allowance for retaining walls		Note		Excl.
24	No allowance for contaminated soil removal and subsequent reinstatement		Note		Excl.
25	No allowance for removal of uncontrolled fill and subsequent reinstatement		Note		Excl.
	<u>Outbuildings and Covered Ways</u>				
26	Outdoor Storage	20	m2	1,000.00	19,620
27	No allowance for external shade structures		Note		Excl.
	<u>Roads, Pavements and Footpaths</u>				
28	Concrete unit paving on and including prepared sub-base	198	m2	150.00	29,676
29	Allowance for sundry making good of adjacent pavements		Item		3,000
30	No allowance for carparking		Note		Excl.
	<u>Landscaping and Improvements</u>				
31	Allowance for fixed seating		Item		7,500
32	Allowance for landscaping including plantings, garden beds, irrigation and the like (minor)		Item		50,000
33	No allowance for external wayfinding signage		Note		Excl.
	<u>Boundary Walls, Fences and Gates</u>				
34	No allowance for fencing and gates		Note		Excl.
	<u>Outbuildings and Covered Ways</u>				
35	No allowance for propriety shed for bus storage (future project as advised)		Note		Excl.

**External Works** **\$ 119,796**



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Services Infrastructure

Code	Description	Quantity	Unit	Rate	Total
	<u>Stormwater</u>				
36	Allowance for underground stormwater pipework including connections		Item		30,000
37	No allowance for rainwater collection		Note		Excl.
	<u>Electrical</u>				
38	Allowance for SAPN Augmentation		Item		40,000
39	No allowance for new Transformer or upgrades to existing		Note		Excl.
	<u>Hydraulics</u>				
40	Allowance for grease arrestor		Item		40,000
41	No allowance to replace hydraulics services infrastructure (re-use existing where toilets removed)		Note		Excl.
42	No allowance for gas reticulation		Note		Excl.
	<u>Fire</u>				
43	No allowance for site hydrants (assumed not required)		Note		Excl.
	<u>Builder's Work In Connections</u>				
44	Allowance for Builder's Work In Connection with Services		Note		Excl.
	<u>General</u>				
45	No allowance for services infrastructure upgrades		Note		Excl.

**Services Infrastructure** **\$ 110,000**



## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Building Works On-Costs

Code	Description	Quantity	Unit	Rate	Total
46	Allowance for Design Development Contingency		Note		Incl.
47	Allowance for Builders Preliminaries and Margin at 12%		Item		230,000
48	Allowance for Statutory Charges including CITB Levy at 0.5%		Item		6,000
<b>Building Works On-Costs</b>					<b>\$ 236,000</b>





## High Level Estimate

<b>Project:</b>	Edmund Avenue Cottages_Unley Museum	<b>Estimate:</b>	High Level Estimate
<b>Project No:</b>	213240	<b>Date:</b>	18th January 2021
<b>GFA:</b>	541 m2		

### Other Project Costs

Code	Description	Quantity	Unit	Rate	Total
49	Allowance for Construction Contingency at 7.5%		Item		165,000
50	Allowance for Professional Fees at 10%		Item		230,000
51	Escalation at 3.5% p.a.		Item		105,000
52	Staging		Note		Excl.
53	GST		Note		Excl.

**Other Project Costs**      **\$ 500,000**





## High Level Estimate - DRAFT

<b>Project:</b> Edmund Avenue Cottages	<b>Estimate:</b> High Level Estimate - DRAFT
<b>Project No:</b> 202521	<b>Date:</b> April 2020
<b>GFA:</b> 0 m2	

### Potters Club

Code	Description	Quantity	Unit	Rate	Total
DE	Demolition		Item		14,550
BW	Building Works	94	m2	2,464	231,600
RE	Refurbishment Works	112	m2	779	87,200
EW	External Works		Item		23,400
SI	Services Infrastructure		Item		7,500
	<b>SUB-TOTAL BUILDING WORKS (EXCL. GST)</b>	<b>206</b>	<b>m2</b>	<b>1,768</b>	<b>364,250</b>
BWO	Building Works On-Costs		Item		36,000
	<b>TOTAL BUILDING WORKS (EXCL. GST)</b>	<b>206</b>	<b>m2</b>	<b>1,943</b>	<b>400,250</b>
OT	Other Project Costs		Item		65,000
	<b>TOTAL PROJECT COST (EXCL. GST)</b>	<b>206</b>	<b>m2</b>	<b>2,258</b>	<b>465,250</b>
<b>Potters Club</b>					<b>\$ 465,250</b>





City of Unley  
Museum Expansion Feasibility  
Assessment

February 2023

Final Report

BUSINESS • RESOURCE • MANAGEMENT



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## EXECUTIVE SUMMARY

The City of Unley has developed a long-term vision for the Unley Civic Precinct, bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue, this vision is to:

- attract more of the local community to access and enjoy the precinct;
- take advantage of the safer local streetscapes, built and natural heritage, flexible public spaces and diversity of community services;
- encourage greater coordination between stakeholders to provide for the needs of the community; and
- ensure that the area remains a 'green' central community destination that that delivers programs, events and activities for the community.

As part of this vision Unley is currently redeveloping the three cottages on numbers 72, 74 and 76 Edmund Avenue to expand the existing co-working space and create a Business Innovation Hub. Stage Two of the redevelopment involves creating an expanded Museum offering at 78 and 80 Edmund Avenue.

The expanded Museum would strengthen the linkages with the other Village Green Cottage enterprises and provide an increased cultural contribution to the Village Green and Unley Civic Precincts as well as to the wider Unley Central and Road precincts. The Unley Museum is highly regarded and valued as a cultural service, housing a nationally significant collection, however the exhibitions and activities are limited by the size and layout of the venue it operates in.

The proposed expansion is intended to provide increased storage facilities, to improve care and storage of the collection, preservation of history and ability to pursue growth of the collection, which in turn facilitates preservation, learning and understanding of Unley's history. Importantly, it will provide a number of flexible spaces that can be configured to house either one large exhibition or be walled into separate smaller spaces and house concurrent exhibitions of varying types. These exhibitions whether they be of culture, history, local history (based on the Museum's collection), contemporary topics (such as climate change) or art would be curated – which is an important point of differentiation from the Hughes Gallery. The larger venue, with flexible spaces will also increase income generating opportunities from exhibition commission, special event and program attendance and venue hiring.

The key to its success lies in the ability to curate a meaningful program of exhibitions to raise the bar, to educate and expose the community to art, topical national and international dialogue, and diverse cultural knowledge as well as grounding the community in a sense of shared space through awareness of its own history. This will increase the cultural capacity of Unley and provide a cultural vibrancy to the state outside of the limitations of the State institutions.

Of course, broadening the service offering will come at a cost, our estimate is that the direct operating cost base would increase by \$46,500, there are also additional depreciation and finance costs which will add over \$110,000 per annum to the operating cost base of the CoU, the potential benefit to the broader economy is estimated at more than \$300,000 from increased visitation.

The Museum has the potential to become a hub of cultural and art offerings for the City of Unley, providing a unique attraction to increase the number of visitors to the city and with the potential to encourage new residents to move to the city.





## 1. INTRODUCTION

### 1.1 Background

The City of Unley (CoU) has long recognised the significant role that arts and culture plays in fulfilling the lives and identities of its community and its contribution to a vibrant and economically viable City.

Since 1971 the CoU has amassed a local history collection and from 1986 operated an accredited museum in a heritage listed cottage initially at 74 then 80 Edmund Avenue, Unley. This is one of six Council owned Cottages located on Edmund Avenue which back onto the Unley Village Green.

The Unley Museum offers a curated a program of innovative and relevant exhibitions and activities focussed on showcasing the history and enriching the cultural life of Unley, as well as providing volunteer led family history and house history research services. The Museum has a nationally significant collection of approximately 13,000 photographs and objects, related to the history of the City of Unley and has won major national and state awards for various exhibitions.

The Unley Museum is also an unusual offering as it is the only dedicated metropolitan council run Museum and Cultural Centre with such a strong historically representative collection.

While the Unley Museum is highly regarded and valued as a cultural service, it is considered to have reached the limits of its capacity in terms of the scale and importance of its exhibitions, the capacity to grow its collection and contribute to the preservation of Unley's history, and the scale and types of activities it can offer the community.

The Unley Museum's exhibitions and activities are currently limited by the size and layout of the venue it operates in. Its exhibition capacity at present is a maximum of four changing temporary exhibitions per year, plus two permanent local history exhibitions running concurrently. These installations are small in size, due to the limited wall and floor space, gallery layout and restricted amenities, such as security, safe lighting and temperature and air control. This limits the status and scale of temporary exhibitions the Museum can attract and prevents it from hosting notable touring exhibitions.

In addition, with no further storage capacity to safely house additional collection items, the Unley Museum is unable to expand its collection. As a result, the CoU's ability to continue to grow, preserve, research, learn from and share knowledge of its history is curbed, this may constrain opportunities to acquire rare and important cultural artefacts.

Further, the limited number and size of the spaces available to host school, children's and public activities and events, restricts both the type of activities that can be offered and the number of community members able to access them.

As part of a wider project to redevelop the Unley Civic Precinct (the area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue), in 2020 Council endorsed a Concept Design to consider opportunities to modify all six Cottages to improve their flexibility and suitability to alternate uses, as well as to enhance the interface between Cottages and the Village Green, providing a new 'front façade' to further activate the Green.



The Concept Design provided a clear direction for the long-term redevelopment of each of the Cottages, supporting new activities / land uses in support of the Civic Precinct. The key directions for the Cottages are outlined in Attachment One.

Following a community consultation process the Concept Design is currently being implemented with Cottages at 72, 74 and 76 Edmund Avenue being redeveloped.

Stage Two of the redevelopment considers the expansion of the Unley Museum over two cottages, joining both 78 and 80 Edmund Avenue to address the inherent limitations in the current site by providing expanded, purpose built gallery spaces adjacent to the Village Green, with additional administration facilities and expanded storage. This would enable Council to continue its stated commitment to increase cultural vitality and have a positive impact on local culture, presenting Unley as an inclusive and welcoming place to live, work, play, study and linger longer.

## 1.2 The Project

The Unley Museum redevelopment proposal incorporates the following elements at an estimated cost of \$2.670 million.

- Increased purpose built, contemporary exhibition and gallery spaces and amenities providing for more diverse, higher and larger scale exhibitions and activities and enabling attraction of touring and outreach exhibitions and programs from larger community, cultural and educational institutions.
- Inclusion of a studio space, classroom and/or workshop spaces that enable interactive learning and creative programs, including Artist/Historian in Residence initiatives.
- Improved facilities to undertake research and provide community history services.
- Greater visibility with better entry points, and connection and activation to support a vibrant civic precinct, as well as centralised a visitor concierge service to support the Museum, Unley's cultural services and attractions and promote local tourism.
- Increased storage facilities.
- Creation of public toilets in the 78 Edmund Avenue cottage, to be accessible after hours via a separate entry from the Village Green.

The redevelopment proposal aims to make the Unley Museum the focal point of a vibrant cultural precinct fronting the Village Green. The Museum will benefit from an activated, accessible precinct which will increase visibility and greater awareness of the community asset, through the growing utilisation of the Village Green and Civic Precinct.



### 1.3 Scope of Works

Our brief was to:

- 1.3.1 Determine the cost benefit of the proposed expansion project, including economic and social and cultural return on investment – providing a “value” of this project back to the community.
- 1.3.2 Undertake a needs assessment, exploring the potential demand and targets for an expanded museum and gallery offering, including providing market analysis of similar enterprises in local government or related.
- 1.3.3 Identify the contribution of an expanded museum and gallery on tourism locally to the City of Unley, regionally and to the wider South Australia community.
- 1.3.4 Explore the potential of the Museum as an economic catalyst with predicted growth impacts on the local economy, including employment and sales/revenue generation.
- 1.3.5 Identify the benefits and opportunities presented by redeveloping 82 Edmund Avenue (Adelaide Potters Club) including linkages with the Unley Museum (to be undertaken as Stage 3 of the overall project).
- 1.3.6 Consider whole linkage between Village Green, Council Civic and Cultural facilities and the Unley Road Precinct.
- 1.3.7 Assessment of the service offering in relation to Hughes Gallery, located as part of Fullarton Park Community Centre.
- 1.3.8 Provision of financial estimates for the ongoing operation of an expanded Unley Museum.
- 1.3.9 Review the proposed management and resourcing model and advise on the appropriateness and viability of the governance approach to operate an expanded facility.
- 1.3.10 Review the current concept plan and identify any proposed additions or alternatives that would enhance the visitor appeal or economic viability of the expansion.
- 1.3.11 Identifying opportunities to generate income from the facility.

We were not asked to consider whether the redevelopment should occur on the current site or whether other sites would provide a better community outcome. The exploration of any alternatives would require further analysis.



## 2. THE MUSEUM

### 2.1 Current State

The Unley Museum is a history, art and culture museum and gallery located at 80 Edmund Avenue, Unley, in the former Unley Fire Station building, which is heritage listed cottage built in 1898 and is currently open at the following times:

- Monday – Wednesday 10 am – 4 pm;
- Thursday 10 am - 6 pm; and
- Saturday 10 am – 1 pm.

The Museum has four gallery spaces which are currently being utilised as follows:

- Trimmer Room - permanent history of Unley exhibition (Unley: 200 Years of Change)
- Annex Gallery - semi permanent local history exhibition (Terrible Tales of Unley)
- Main Gallery - changing major exhibitions (current: Elemental)
- Access Gallery – overflow gallery space for major exhibitions or additional smaller exhibitions (current: Elemental)

Each year, the Museum offers a curated a program of innovative and relevant exhibitions and activities focussed on showcasing the history and enriching the cultural life of Unley, as well as providing volunteer led family history and house history research services. The exhibitions and activities are planned a year or two in advance, the current exhibitions schedule is shown at Attachment Two. The Museum has a nationally significant collection of approximately 13,000 photographs and objects, related to the history of the CoU. The Museum has won three major national awards:

- 2012: Museums and National Galleries Award MAGNA 2012 (Level 2), the nomination "Permanent Exhibition" for "Gorgeous Gardens".
- 2016: Museums and National Galleries Award MAGNA 2016 (Level 1), the nomination "Permanent Exhibition or Gallery Fit Out" for the best permanent exhibition "200 Years of Change".
- 2017: Museums and National Galleries Award MAGNA 2017 (Level 1), the nomination "Permanent Exhibition or Gallery Fit out" for the exhibition "Terrible Tales of Unley".

The Museum was also awarded best visual arts exhibition by the Adelaide Fringe in 2019, for its exhibition "Things of Nature" and an Interpretation Australia 2019 National Award for Excellence for its exhibition "Unley's Own Returning Home".

The Museum experiences approximately 3,000 visits per annum and is the only dedicated council run Museum and Cultural Centre with such a strong historically representative collection.



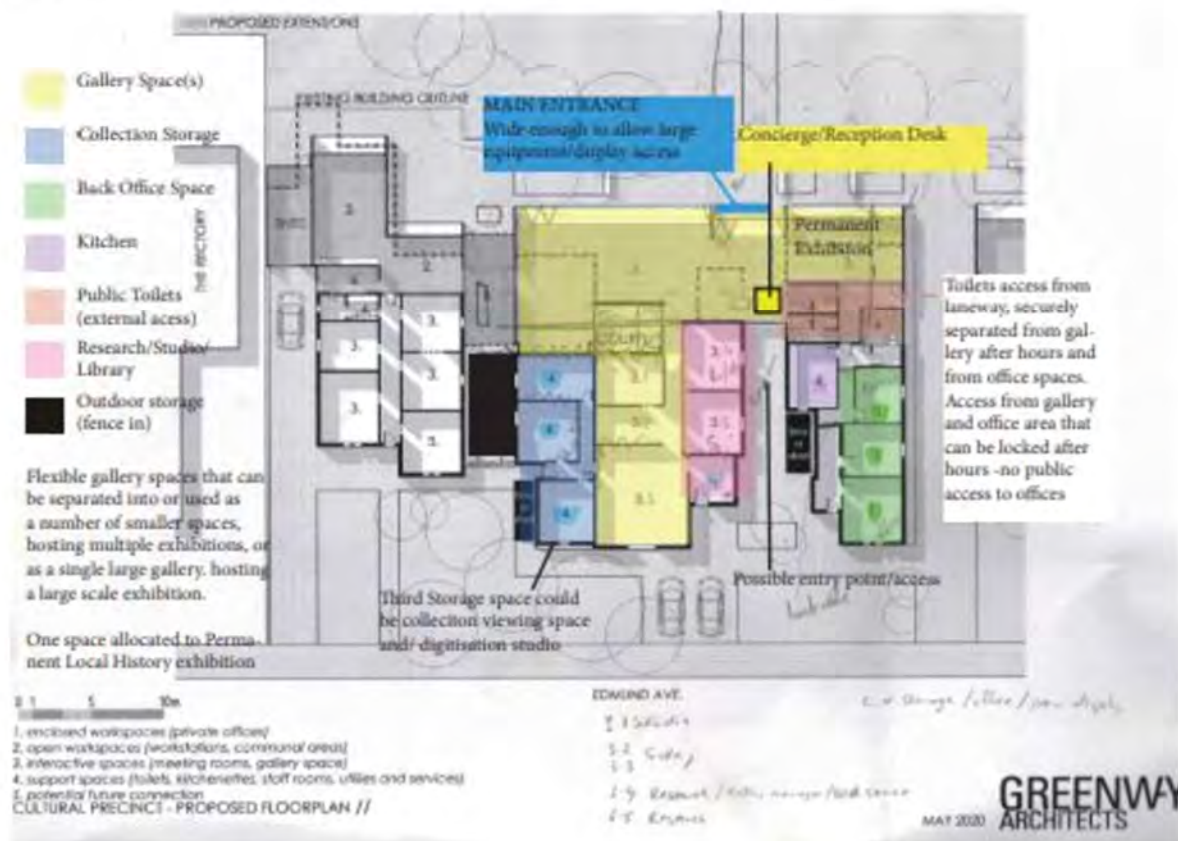
## 2.2 Future State - Spaces

In seeking to redevelop the Museum it is important to re-imagine what the expanded space could offer to Unley.

The Museum has the potential to become a hub of cultural and art offerings for the CoU, providing a unique attraction to increase the number of visitors to the CoU and with the potential to encourage new residents to move to the City. Achieving this will require an expanded footprint to create appropriate, flexible spaces and storage facilities to provide an improved setting to entice a larger artistic and historical program, which in turn would add further vibrancy to the Civic Precinct.

It is planned that the proposed redevelopment will create flexible spaces that can be configured to house either one large exhibition or be walled into separate smaller spaces and house concurrent exhibitions of varying types. The larger space could house exhibitions of culture, history, local history (based on the Museum’s collection), contemporary topics (such as climate change) and art.

The Museum would broadly be configured along the following lines.





### Major Gallery / Galleries

A major gallery space that has the capacity to host large scale exhibitions such as touring exhibitions, art exhibitions of nationally and internationally significant artists, history or cultural exhibitions. The space will act as a temporary exhibition space with exhibitions changing approximately four to six times per year, depending on the programming and capacity.

In order to attract repeat visitors, particularly from the local community, it is important that the Museum continues to renew its exhibitions regularly, it can achieve this by having one flexible space dedicated to exhibitions that change on a regular basis. It is expected that this space would hold a minimum of four exhibitions per year and have the capacity to host multiple exhibitions at the same time.

The Access and Main Galleries currently fulfill the temporary gallery purpose however its small size is limiting. The Access Gallery is generally used as an overflow gallery for the main space, rather than hosting individual exhibitions due to its size limitations and awkward accessibility (it is down a hallway which opens into the office spaces). With only one temporary gallery space available there is competition for the available time in this gallery from exhibitions of contemporary art, museum collections and school holiday and education programmed events, and space restricts the impact of the potential offering. This new major gallery space could be one continuous very large space, or could be separated, using temporary walling, into several spaces to facilitate concurrent exhibitions.

### Art Exhibitions

Art exhibitions of nationally and internationally recognised artists could be hosted in this space which would provide an opportunity to develop a collecting audience and educate the community by showing high quality art. The gallery could also be used as a 'meeting space' or a function space for hire/use by community groups for events.

The inclusion of artist talks and workshops in the program would provide further educational and development opportunities for the community. This larger space could accommodate those activities for larger numbers, whereas the current space limits number to small groups. An art gallery and proposed studio space also creates an opportunity to showcase Unley as an art centre, through exchange exhibitions and artist in residence opportunities.

With the 2017 closure of the Contemporary Arts Centre of South Australia (CACSA), which operated from Parkside as an art museum and art space running nationally and internationally significant exhibitions, there is an opportunity to occupy a position in the market that is not serviced by ACE Open (the contemporary visual art organisation into which CACSA merged on closure).

### Touring exhibitions

Hosting large scale exhibitions fills a gap in Adelaide where major institutions such as the Art Gallery SA or the South Australian Museum are not in a position to host an important exhibition, the Unley Museum, could be in a position to step in with a suitable space. An example is *Art in Conflict*, a nationally significant exhibition which is currently touring Australia – Unley was approached a few years ago to participate but did not have adequate space to offer. The new gallery would be a suitable venue. This type of exhibition is a ticketed event which provides the potential to generate income.



### History/topical Research Exhibitions

This same space could stage local history exhibitions, national and international history exhibitions and a range of in-house researched exhibitions as it currently does. An important difference is that these exhibitions will no longer be as limited by space constraints and can therefore in their own right become nationally significant exhibitions.

These exhibitions may also evolve into exhibitions that can be toured offering another potential source of income.

### Cultural Content

The space could also be used to stage cultural exhibitions such as:

- Aboriginal culture exhibition;
- Focus on cultural groups such as the French, Chinese and Greek communities;
- Literature exhibitions; and
- Cross-institution exhibitions e.g. history of early immigrants groups in collaboration with the Migration Museum.

### **Permanent Local History Exhibition space**

A space dedicated to permanent local history exhibitions that would be planned to change at approximately five yearly intervals and would provide a continuing focus on the history of Unley e.g. *Unley: 200 Years of Change* and *Terrible Tales of Unley*.

### **Studio space / Workshop / Classroom**

A studio space adjacent the gallery could be used to implement cultural and arts exchanges and residency programs and also act as a learning space for visitors to interact with artists and studio users. The studio could be 'leased' on an application basis, typically rotating bi-annually.

It is planned to seek applications from, and rotated between, students, Unley residents, international or national artists, and local professional artists. At the conclusion of each lease period there would be an exhibition of the work created in the studio, held in the Museum gallery space(s).

The space(s) may also act as classrooms where workshops and talks can be staged.

### **Office Space**

The Museum currently has two offices, one for the Curator and one for volunteers. The redevelopment would add a third office to enable an administration/research officer and/or digitisation and photographic lab to be added or viewing space for collection access.

### **Annex Wall Space**

A small dedicated wall space located behind the concierge/reception and tourist information desk, could act as an ongoing 'salesroom' gallery space. Artists could be invited to display a



few pieces for sale for a defined period of a time. This activity may generate some income through commissions and would provide a small commercial space for South Australian artists.

### **Storage Facility upgrade**

The current storage space is at maximum capacity.

The Museum's nationally significant collection of 13,000 objects, artefacts and photographs is currently stored on premises. While the storage facility has adequate temperature control and some lighting control it is in need of upgrading and expansion to ensure ongoing preservation and growth of the collection.

Due to facility limitations the collection is not housed in fire safe units and there is limited humidity control which exposes the collection to risks that threaten its long term survival.

Upgrading the storage space at the Museum would enable better care and preservation for the collection and greatly increase the life span of artefacts, it would also provide better access to allow viewing of the collection and enhance public access to it which in turn is expected to facilitate the continued growth of the collection and therefore knowledge of Unley's history.

### **Research Centre**

The current research centre used by members of the public to access the three research services provided by the Museum e.g. family history, house and building history, and general research would be maintained. This room houses the Museum's reference library which is accessible to the public, and hosts the Family History service to be accessed by visitors. It also acts as a space for customers to read and conduct their own research utilising the Museum's public resources.

## **2.3 Future State – Programs and activities**

An expanded Museum offering provides the CoU with a wide range of opportunities to increase opportunities for community participation and engagement with the arts, culture, topical discussion, history and research.

The Museum could also act as a focal point for activation of the Village Green, with opportunities to hold income generating events combining exhibitions with a 'pop-up' bar, wine tastings or cocktail evenings in summer. Other CoU events held on the Village Green could dovetail with Museum activities giving rise to greater cohesion across CoU's services and events.

### **Build Cultural Relationships**

Through the Museum it will be possible to build Cultural Relationships with communities with a similar cultural disposition – much like a sister city relationship. This could include conducting exchange programs (i.e. artist in residence), touring exhibitions (both hosting international exhibitions and touring exhibitions curated by CoU) as well as cross -promotional opportunities and idea exchange.





The benefits of such activities include; cultural growth, promotion of the international flavour of Unley, the encouragement of an exchange of ideas and promoting Unley to people linked with those communities.

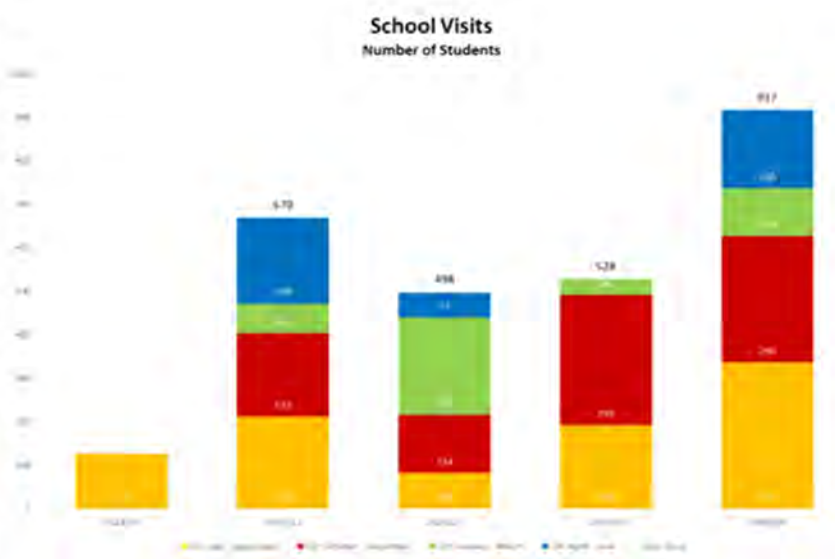
There would be negligible additional costs associated with this initiative other than administration and staff time.

### School Programs

The Museum’s current school program is targeted at schools in the CoU and is based around the local history exhibition.

Given the physical limitations of the current building only one class of students can be accommodated at a time which means that a maximum of 15 students at any one time can be catered for.

In practice this means that a class is split into two groups of 12-15 students with one group taken on a walking tour while the other has a session delivered by the education team within the exhibition, they then swap. This is obviously weather dependent.



The expanded space will remove the current physical limitations which will allow for multiple schools/classes or larger groups to be hosted at one time. This will create the opportunity to substantially increase the number school visits from the current 670 visits per annum to well beyond the pre-covid levels in 2018/19 and removes the dependence on the weather for programs and activities to go ahead.

### Exhibitions

Building relationships with larger community, cultural and educational institutions can assist in securing large scale exhibitions outside of exhibitions of the Museum’s own collection. This approach is quite common with a survey undertaken in 2013 finding that 24% of all exhibitions presented by public galleries are produced and managed by other galleries, cultural institutions or touring agencies. A larger exhibition space makes this a much more viable opportunity.

Many touring and loaned exhibitions are advertised through the National Exhibition Register (<https://netsaustralia.org.au/register>) which is an initiative of National Exhibitions Touring Support (NETS) Australia, a national network committed to the delivery of best practice touring exhibitions of contemporary visual culture to remote and metropolitan communities throughout Australia. Established as an Australia Council initiative in 1988 to increase access to and



enjoyment of contemporary art, the NETS network tours over 50 exhibitions to audiences of more than 500,000 people across nearly 7.7 million square kilometres featuring works by over 1000 artists.

An indicative Exhibition Schedule is shown as Attachment Three.

#### 2.4 The Adelaide Potters Club

The Adelaide Potters' Club is the oldest pottery club in Australia and is situated at 84 Edmund Avenue, Unley in premises leased from CoU. The lease expires on 31 August 2025 and has a two year right of renewal that can be actioned from this date, the lease contains a "Redevelopment" that can be actioned if CoU has plans to redevelop the property.

The cottage encompasses a spacious Gallery with a workshop and kiln room at the back. The club also has a well used raku kiln. The facilities are available for members to use at any time. Members are selected on merit and currently pay a fee of \$100 per annum.

The Gallery is open to the public from 12 midday to 4pm on Saturdays and Sundays.

The Potters' Club has a forward planned program of events, exhibitions and open days. While several of these events are for members there are also public open days for raku firing and casserole evening is planned to activate the space.

There are four major exhibitions held at various times during the year e.g. Adelaide Fringe, SALA, Student / Teacher and Ikebana and the Club runs adult pottery classes on four evenings a week from late January/early February to December, with children's classes held intermittently usually during holidays and on some weekends.

The number of participants in the pottery classes is limited by the available space. There appears to be a relatively low cost opportunity for CoU to expand the pottery shed, in which these classes are delivered, to increase the activation of the Potters Club and the surrounding area.

While the Potters Club holds exhibitions and provides classes to promote the art of pottery, it does so from a membership based model which is different to the operating model of the Museum and could give rise to conflict if the operations were to be incorporated in some way into the Museum. We see the opportunity is in ensuring the Museum and Potters Club work to ensure they communicate their plans for exhibitions and open days which would assist to better coordinate the activation occurring on the Village Green.

There may also be opportunities for local artist to display works in the exhibition spaces at the Museum outside of the major exhibitions held at the Potters Club and potentially for pottery artists to be considered for any 'artist in residence' type programs that may be run by the Museum or for artists to rent studio space.

In our view, there is benefit in considering some form of redevelopment of the Potters Club with the objective of expanding the potters shed, undertaking some repair and maintenance works to the building (particularly the veranda area) and opening the eastern fence to the Village Green (while still preserving the security of the site) which would visually connect it to the courtyard spaces.



**3. NEEDS ASSESSMENT**

**3.1 Strategic context**

**South Australian Government**

The South Australian Government has a long standing commitment to arts and culture, and views this as an integral part of the continued growth and success of the State. This is reflected in the development of the Arts and Culture Plan South Australia 2019 – 2024 which has a stated Mission “to guide the growth of and investment in the State’s leadership in the arts and cultural sector.”

These six goals, each of equal weight, provide the pillars for the Plan. The following goals are directly relevant to the expansion of the Unley Museum and would arguably place the CoU at the forefront of arts and culture amongst local government in the state.

Goal 1 recognises the power of arts and culture in building stronger, liveable communities. It promotes a broad and inclusive engagement with the arts across all parts of the South Australian community, positioning arts and culture as integral not optional. It talks to empowerment, to building capacity and creating opportunities so that communities can benefit from deep and rich experiences.

**1** To promote the role of arts and culture in enriching the lives of all South Australians.

**2** To empower South Australia's makers and creators.

Goal 2 is about the artist. It advocates for co-investment with philanthropists, industry partners and other parts of government. It contends that by increasing studio spaces, artist hubs, and flexible performance spaces for artists, there is an opportunity to leverage the potential to create pathways for artists to become a proud, visible and valued part of the community. In turn this can attract more artists from across the country, and the world, and encourage existing students and early career practitioners to call Adelaide, and South Australia, home.

**3** To champion Aboriginal and Torres Strait Islander arts and culture.

**4** To amplify South Australia's signature strengths that define the character of the arts in the State.

Goal 5 recognises the historical investment in infrastructure in buildings, collections, festivals and events and it talks to revolutionising accessibility to the state’s remarkable collections – much of which languishes in storage.

**5** To enhance the physical and organisational arts and culture infrastructure in South Australia.

**6** To drive a connected approach to advocacy and future government investment in arts and culture.

Goal 6 is about driving a connected approach to advocacy and future government investment in arts and culture. It seeks to identify existing opportunities for collaboration and co-investment within and between governments – including local government.

While arts and culture plan are an important contributor to many industry sectors such as education, industry and tourism, the South Australian Plan also articulates that governments around the world are increasingly recognising that arts and culture have a vital role to play in the health of people, the liveability of cities and the resilience of communities.



### The City of Unley

The CoU Community Plan 2033 provides the vision, strategies and framework for the future of the City of Unley. The Plan has four themes with the activities of the Museum linked to the Community Living theme and specifically referenced as part of the four year delivery plan for objective 1.2.

Theme	Goal	Objective
<b>Community Living</b> 	People value our City with its enviable lifestyle, activities, facilities and services	1.1 Our Community is active, healthy and feels safe. 1.2 Our Community participates in community activities, learning opportunities and volunteering. 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.

The CoU has also adopted a Cultural Plan 2021-2026 which outlines Council’s commitment to cultural development in the CoU. This Cultural Plan establishes a program and delivery of cultural activities across the City of Unley based on the following broad cultural themes and objectives.

- The Culture of Us
- The Culture of Place
- The Culture of Creativity
- The Culture of Knowledge
- The Culture of the Future

One of the objectives for the theme of the Culture of Us, is to “Honour and preserve local heritage and traditions.” The Museum is clearly an important component of this with one of the identified actions being:

*"Continue to develop Unley Museum services for the community to access archives, collections and diverse, high-quality exhibitions on topical issues."*

The expansion of the Museum would increase the available footprint and provide an improved setting to entice a larger artistic, cultural and historical program, which in turn would add further vibrancy to the Civic Precinct and make a positive impact on the cultural life of the CoU local (and broader) community.

An expanded Museum is consistent with the CoU Community Plan and the Cultural Plan it would materially increase the cultural contribution to the Village Green and Unley Civic Precincts as well as to the wider Unley Central and Road precincts.



### 3.2 Does Unley need a redeveloped Museum?

There are clear community, cultural and economic benefits to be derived from expanding the footprint and redeveloping the Museum.

The arts are an essential public good, there is a well-established empirical evidence base supporting the view that the arts can make a vital contribution to the wellbeing of a community.

There is evidence that participation in arts-based activity can contribute to strengthened social relationships and networks, which, in turn, increase the likelihood of good mental and physical health and wellbeing. As a former editor of the British Medical Journal has commented:

*"If health is about adaptation, understanding, and acceptance, then the arts may be more potent than anything that medicine has to offer".<sup>1</sup>*

An investment in cultural infrastructure and events makes a tangible economic contribution providing to both the local and broader economy. An Economic Impact of the City of Melbourne's Investment in the Arts (2017) found, amongst other things, that 'average expenditure by audience respondents per trip, inclusive of ticket and ancillary spending, was \$39' and '70 per cent of audience respondents indicated their primary reason to visit Melbourne on that day was to attend the arts activity'.

It is clear that this investment also contributes to local identity as a tourism and cultural destination, which in turn can help to attract highly skilled and educated workers to live in the local community.

Apart from tangible economic benefits, investment in the arts also provides important intangible benefits it enhances social and cultural life for all those who encounter them - residents, workers and visitors alike.

Further, the arts foster creative thinking, collaboration, innovation and encourage risk taking these are all personal attributes and highly sought after skills in the creative economy.

As reported in the submission to the Victorian Competition and Efficiency Commission's Inquiry into Enhancing Victoria's Liveability (2008):

*"There is an increasing body of evidence, both quantitative and qualitative, on the positive contribution of arts and culture to a city's or region's liveability."*

<sup>1</sup> Smith, R. (2002). "Spend (slightly) Less on Health and More on the Arts." British Medical Journal. 325 (7378):1432-1433



### 3.3 What about the Hughes Gallery?

The Hughes Gallery is located in the Fullarton Park Community Centre and covers an area of 42m<sup>2</sup>.

The Fullarton Park Community Centre building was purchased by CoU in 1974 with financial assistance from the State Government. Following a survey of local residents and internal research it was determined that the building would be utilised as a community art and craft centre, and it opened as such in 1976.

Since that time the Hughes Gallery has retained its positioning as a community gallery, with monthly exhibitions programmed across the year based on an application process. The Hughes Gallery is open Monday to Friday between 10am and 4pm, and on weekends if an exhibiting artist is in attendance.

The Hughes Gallery is not a curated venue, rather it offers local community groups and new and emerging artists the opportunity to assume control of a space and hold an exhibition to show their work.

There are no CoU staff directly attached to Hughes Gallery, however the CoU staff at the Fullarton Park Community Centre provide many hours work annually to the Gallery. CoU staff are involved in the preparation, assessment, promotion and provision of support for exhibitions, and to process sales.

The CoU derives income from commission for all sales of the artwork exhibited in the Hughes Gallery of 20% plus GST. This commission is below the generally accepted market rate but reflects that the Hughes Gallery does not have an active role in curating exhibitions or selling works to an established network of collectors. Exhibitors also pay a fee of \$285 to exhibit their works. In FY2022 the Hughes Gallery generated net income (after expenses) of almost \$5,000.

The Hughes Gallery has a long history of providing space for community arts and the removal of this space would inhibit community participation in the arts, which does not support council's Cultural Plan. Further, the focus of the expanded Museum is quite different and for it to be successful it must focus its efforts and energies on increasing visitations through high quality curated exhibitions rather than seeking to accommodate space for community art exhibitions as well.



## 4. FINANCIAL ANALYSIS

### 4.1 Overview

On 22 June 2020 Council resolved

*"that State and Commonwealth funding support programs for the relevant stages or total Edmund Avenue Cottages redesign project be pursued".*

While \$180,000 has been allocated for detailed design works, the level of financial analysis undertaken has involved consideration of the forecast capital and indicative operational costs, potential additional revenue and associated funding costs.

Based on the financial analysis undertaken the redevelopment of the Museum is forecast to add approximately \$46,500 per annum to the current operating deficit, once it is operational and attracting exhibitions. There are also additional depreciation and finance costs which will add over \$110,000 per annum to the operating cost base of the CoU.

### 4.2 Estimated Capital Cost

Chris Sale Consulting has provided a High Level Estimate of the cost of refurbishment and extension to the existing Edmund Avenue Cottages at the Unley Museum, dated 18 January 2021 this estimated a total construction cost of \$2.670 million at a rate of \$4,935m<sup>2</sup>.

The cost estimate was based on marked up drawings provided by the CoU on 13 December 2021 and excludes the following items, for which at least some items will result in cost being incurred, increasing the total cost of the Project.

- Potters Club
- Work outside the nominated site boundaries
- Asbestos removal
- Furniture, Fittings and Equipment
- Staging / Phasing
- Services infrastructure upgrades
- Active ICT equipment
- Out of hours work
- Rock excavation
- Inflation
- Contaminated soil removal / remediation

For comparative purposes, the refurbishment being undertaken at 72, 74 and 76 Edmund Avenue is currently estimated to cost between \$2,900 m<sup>2</sup> and \$3,200m<sup>2</sup> which suggests that the construction cost estimate is conservative.



### 4.3 Funding Arrangements

The redevelopment of the Museum is Stage Two of the Edmund Avenue Cottages redevelopment and is not currently included in the CoU's Long Term Financial Plan. It is envisaged that external grant funding will be sought in order to progress with this Stage. It is highly likely that any external grant funding would require matching (at least) funding from CoU.

To demonstrate the CoU's commitment to the Project it is expected that work will be undertaken to bring the project to "Shovel Ready" status for future grant application purposes, this will involve preparing detailed design documentation and seeking Development Approval. This body of work will then form a grant prospectus to support any future funding application.

The redevelopment of the Edmund Avenue Cottages has been financed by the CoU with the support of grants from other tiers of government.

Council recognises that borrowings are an important funding source, especially for expenditure relating to the new capital expenditure and to promote inter-generational equity. Where there is a persuasive argument relating to intergenerational equity, Council considers the appropriate use of borrowings. This is managed within financial targets to ensure future cash flows are sufficient to repay borrowings with minimal impact on general operations over the medium term.

Given the nature of the Project, it is likely that Council will determine that its contribution to the redevelopment of the Museum will be funded through borrowings.

### 4.4 Income Projections

The Museum would be well placed to generate income from exhibition commissions, special event and program attendance, and venue hiring. No allowance has been made for revenue from 'pop-up' activities.

**Table One: Estimated increased income**

Item	Description	Amount
Studio Space Lease	Lease of Studio Space @ \$500/month Note: At the conclusion of each lease period there would be an exhibition of the work created in the studio, held in the Art Gallery works sold attract a commission.	\$6,000
Exhibition Commissions	Estimate based on 30% commission for 5 exhibitions The going market rate for commission on the sale of art is between 30% and 40%	\$10,000
Special Event and Program Attendance	Touring exhibitions would attract a ticketing fee. Estimate based on 1,000 tickets @ say \$20 per ticket for 2 exhibitions each year.	\$40,000
Venue Hire	Estimate The Museum would have a range of community spaces available for short term hire.	\$4,000
<b>Total</b>		<b>\$60,000</b>





#### 4.5 Operating Costs

The Museum currently has an annual operating budget of approximately \$180,000 per annum (excluding costs associated with the property).

The operation of the expanded Museum will add to the CoU's cost base. It is expected that these costs will include:

- Additional staffing
- Depreciation of the building and fixtures
- Financing
- Maintenance and utilities
- Marketing
- New and additional Programs

##### Staffing

The Museum is currently resourced with 1 x 0.9 FTE Curator and supported by 25 volunteers, providing close to 3,000 hours of support each year.

The Curator is responsible for curating exhibitions, which typically requires 300 to 450 dedicated curatorial hours required per exhibition, and for planning and delivering a range of public programs, events and activities, school programs, collection management, financial management, volunteer management, marketing and promotion, research and other administrative expectations.

The Museum's operations are also supported by an active, local committee, "Friends of the Unley Museum" who provide awareness and fund-raising support for the Museum's collection and activities.

Management of the additional gallery spaces and an expanded program of exhibitions and activities will create significant additional workload.

Providing access to additional administrative resources and occasional research support would enable the Museum Curator to have a better focus on the exhibitions and activities themselves, including the necessary preparatory research and building relationships with cultural institutions and community groups.

While access to administrative staff within council that can provide administrative assistance on an on-going basis, to maximise the investment in the facility the employment of a staff member to work across customer services, researcher or undertake general administrative functions has been included at a cost of \$40,000 per annum.

As the program of activities develops resourcing may be required to support specific projects and programs that are identified to be held at the Museum. We would expect that this can be determined on an as needed basis and funded from external funding sought for the purpose of running those projects or programs.



### Depreciation

Consistent with the CoU's accounting policies and the proposed design life of the expanded Museum, the redevelopment works are expected to have a 50-year useful life. A 2.0% provision for the depreciation of the new building has been included, this equates to \$53,400 per annum.

A provision of \$10,000 per annum has been included for the depreciation of fixtures and fittings, although the actual cost will not be known until these are specified in the detailed design.

While the Unley Museum building is an asset that will be revalued every five years in accordance with accounting policies, there has been no forecast growth in the value of the asset and corresponding capital renewal cost.

### Financing

Based on the current LGFA CAD interest rate of 4.05% and assuming the Project receives 50% of the capital cost as a grant from other tiers of government, the cost of financing the CoU contribution to the capital cost of the Project would be approximately \$54,000 per annum. The increased operating deficits would also need to be financed by CoU.

### Maintenance and Utilities

The current utilities and maintenance costs (excluding materials) are approximately \$7,500 per annum (electricity ~\$2,500; cleaning including consumables ~ \$3,000; maintenance – labour ~\$1,800; and security ~ \$600).

Given the forecast increase in electricity prices and to account for the increase in floor area and expected increased activity the annual cost has been increased to \$14,000 per annum.

### Marketing

The Museum currently spends less than \$3,000 per annum on marketing and promotions, this has been increased to \$10,000 for the first two years of operation to increase awareness of the expanded cultural offering. The CoU may need to consider how best to resource the additional marketing and promotional activities that are likely to be needed.

### New and additional Programs

A provision of \$5,000 per annum has been included for a Cultural Exchange program (artist in residence). This funding would go toward artwork materials and exhibition costs. Artists would generally pay for their own travel and accommodation/living costs, although a small honorarium may be paid from this provision.

There are a number of costs associated with new exhibitions, these can include staff time (Curator), external design, materials, the physical build and installation of works and promotional and launch activities.



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The current exhibition budget is \$40,000 per annum. Given the expansion, this has been increased by a further \$40,000 per annum has been included for new installations and exhibitions, this is to cover four to six new exhibitions each year.

The estimated additional operating cost impact is summarised in Figure One.

**Figure One: Estimated Operating Cost impact**

\$	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
	0	1	2	3	4	5	6	7	8	9	10
<b>Statement of Comprehensive Income</b>											
<b>Income</b>											
Rates	-	-	-	-	-	-	-	-	-	-	-
Statutory Charges	-	-	-	-	-	-	-	-	-	-	-
Grants Subsidies and Contributions	1,335,000	-	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
<b>Total Income</b>	<b>1,335,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Expenses</b>											
Employee Costs	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Materials, Contracts & Other Expenses	-	56,500	56,500	56,500	56,500	56,500	56,500	56,500	56,500	56,500	56,500
Depreciation, Amortisation & Impairment	-	63,400	63,400	63,400	63,400	63,400	63,400	63,400	63,400	63,400	63,400
Finance Costs	27,034	56,442	61,288	63,847	66,407	68,966	71,526	74,086	76,645	79,205	81,764
<b>Total Expenses</b>	<b>27,034</b>	<b>216,342</b>	<b>221,188</b>	<b>223,747</b>	<b>226,307</b>	<b>228,866</b>	<b>231,426</b>	<b>233,986</b>	<b>236,545</b>	<b>239,105</b>	<b>241,664</b>
<b>Operating Surplus (Deficit)</b>	<b>1,307,966</b>	<b>(156,342)</b>	<b>(161,188)</b>	<b>(163,747)</b>	<b>(166,307)</b>	<b>(168,866)</b>	<b>(171,426)</b>	<b>(173,986)</b>	<b>(176,545)</b>	<b>(179,105)</b>	<b>(181,664)</b>



## 5. ECONOMIC IMPACT

### 5.1 Overview

Economic development can be defined as efforts that seek to improve the economic well-being and quality of life for a community by creating and/or retaining jobs and supporting or growing incomes and the tax base. In the CoU, the expansion of the Museum will contribute to economic development from:

- the construction activity in expanding the Museum;
- the employment impact of additional administrative and research support; and
- from an expected increase in visitors to the expanded facility.

### 5.2 Construction Impact

There are economic and employment multiplier benefits to the broader economy from the economic activity that will be generated during the construction phase.

- The economic impact assessment attempts to identify the potential jobs and incomes that may be associated with the construction works based on a measure of the value added and employment associated with the construction cost. This is consistent with the predominant measure of national economic activity, Gross Domestic Product.
- The associated expenditures will have direct economic effects, indirect effects of related purchases in the broader economy and induced effects of spending on goods and services by the employees of the companies providing goods and services in the construction.

To quantify the indicative benefits from these multiplier effects, economic modelling has been undertaken based on a similar type of project in another council area, using the economic multipliers from the "Remplan" economic impact model, which measures secondary and tertiary economic effects of a capital investment. The output from the model quantifies the expected impact the Project will have on a council area and on the national economy more broadly.

The modelling assumes a total Project construction cost of \$2.670 million and the expenditure was characterised as 'Construction Services'. Based on the Remplan modelling, the indicative economic output from the construction works associated with the expansion of the Museum is summarised in Table Two.

**Table Two: Indicative Construction Impact**

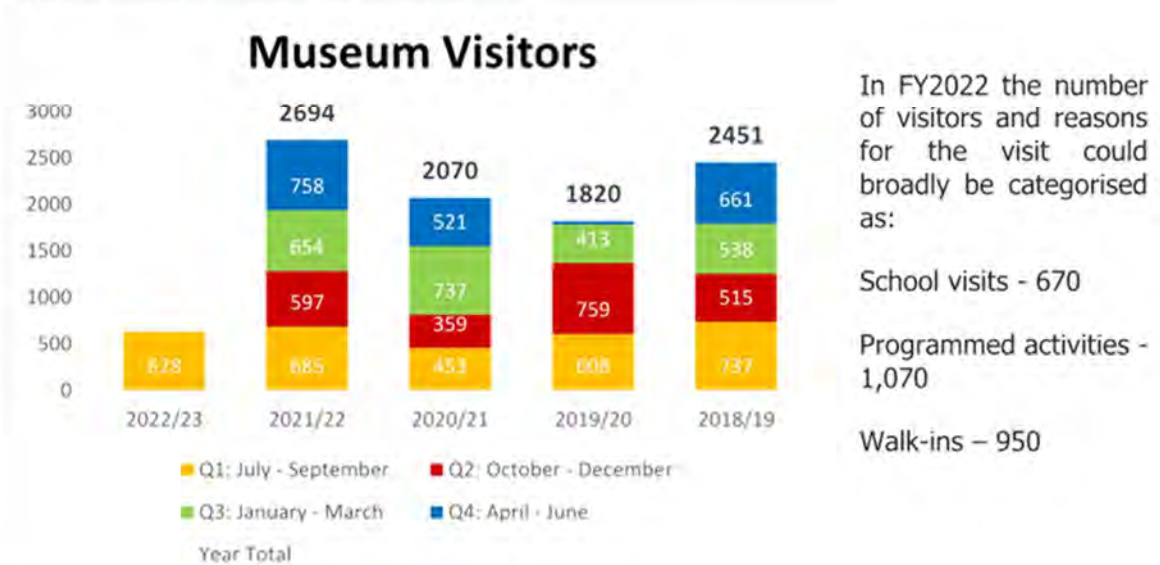
Impact Summary	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect
Output (\$M)	\$2.670	\$1.469	\$0.550	\$4.689
Employment (Jobs)	8	5	3	16
Wages and Salaries (\$M)	\$0.503	\$0.329	\$0.142	\$0.975
Value-added (\$M)	\$0.943	\$0.590	\$0.345	\$1.878



### 5.3 Visitor impact

The number of visitors to the Museum is shown in Figure Two for FY2019 through to Q1 of FY2023. Unfortunately, there is no data available on where these visitors are drawn from. It may be useful in future to collect visitor data by postcode to enable an assessment of the broader economic impact of the Museum to be understood.

**Figure Two: Number of Museum visitors**



By comparison, the Hughes Gallery is estimated to have approximately 480 visits per annum.

The Bay Discovery Centre is a social history museum in the heart of Glenelg, which is owned and operated by the City of Holdfast Bay. The Museum has a calendar of changing exhibitions and events, chosen to showcase the very best of South Australia's arts and unique history. The Bay Discovery Centre had 14,703 visitors in FY2021, which included 4,000 attendees at a range of school holiday programs and workshops.

The expansion of the Museum provides the opportunity to greatly increase visitations, the Museum Curator has estimated visitations could increase to 9,500 per annum, which is quite conservative given that some touring exhibitions can attract more than this on their own (e.g. 'Art in Conflict' staged at the Shepparton Art Museum in 2022 attracted 25,000 visitors to the exhibition over 4.5 months, at a ticket price of \$12). The feasibility has been based on an increase in visitations from:

- Schools, which are currently limited to one class per session and could be expected to increase three-fold;
- an increase in the number of 'walk-ins' who are drawn to the expanded museum and gallery offering or are specifically attracted by the two touring exhibitions (each of which is forecast to sell 1,000 tickets); and
- an increase in number and scale of programmed activities due to the expanded area available."



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The additional visitations will have a positive economic benefit on Unley and the broader area. Based on data from the National Visitor Survey (March 2022) and published by Tourism SA, the average day tripper spends approximately \$126.46 in the Adelaide economy.

For an estimated 3,000 'walk-ins' this would equate to expenditure of \$382,000 per annum in the broader economy.

If the Museum was to attract interstate and overseas visitors then the average expenditure in the Adelaide economy would increase significantly with interstate and overseas visitors having a larger spend per day than day trippers.



## 6. PROJECT RISKS AND MITIGATION STRATEGIES

There are a number of the delivery, financial and operational risks associated with the redevelopment of the Museum and providing an expanded service offering.

The construction and project management risks related to the physical redevelopment of the Museum will need to be identified and assessed if a decision is taken to proceed with the Project. A high level risk assessment, using the CoU's Risk Management Policy and Risk Management Framework, has been undertaken for the expanded operations of the Museum.

The Project Risk Register details the 11 risks identified along with the existing controls for each risk and the proposed additional controls to mitigate the risk. The Project Risk Register is included as Attachment Four.

As shown in Table Three there are no risks rated as "Extreme" which is the highest level of risk under the Risk Management Framework. Seven risks have an inherent risk rating of "Medium" and four risk rated as "Low". The table also shows that the identified risk treatments are expected to further reduce the level of risk.

**Table Three: Project Risk rating**

Risk rating	Inherent Risk	Residual Risk	Risk Level after Treatment
Extreme			
High			
Medium	7	5	3
Low	4	6	8

We note that while the risk that grant funds are not received has an inherent risk rating of "Medium" it is understood that the Museum redevelopment will not proceed if government grant funds are not received.

The initial risk assessment demonstrates that the redevelopment of the Museum carries a relatively low level of residual risk the CoU should ensure that the identified mitigation strategies are implemented and progressively updated as the Project progresses.



## ATTACHMENT ONE: COTTAGES KEY DIRECTIONS

**Cottages 72, 74 and 76** – reuse of existing character cottages, to be linked via a contemporary rear extension to provide a business, innovation and co-working hub in one location, increasing the appeal and efficiency of each cottage. The new addition aims to maintain the integrity of Cottages and light to existing windows and increase shared spaces between the three. The rear extension provides a new pathway and public realm onto the Village Green, within the Unley Civic Precinct.

Co-working Incubator Hub – new open workspace and communal facilities, allowing for reconfiguration of existing Cottages to increase workspaces (small office, open plan and interactive 'hot-desk' spaces).

Business Innovation Hub – existing areas rationalised to provide for flexible meeting / teaching areas for business and community hire, as well as additional office spaces.

The existing public toilets (Cottage 72) are to be improved, with three unisex cubicles, including equal access facilities and baby change.

**78 and 80-82 Edmund Avenue** – Unley Museum – to provide expanded gallery spaces adjacent to the Village Green, with additional administration facilities and expanded storage. The toilets are reorganised to provide secure external public access to support events on the Village Green, when required. Public access would be controlled by access from the walkway between No. 76 and No. 78. In addition, an undercover open-sided link with the Potters' Club to offer potential outdoor activities for school groups shared with the Potters' Club outdoor activities space has been included.

**84 Edmund Avenue** – Adelaide Potters' Club – consolidation, increase and reconfiguration of kilns workshop, studio and teaching spaces, with enhanced communal gallery spaces. The undercover open-sided link with the Museum to offer potential outdoor demonstration, teaching and event space, shared with the Museum similar activities / school activities.





**ATTACHMENT TWO: CURRENT EXHIBITION PROGRAM**

Unley Museum	Exhibition Schedule 2023											
	January	February	March	April	May	June	July	August	September	October	November	December
Main Gallery	<b>Kaurna Garden</b> How to create one, native plants and their uses				<b>Brews and Bars of Unley</b> History of beer and brewing in Unley and SA			<b>Art Café's of 18th century Paris</b> art movements how the cafes were important look like a café go to tender early				
Launch Date	23-Feb				11-May							
Exhibition Dates	6/2 - 29/4				11/5 - 23/9							
Activities								Possibly leave up for Fringe and enter in Fringe				
Install dates												
SHP												
Access Gallery	Closed				Closed			AV Room - French film				
Trimmer Room	150 Years											
Ante Gallery	Terrible Tales of Unley											

Activities/Launches

Museum Garden Create a native/bush tucker garden - need advice on best time for planting  
Contacted Kat Ryan and Steve Shepparton to request re-plant

Unley Museum	Exhibition Schedule 2024											
	January	February	March	April	May	June	July	August	September	October	November	December
Main Gallery	<b>Jessamine Buxton Collection</b> Unley Museum's Jessamine Buxton Collection <b>FRINGE</b> OR - PARIS CAFÉ extend			<b>Kaurna Past</b> Evidence of kaurna people on the land what happened to them through their voices				<b>Unley's Productive Gardens</b> Growing and preserving fruit and veg OR Jessamine Buxton Art OR - SHARKS touring Australia Museum				
Launch Date				launch in history month								
Exhibition Dates				NOTE: this requires considerable research and contacts - timing may need to be revised								
Activities												
Install dates												
SHP												
Access Gallery	Closed / Buxton Studio set up							Closed / AV Room				
Trimmer Room	150 Years											
Ante Gallery	TTU											

Activities/Launches

Museum Garden

**BRM Advisory**



**ATTACHMENT THREE: INDICATIVE EXHIBITION PROGRAM EXPANDED MUSEUM**

Unley Museum and Galleries	Exhibition Schedule 2024											
	January	February	March	April	May	June	July	August	September	October	November	December
MAJOR GALLERY	ADELAIDE FESTIVAL HOST VENUE			History Month Exhibiton SOCIAL / NATIONAL			SALA Exhibition HOST VENUE		Kaurna Past / OR touring Unsettled (Australia Museum) Evidence of kaurna people on the land what happened through their voices			
Launch Date				Possible Touring Exhibitions:					Possible touring:			
Exhibition Dates				A Thousand Words					Evolution: Torres Strait Masks			
Activities				Captured: Portraits of Crime (could work with TTU)					Unsettled (Australia Museum) part			
Install dates				Sharks (Australia Museum)								
Public Programs												
SPLIT GALLERY				SHARKS - touring exhibiton (part exhibition) possibly split with smaller local history exhibition UM Curator Developed			Local History exhibiton UM Curator Developed					
PERMANENT GALLERY	TERRIBLE TALES OF UNLEY											
PERMANENT GALLERY 2	UNLEY 200 YEARS OF CHANGE											



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**ATTACHMENT FOUR: PROJECT RISK ASSESSMENT AND RISK REGISTER**

## DECISION REPORT

<b>REPORT TITLE:</b>	LGA CALL FOR NOMINATIONS - DOG AND CAT MANAGEMENT BOARD
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	KATHRYN GOLDY, PRINCIPAL GOVERNANCE OFFICER
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - CALL FOR NOMINATIONS</li><li>2. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - NOMINATIONS FORM</li></ol>

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### 1. **PURPOSE**

The Local Government Association (LGA) is seeking nominations for two (2) suitably qualified council members or employees of a council or other local government entity, to fill a position for a period of up to three (3) years on the Dog and Cat Management Board (DCMB).

This report asks Council to consider a nomination for the vacancy on the DCMB.

### 2. **RECOMMENDATION**

That:

1. The report be received.

\_\_\_\_\_ be put forward in response to the call for nominations by the Local Government Association for the vacancy for a local government representative on the Dog and Cat Management Board.

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

#### 4. Civic Leadership

- 4.1 We have strong leadership and governance.

#### 4. **BACKGROUND**

The DCMB is established by the *Dog and Cat Management Act 1995*, with the primary functions being the public face for the management of companion dogs and cats in South Australia. The DCMB also:

- Provides policy leadership to councils; and
- Acts as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue, shelter organisations and assistance dog organisations, to ensure that South Australia's dog and cat laws meet the objectives of the *Dog and Cat Management Act 1995*.

The request for nominations has arisen due to the previous two (2) members nominated by the LGA are not eligible for reappointment.

#### 5. **DISCUSSION**

The LGA is seeking nominations for a local government representative on the DCMB.

The LGA is seeking interest from suitably qualified council members, employees of a council, or other local government entities who can make an informed and meaningful contribution to the DCMB for the benefit of all councils.

The appointment will be for a period of up to three (3) years. The DCMB meets eleven (11) times a year, with a sitting fee paid of \$206/session. The sitting fee will be paid to all board members including employees of a Council.

A copy of the LGA Appointments and Nominations to Outside Bodies – Call for Nominations is provided as Attachment 1.

*Attachment 1*

A copy of the LGA Appointments and Nominations to Outside Bodies – Nomination form is provided as Attachment 2.

*Attachment 2*

The following selection criteria are expected to be addressed by the nominated applicant:

- local government knowledge and experience.
- practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government.
- experience in the administration of legislation.
- experience in financial management.
- experience in education and training.

A nomination may only be made by resolution of the Council and using the attached Nomination Form. The form must be signed by the candidate nominated to indicate their willingness to stand for nomination.

An up-to-date curriculum vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the nomination form or forwarded separately by Friday 31 March 2023.

At the time of finalising this report, no expressions of interest for nomination had been received from Elected Members or staff.

## **6. POLICY IMPLICATIONS**

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

- Not Applicable

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

- Not Applicable

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

- Not Applicable

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

- Not Applicable

### **6.5 Social/Economic**

- Not Applicable

## **7. ANALYSIS OF OPTIONS**

### **Option 1 –**

1. The report be received.
2. \_\_\_\_\_ be put forward in response to the call for nominations by the Local Government Association for the vacancy for a local government representative on the Dog and Cat Management Board.

This option allows Council to make a nomination for appointment to the DCMB.

### **Option 2 –**

1. The report be received.

Council is not obligated to make a nomination to fill the vacancy. This option receives the report and takes no further action.

8. **RECOMMENDED OPTION**

The matter is for Council to determine.

9. **REPORT AUTHORISERS**

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





**PART A**

## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

<b>Dog and Cat Management Board</b>	
<b>Governing Statute (if applicable)</b>	Section 12(1)(a) Dog and Cat Management Act
<b>Purpose/Objective</b>	Public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
<b>Administrative Details</b>	11 meetings per year with a fee of \$206/session
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government</li> <li>experience in the administration of legislation</li> <li>experience in financial management</li> <li>experience in education and training.</li> </ul>
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p><b>Liability and indemnity cover</b></p> <p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>	
<p><b>For more information contact:</b> LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000</p>	



**PART B**

## LGA Appointments and Nominations to Outside Bodies — Nomination Form

**Instructions**

*This form:*

- *Must be submitted by a council*
- *Must be emailed in PDF format to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

*This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).*

**SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.**

Please refer to the *Call for Nominations* information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

### SECTION 1: COUNCIL to complete

Dog and Cat Management Board	
Council Details	
<b>Name of Council submitting the nomination</b>	
<b>Contact details of council officer submitting this form</b>	<b>Name:</b> <b>Position:</b> <b>Email:</b> <b>Phone:</b>
<b>Council meeting minute reference and date</b>	
<b>Nominee Full Name</b>	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

**PART B**

**SECTION 2: NOMINEE to complete**

<b>Dog and Cat Management Board</b>			
<b>Nominee Details</b>			
<b>Full Name</b>		<b>Gender</b>	
<b>Home / Postal Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Why are you interested in this role?</b>			
<b>CV</b>	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Response to selection criteria (if applicable)</b> <small>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</small>	<p><i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i></p> <p>attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/></p>		
<p><b>Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?</b></p> <p>Yes <input type="checkbox"/> OR No <input type="checkbox"/></p> <p>If Yes, please list any fields of interest or Outside Bodies of interest:</p> <ul style="list-style-type: none"> <li>• _____</li> </ul>			
<p><b>Undertaking:</b></p> <p><i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signature of Nominee: _____</p>			

## DECISION REPORT

<b>REPORT TITLE:</b>	APPOINTMENT OF LGA GENERAL MEETING VOTING DELEGATES
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	KATHRYN GOLDY, PRINCIPAL GOVERNANCE OFFICER
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	NIL

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### 1. **PURPOSE**

This report seeks a decision to appoint a voting delegate and deputy delegate for the Local Government Association's (LGA) annual Ordinary General Meetings (OGM) and Annual General Meetings (AGM).

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. \_\_\_\_\_ be appointed as the City of Unley's delegate at the Local Government Association general meetings for the 2022-2026 Council term.
  3. \_\_\_\_\_ be appointed as the City of Unley's deputy delegate at the Local Government Association general meetings for the 2022-2026 Council term.
- 

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

4. Civic Leadership
  - 4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

The LGA holds an annual Ordinary General Meeting (OGM) in April/May annually and an Annual General Meeting (AGM) in October/November.

In order to participate in these meetings, Council must appoint a voting delegate. In previous Council terms, the Mayor has been appointed as delegate and the Deputy Mayor as a Deputy delegate in case the voting delegate cannot attend a general meeting.

## **5. DISCUSSION**

The purpose of both the OGM and AGM is to consider items of strategic importance to local government and the LGA, as recommended by the South Australian Organisation of Councils (SAROC) and the Greater Adelaide Region Organisation of Council (GAROC) or the LGA Board of Directors.

The LGA allows councils to appoint a voting delegate and deputy voting delegate (in the event the delegate cannot attend) to vote on Council's behalf at its general meetings.

In previous Council terms, the Mayor has been appointed as Council's delegate and the Deputy Mayor has been appointed as the deputy delegate. Governance staff have previously attended general meetings to assist the delegate.

The LGA Constitution provides that the appointment of a delegate is a standing appointment which means that the voting delegate remains appointed in the absence of advice to the contrary.

The next OGM is due to be held in April 2023.

## **6. POLICY IMPLICATIONS**

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

- Not Applicable.

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

- Not Applicable.

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

- Administration support can be provided to the delegate attending the general meeting.

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

- Not Applicable.

### **6.5 Social/Economic**

- Not Applicable.

**7. ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. \_\_\_\_\_ be appointed as the City of Unley’s delegate at the Local Government Association general meetings for the 2022-2026 Council term.
3. \_\_\_\_\_ be appointed as the City of Unley’s deputy delegate at the Local Government Association general meetings for the 2022-2026 Council term.

This option allows for voting delegates to be updated due to the commencement of the new Council term. The appointment of a delegate and deputy delegate is proposed to be for the remainder of the 2022-2026 council term.

As the appointment of voting delegates is a requirement, no further options have been provided for Council to consider.

Administration will inform the LGA of the appointment of the voting delegates following the decision by Council.

**8. RECOMMENDED OPTION**

Option 1 is the recommended option.

**9. REPORT AUTHORISERS**

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

## INFORMATION REPORT

<b>REPORT TITLE:</b>	QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY DECEMBER 2022
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>AUTHOR:</b>	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO AND MAYOR
<b>DIVISION:</b>	OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY DECEMBER 2022

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### 1. **PURPOSE**

The purpose of this report is to provide Council with an update on the performance of Centennial Park Cemetery Authority (CPCA), for the period ending 31 December 2022.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

4. Civic Leadership

4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to member councils via the CPCA Owners Executive Committee a quarterly report on the activities and financial performance of the Authority. The progress report for the period ending 31 December 2022 is included for the information of Council as Attachment 1.

*Attachment 1*



**5. DISCUSSION**

The Centennial Park Cemetery Authority has provided the third Quarterly Report for the financial year, summarising the performance of the Authority for the period ended 31 December 2022, together with providing insights into matters or activities that may be of interest.

**6. REPORT AUTHORISERS**

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





Centennial Park Cemetery

760 Goodwood Road, Pasadena, South Australia 5042

t 08 8276 6011 | e enquiry@centpark.org.au

www.centennialpark.org

## **CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT DECEMBER QUARTER 2022**

This progress report provides an update to our owner councils in relation to the performance of the Centennial Park Cemetery Authority for the period ended 30 June 2022, as well as insights into matters or activities that may be of interest.

### **Board Performance Evaluation**

The Centennial Park Charter requires the Board to undertake an annual evaluation of its performance. Previous Charters required every third evaluation to be conducted by an external consultant and while this is not a requirement under the current Charter, it is good governance to continue the practice and we appointed Rosina Hislop of RH Advisory to conduct the review. The Owners Executive Committee were invited to participate in the process.

Outcomes were shared with the Board at its December meeting and will be shared with the OEC at the next meeting.

### **Business Performance to 31 December 2022**

Centennial Park is performing strongly against budget, and for the YTD to 31 December we produced an *operating* surplus that was \$1.5M higher than forecast. The variance is due primarily to above-budget revenues; contributing factors include the higher-than-expected rate of state deaths, interest rate increases on funds held on deposit, and a small number of perpetual sales in our premium burial areas.

From this the operating surplus we have paid \$345K to our owner councils, being 50% of the Liability Guarantee Fee payable for FY2023.

Expenditure for the YTD is under budget, however; we expect this to be on budget by the end of the financial year.

### **Revised Forecast FY2023**

In line with the requirements of Section 9(1)(b) of the Local Government (Financial Management) Regulations 2011 we have prepared revised forecasts for the year. Based on our performance to date and projections re the remainder of the financial year, we anticipate a large proportion of the current variance will be held through to year end. This takes into account future movements in the rate of state deaths, sales of perpetual sites, renewals, and expenditure.

## **Implementation of the Strategic Plan**

A number of key projects are running concurrently as we implement the Strategic Plan 2022 to 2026. An update on some of those projects follows.

### Environmental Sustainability Plan (ESP).

Whilst we have already achieved a lot of positive results in environmental sustainability over the past decade, we are in the process of developing a comprehensive ESP with agreed targets, measures, and prioritised actions. As part of the project, our external environmental consultant gave a presentation to the Centennial Park team, sharing some general environmental insights and talking more specifically about the development of the Centennial Park plan. The team was highly engaged in the presentation and were given an opportunity to share their thoughts via a survey.

Following the staff presentation, an environmental workshop was held with the Board and insights from both groups is being considered as work on assessing priorities.

It is our intention to engage with our owner councils through the Owners Executive Committee on this project.

### Leadership Team Capability and Succession Plan

This project is being monitored by the Board's People & Culture Committee. The first step, a 360° review of the Leadership Team, was undertaken in December and January to determine skills and gaps. The survey was developed and managed by an organisational psychologist, and participants included board members, leadership team members, and members of the wider Centennial Park team.

The review part of the project is now complete, and a report is being prepared for discussion with the People & Culture Committee and the wider Board.

### Customer Experience Transformation (CXT)

We recently completed a CXT project to identify key customer journeys and areas in which the experience could be improved.

Outcomes were presented to the Board in October, and the resulting priority actions were discussed with the Board at its December 2022 meeting.

Several of the agreed actions are already underway, including the development of a simplified pricing tool to be used both internally and externally, and a formal process improvement project. There will be a focus on customer experience in the FY2023 budgeting process.

## **Community Engagement**

In the December quarter we acknowledged special dates, and held many events and tours aimed at increasing visitation to the Park.

### October

#### *Pregnancy and Infant Loss Awareness Month*

A mesh tribute wall was placed in the Jubilee Complex, with fifty-five memorial notes were placed. Butterflies were placed on every child's resting place, with signs erected sharing messages to acknowledge the loss felt by those families visiting these special areas. We wrote to all Interment Right Holders, also acknowledging their loss.

Families value the care shown by the team at Centennial Park at this time each year, with a lot of lovely feedback received.

*Garden Tour – 17 October*

Members of the Westbourne Park Probus Club came for a garden tour led by one of our horticulturalists. Following the tour, they enjoyed lunch in our café.

*Behind the Scenes – 29 October*

Eight people attended our regular monthly tour of the Park and the facilities, including the crematorium.

*Planning Seminar – 19 October*

First Planning Seminar held since Covid with Adelta Legal presenting the legal elements. We had twenty-four registered attendees. From the attendees, we received two appointment requests, five tour booking enquiries, and five new subscribers to ParkLife.

November

*Catholic All Souls Service*

The service was held on Wednesday 2 November and included a mass conducted by Fr Dean, hymns led by singer Teresa LaRocca and accompanied by pianist David Fitzgerald. A table for photo tributes was provided in the chapel and roses were given to guests for placement at the memorials and graves of their loved ones. Around ninety people attended.

*Latvian All Soul's Service*

Our local Latvian community held their All Souls Service on Sunday 6 November, led by Fr Ivars. Around fifty people attended.

*Remembrance Day*

It was wonderful to be able to hold our first Remembrance Day Service not impacted by COVID restrictions since the start of the pandemic in 2020. The Service is one of the most important dates on our calendar and this year we had 120 invited guests, 21 wreath layers, and around 130 members of the general community.

The event was very well received, with guests enjoying light refreshments in our Function Rooms following the service.

*Networking Event for Funeral Directors*

On the evening of 23 November, 20 members of the Centennial Park team hosted 30 Funeral Directors for drinks and nibbles in our Function Rooms. The event was a wonderful opportunity to reconnect in person with this important stakeholder group; for the funeral directors to put faces to the names of those team members they interact with over the phone and email on a daily basis; and for funeral directors to connect with each other in a social setting. The funeral directors were appreciative of the opportunity.

*Behind the Scenes Tour – 26 November*

We had 15 people attend the two tours conducted by two of our Leadership Team members, Mark Williams (Sales & Customer Service) and Adam Kenny (Coordinator, Burials and Cremations).

## December

### *Carols in the Park*

MC'd by our CFO Nadia Andjelkovic on a beautiful Friday evening, we welcomed 200 guests to our 2022 Carols event on the Jubilee Complex Lawns.

The Mitcham City Brass Band got the evening underway, followed by the Australian Girls Choir performing traditional Christmas Carols - with guests following the printed programs, and singing along.

It was a true family event with young and old enjoying their picnic baskets which were able to be pre-ordered from Wildflowers café, as well as drinks and food available on the night. The roads around the lawns were blocked and chalk was provided to allow children to show off their artistic abilities on the bitumen; keeping them occupied and within line of sight of their parents. In the spirit of remembrance, a Tribute Wall was set up to allow families to leave a message for loved ones no longer with us; 105 messages were left.

Lots of lovely feedback was received, and many positive comments on our Facebook post.

### **Keeping Informed**

Details of past and upcoming events, as well as general information about the Park, are available on our website [www.centennialpark.org](http://www.centennialpark.org).

We also encourage Elected Members to subscribe to our electronic newsletter, *ParkLife*. This can be done by clicking on the link <https://www.centennialpark.org/subscribe-to-e-news/> or by calling our office on 8276 6011.

### **Janet Miller**

Chief Executive Officer  
30 January 2023

## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.7  
**DATE OF MEETING:** 27 MARCH 2023  
**AUTHOR:** LARA GREGORY, EXECUTIVE ASSISTANT  
TO THE CEO AND MAYOR  
**DIVISION:** OFFICE OF THE CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION REPORT

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### 1. PURPOSE

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

### 2. RECOMMENDATION

That:

1. The report be noted.
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COUNCIL ACTION REPORTS - ACTIONS TO MARCH 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/09/22	5.1.1	<p><b>NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE: ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT USING BEST PRACTICE PRINCIPLES</b></p> <p>2. The Mayor raises the topic of environmentally sustainable development at the next Eastern Regional Alliance (ERA) Mayors and CEOs meeting, seeking agreement for a joint project to be undertaken using ERA funds to create Best Practice Principles for Environmentally Sustainable Development with the intention to:</p> <ul style="list-style-type: none"> <li>- be a guide for development being proposed in ERA Councils;</li> <li>- advocate for commensurate changes to the Planning and Design Code; and</li> <li>- advocate for better construction standards.</li> </ul>	CEO	The matter was discussed at the ERA Mayors and CEOs Group Meeting in March 2023. The Mayors requested more information and the modules from City of Yarra were sent to the Group. The matter will be considered at the next ERA meeting.	TBA
24/10/22	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: INVESTIGATE OPTIONS FOR HARD TO RECYCLE MATERIAL INCLUDING MEDICATION BLISTER PACKS</b></p> <p>1. Administration investigate options for recycling hard to recycle materials by:</p> <ol style="list-style-type: none"> <li>a. considering the results of the RecycleSmart scheme currently being trialled by the City of West Torrens and the merits of adopting this program;</li> <li>b. exploring options for recycling medication plastic foil blister packs and other significant hard to recycle items not covered by the RecycleSmart scheme; and</li> <li>c. that a report be presented to Council for its consideration following the conclusion of the current investigations being undertaken into the various initiatives as contained within Council's Waste Management and Resource Recovery Plan for 2022/23.</li> </ol> <p>2. A letter be sent to pharmaceutical and recovery industries including Green Industries SA, the Waste Management and Resource Recovery Association, and the Australian Packaging Covenant Organisation, advocating for changes to blister packaging to improve the ability to recycle these items and also provide alternative options to this type of packaging to reduce the amount of plastic entering landfill or requiring costlier recycling.</p> <p>3. Until Council considers the report regarding the RecycleSmart scheme and options for hard to recycle material not covered by the scheme, considers incorporating information for the community on recycling that is consolidated and easily accessible, about where all materials can be recycled, including hard to recycle items, as part of Council's current education programs and initiatives.</p>	GM City Development	The Administration will present a report for Council's consideration in May 2023. This report will be prepared following completion of the current priorities that have been set by Council in implementing the Waste Management and Resource Recovery Plan.	May 2023
				The Administration sent letters in December 2022, as resolved by Council.	Completed
				A review of the information currently contained on Council's website is being reviewed by the Administration. Information regarding hard to recycle items will be considered and updated as part of this review. The review is expected to be completed in April 2023.	April 2023
23/01/23	4.1	<p><b>E-SCOOTER EXTENDED TRIAL EVALUATION</b></p> <p>2. The outcomes of the extended six-month trial (July to November 2022) as outlined in this report be noted.</p> <p>3. A further extension to the e-scooter trial for a further 12-month period (from 14 February 2023 to 14 February 2024) be approved, whilst the State Government review on e-scooters is being undertaken, and for the terms of conditions of the current permits to be retained.</p> <p>4. The CEO is authorised to write to the Department for Infrastructure and Transport, requesting approval to extend the e-scooter trial gazettal for the City of Unley up to (and including) 14 February 2024.</p> <p>5. The Administration continues to work with the e-scooter operators to address complaints and concerns raised during the further extended trial period from 14 February 2023 to 14 February 2024, and a report be presented to Council prior to 14 February 2024 to determine the next steps for e-scooter use within the City of Unley based on the State Government review outcomes.</p>	GM City Development	Completed	Completed
				Approval has been provided by the State Government for the extension of the trial by 12-months.	Completed
				Completed	Completed
				A further report will be presented to Council for its consideration to determine next steps for e-scooter use within the City of Unley.	January 2024

COUNCIL ACTION REPORTS - ACTIONS TO MARCH 2023					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/01/23	4.13	<p><b>BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE, TERMS OF REFERENCE, APPOINTMENT OF ELECTED MEMBER REPRESENTATIVES AND SELECTION PANEL FOR INDEPENDENT MEMBERS</b></p> <p>5. A report be presented to the March 2023 Ordinary Council Meeting with the recommendations to fill the Independent Committee Member positions for the Business and Economic Development Advisory Committee.</p>	CEO	A report will be presented to Council at the March 2023 Meeting for consideration.	Completed
23/01/23	5.1	<p><b>NOTICE OF MOTION FROM COUNCILLOR J. GAFFEY RE: IMPROVEMENTS TO GLEN OSMOND ROAD</b></p> <p>1. The Mayor of the City of Unley write to the Mayor of the City of Burnside seeking to commence initial engagement and discussions to investigate the opportunity for the Cities of Unley and Burnside to work together in a joint partnership for the improvement of Glen Osmond Road.</p>	CEO	Mayor Hewitson corresponded with Mayor Monceaux and it was agreed that the councils would meet to investigate opportunities to work together, with a meeting scheduled for April 2023 to commence discussions.	TBA
27/02/23	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR J. GAFFEY RE: MEMORANDUM OF UNDERSTANDING - FUTURE TOUR DOWN UNDER EVENTS</b></p> <p>1. The CEO be authorised to seek in principle a Memorandum of Understanding (MOU) between the City of Unley and Events SA to be an Official Host Council for the Tour Down Under Stage Start, under a three (3) year MOU agreement, the terms of which are to be negotiated.</p>	CEO	The CEO has corresponded with Events SA on the matter and will provide an update to Council when available.	Completed

## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR C. CRABBE RE: THE IMPORTANCE OF THE ADELAIDE PARK LANDS TO THE CITY OF UNLEY
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	1. APLMS REVIEW - CITY OF UNLEY

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Councillor C. Crabbe has given notice of intention to move the following motion at the Council meeting to be held on 27 March 2023.

### **MOTION**

That:

1. A letter be sent to the Hon Nick Champion MP, Minister for Planning:
    - (a) Indicating the City of Unley's support to investigate the addition of the Adelaide Park Lands to the State Heritage register. Noting:
      - i. That the Heritage Council resolved to recommend the creation of a State Heritage Area in 2018;
      - ii. The Heritage Council's recommendation has been with the Minister for Planning since 2018 and therefore remains 'on hold' as far as the Heritage Council is concerned; and
      - iii. The environmental significance of the Adelaide Park Lands and importance to residents of the City of Unley for both recreation and wellbeing.
    - (b) Requesting that SAPOL and the State Government investigate alternative sites for the Mounted Operations Unit and associated buildings and structures that do not impact areas of high biodiversity value nor result in the alienation of publicly accessible Park Lands.
  2. A copy of the letter to the Hon Nick Champion MP, Minister for Planning be sent to the Hon Joe Szakacs MP, Minister for Police, Emergency Services and Correctional Services; the Hon Jayne Stinson, Member for Badcoe; the Hon David Pisoni, Member for Unley; the Hon Lucy Hood, Member for Adelaide; and the Hon Nadia Clancy MP, Member for Elder.
  3. A letter be sent to the CEO of the City of Adelaide requesting a briefing by ACC staff to the City of Unley's Elected Members on the Adelaide Park Lands Management Strategy 2015-2025, highlighting opportunities for projects and further engagement in the review process in the vicinity of Greenhill Road, which would provide amenity to residents from both cities, as well as outline opportunities for Council to further engage in the City Council's current review of the Strategy.
-

## Background

In October 2022 the South Australian Legislative Council passed *The Heritage Places (Adelaide Park Lands) Amendment Bill 2022* which sought to add the Adelaide Park Lands to the State Heritage register, providing additional protections to the public green space which rings the City of Adelaide and adjoins the City of Unley.

Acknowledging the unique and irreplaceable nature of the Adelaide Park Lands and their value to residents and ratepayers of the City of Unley, the opportunity to increase protections afforded to this important green space should not be forgone.

On Sunday 12 March 2023 it was announced that South Australia Police (SAPOL) had chosen an area of the Adelaide Park Lands as its preferred site to relocate its barracks for the Mounted Operations Unit. SAPOL's preferred site is at Mirnu Wirra/Park 21 West, as confirmed by the State Government. This location is at the corner of Greenhill Road and Sir Lewis Cohen Drive, immediately opposite the City of Unley.

The proposed facility would occupy 8 hectares (80,000m<sup>2</sup>) of Park Land and include stables, administration buildings, high fencing, horse training circle, and grazing pasture. This would equate to approximately 100 traditional City of Unley house blocks.

The City of Unley has the lowest amount of public green space of any Council area in South Australia and the State Government is focussing on the development and infill of sites along major transport corridors, such as Greenhill Road, with many such developments announced already. These factors combined amplify the need for protecting adjacent green space for the enjoyment and amenity of residents of the City of Unley.

On Tuesday 14 March 2023 Adelaide City Council voted unanimously in support of a Motion expressing disappointment at the proposal, noting the State Government did not consult on the issue and authorising the Lord Mayor to take such action as is necessary to protect the Park Lands.

Since the announcement on Sunday 12 March, numerous residents of the City of Unley have made representations to Elected Members strongly opposing any such development in the Park Lands and supporting the addition of the Park Lands to the State Heritage register.

Additional points:

- Heritage Council resolved to recommend the creation of the State Heritage Area in 2018.
- Unlike a State Heritage Place the Heritage Council is not the final arbiter for a State Heritage Area. A State Heritage Area also requires the support of the Minister for Planning and a code amendment to formalise the State Heritage Area.

- The Heritage Council's recommendation has been with the Minister for Planning since 2018 and therefore remains 'on hold' as far as the Heritage Council is concerned.
- It is important to understand that State Heritage listing of the Park Lands would not prevent the type of development recently being proposed by the State Government, rather it provides an assessment framework to guide the type of development.

### **Administration Comments**

The parklands along Greenhill Road are important to the City of Unley given the limited open space within the City of Unley itself. With new medium density developments proposed along Greenhill Road resulting in several hundred apartments, the need for accessible open space becomes even more important.

Regarding the inclusion of the Park Lands and City Layout on the State Heritage Register, it is understood the City of Adelaide supports the Heritage Places (Adelaide Park Lands) Amendment Bill 2022, aligns with the National Heritage Listing of the Park Lands and City Layout, and supports Council's ambition for World Heritage Listing of the same.

As part of the proposal, consistent with the advice of the City of Adelaide, the City of Unley would encourage:

- a meaningful community engagement program; and
- refinement of the draft legislation to ensure that there are not unintended consequences of requiring all activities within the defined area to obtain approval/referral to the Minister for Heritage (exemptions need careful consideration).

Historically most of the facilities provided on the parklands are "inward looking", catering for residents of the City of Adelaide. The planned review of the Adelaide Park Lands Management Strategy (APLMS) by the City of Adelaide and State Government has provided opportunity for greater community and stakeholder input into the future direction for the Park Lands. Staff from the City of Unley have been pleased to support the review process, including participation in a Project Steering Committee (PSC). Membership of the PSC will consist of representatives of Green Adelaide, Office for Design and Architecture South Australia (ODASA), City of Adelaide and adjoining councils.

The review provides an opportune time for Elected Members to engage with the City of Adelaide to explore opportunities for facilities closer to Greenhill Road that would cater for Unley residents.

It should also be noted that staff are developing a number of concepts to bring to Council in the next few months with regard to the area of parklands immediately adjacent to Greenhill Road which lies within the City of Unley.



**TIMELINE**

**We heard from the City of Unley:**

- 26 May 2022 - Presentation to Kadaltilla
- 30 August 2022 - Workshop with adjoining Councils
- Engaged through Project Steering Committee
- Engaged through CIRQA - for access and movement
- Engaged through URPS - for urban growth and societal changes

**CITY OF UNLEY**



- Population: 39,208
- Council area: 1,429 hectares



**78.2%** of Unley residents work outside of the City of Unley



**6,396 (16%)** of Unley residents work in the City of Adelaide



**60%** of Unley residents travel by car

**CITY OF UNLEY'S PRIORITIES**

The City of Unley includes the Adelaide Park Lands in its Open Space Strategy as key open space for sports, recreation, movement and partnerships.



**1 CONTINUED ACCESS TO OPEN SPACE FOR COMMUNITY**

- The City of Unley has a lack of open space
- The southern Park Lands is considered an additional part of Unley's open space with many loved attractions for residents.



**2 CLIMATE CHANGE AND STORMWATER MANAGEMENT**

- Tree canopy in the Park Lands should be increased
- Stormwater control and management: large water bodies in Park Lands are good for surrounding environmental temperature.



**3 SPORT AND RECREATION VENUES**

- Park Lands ovals are extremely important overflow for Unley's small number of ovals
- Unley has no netball courts, so they rely entirely on Park Lands courts.



**4 HIGH QUALITY WALKING AND CYCLING CONNECTIONS**

- Linking to adjoining councils is very important
- Greenhill Road acts like a barrier to access and connections into the Park Lands and a shared path is needed
- Improve quality of walking and cycling connections
- Bikeway is important connection across Greenhill Road: Unley redesigned several intersections to give priority to cyclists.



**5 APPROPRIATE DEVELOPMENT**

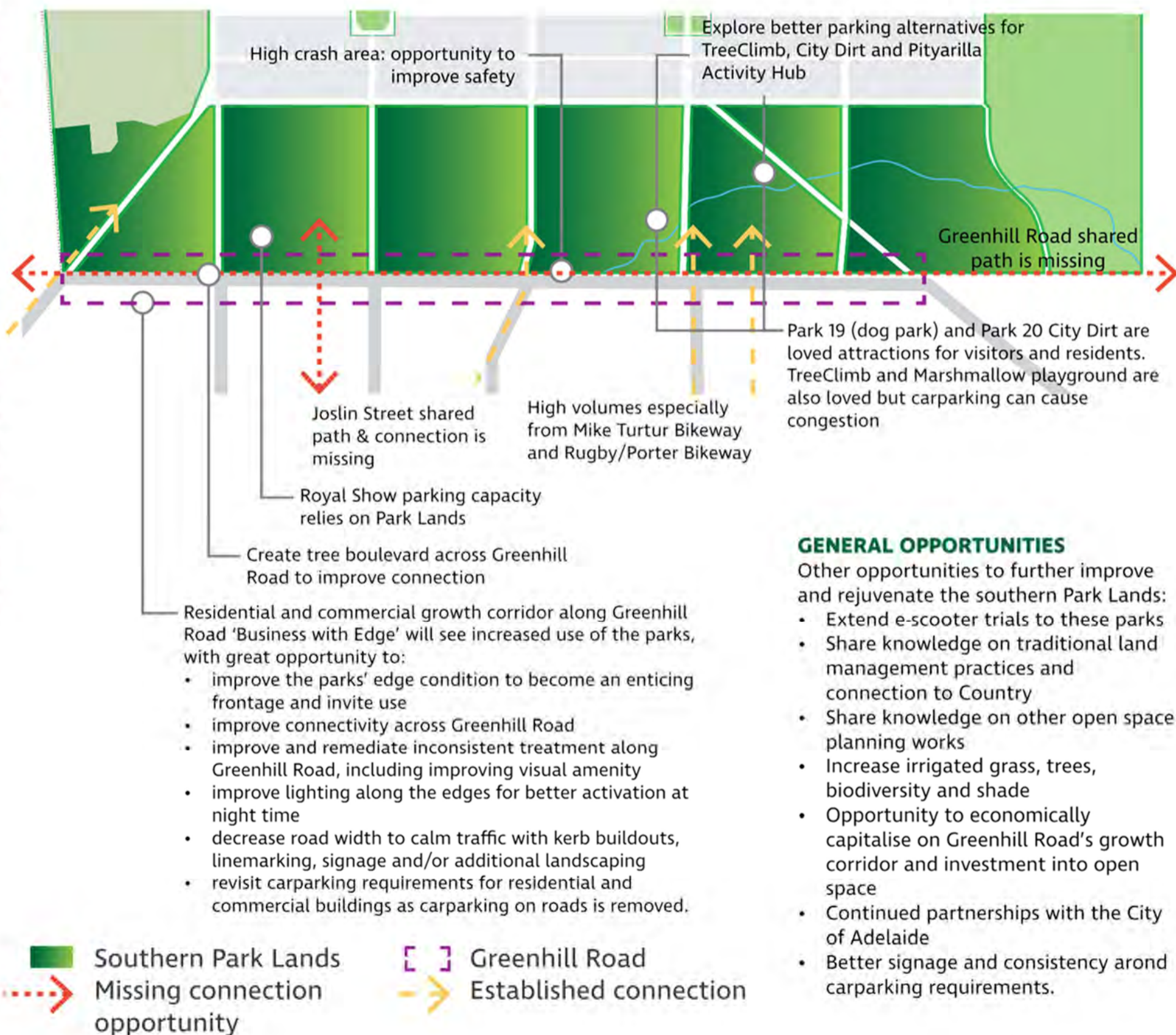
- The frontage of the Park Lands needs to be enticing and better understood
- Appropriate Greenhill Road development is needed
- Better carparking requirements for residential and commercial buildings
- Verge improvements in Greenhill Road.



**6 IMPROVE RELATIONSHIPS**

- Ongoing opportunity to partner with City of Adelaide on projects
- Relationship of information sharing, formal and informal, sport and recreational opportunities, Community Land Management Plan and Reconciliation Action Plan
- Unley lack the venue and capacity for Kaurna culture events (e.g. Kaurna Kardla Parranthi) and to enable development of connection to Country.

**CHALLENGES & OPPORTUNITIES (MAPPED)**





## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR J. GAFFEY RE: HIGHGATE PARK (JULIA FARR CENTRE)
<b>ITEM NUMBER:</b>	5.1.2
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	1. LETTER FROM UNLEY TREE ACTION GROUP ET AL TO MINISTER FOR HUMAN SERVICES ET AL RE: HIGHGATE PARK SITE

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Councillor J. Gaffey has given notice of intention to move the following motion at the Council Meeting to be held on 27 March 2023.

### **MOTION**

That:

1. Council writes to the Minister for Human Services, the Minister for Planning, MP David Pisoni, and MP Jayne Stinson, indicating Council's support to the letter sent to the Minister for Human Services from Peter Croft on behalf of the Unley Tree Action Group, Grow, Grow, Grow Your Own and FOCUS, regarding setting aside 25% of the Highgate Park site as a community park.
  2. Council authorises the CEO to enter preliminary discussions with potential developers to ensure they know of our commitment to the long term goal of increasing open space and public amenity within our City. Council requires a minimum of 25% open space for the site, which must consist of a north south rectangular segment containing the bulk of the regulated and significant trees.
  3. Council commits to using the State Government grant already received as a contribution towards land purchase as a catalyst towards a more significant land purchase at Highgate Park to satisfy the need for increased open space in the City of Unley.
-

## **Background**

The property for sale by Renewal SA is located at 103 Fisher Street, Fullarton, and consists of approximately 28,700m<sup>2</sup>. It is comprised of a two-storey building on the Highgate Street corner, used as student accommodation, a 12 storey building (largely vacant) on the South Eastern portion (which is believed to have some asbestos within the structure), some other smaller buildings to the western side and a central car park/open space area. There is a significant grove of trees within the site that make up a large part of the open space within the area.

## **History**

September 2019

Council passed a unanimous resolution asking that the development of the Highgate Park be deferred until a Masterplan was developed that satisfied the objectives of the Home for Incurables Trust and that recognises the needs of the community. This was responded to with a letter from the Minister stating that the State Government was finalising the process.

April 2021

Council passed a unanimous resolution that it write to the relevant minister to ensure that a minimum of 12.5% open space be maintained as any part of the redevelopment of the site and to commence discussions with the Trust to investigate the possibility of purchasing additional land for a local community park.

The Minister responded with a letter which states that the process was seconded to Renewable SA to act on her behalf for the sale. The request for a minimum of 12.5% open space was denied as it exceeded the requirements set out in the Act and would pose a greater burden on the Trust. The request for consideration of Council purchasing additional land was referred to Renewal SA so that they could inform the eventual purchaser of the land. Council was redirected to convey Council's interests to Renewal SA.

February 2022

Council passed a resolution for the retention and preservation of the Gosse building which has housed University students since 1997. This resolution was passed unanimously. The CEO of the State Government Department of Human Services wrote a letter stating that separation of the land, servicing and building works on the land would place an undue burden on the Trust. The letter also states that from consultation with the disability sector, there was considerable support for the money from the sale to be directed back to the disability sector. The Gosse building management was instructed to participate in the open tender process.

June 2022

Mayor Hewitson wrote to the new Minister for Human Services to encourage the retention of open space as part of any redevelopment of the site. The letter notes that Unley Council has the lowest amount of open space of any South Australian Council and that it is essential to maintain the existing large established trees. The letter also notes that Council will essentially be a bystander in any sale process. The Mayor appealed for a solution which would secure funding for the Trust yet deliver green space.

#### Tree Audit 2021

A tree audit was updated in 2021 and forwarded to Renewal SA to form part of the documentation of the sale process. The impact of these trees by the State Government when considering the retention of open space is uncertain.

It is imperative that we support our engaged community when it comes to their advocacy for the retention of valuable green space and regulated and significant trees. Given that we have little green space and continue to lose established trees, supporting the Unley Tree Action Group and other local community groups is essential.

Council needs to seek support from the relevant Minister and the local members to demonstrate that our community has a unified and shared expectation of the retention of a publicly accessible community park and open space.

The \$350,000 grant given to Council to purchase land at the site is vastly inadequate given that land in Unley is generally valued at around \$2,000 per square metre. If matched by Council, this would enable the purchase of only 350sqm. The Highgate Park site is nearly 29,000 sqm. The monetary value of retaining 25% open space could be over \$10,000,000. We must take steps to advocate strongly for the retention of regulated and significant trees within an already established green space in the context of a community park, as a first priority.

This has precedence. The community advocated for 1,500sqm of green space in the form of a public reserve as part of the Le Cornu (Locale) redevelopment in Forestville. We supported the community through a unanimous motion supporting this idea.

Council requires the support of the State Government in order to prevent the eradication of open spaces within the City of Unley and for the State Government to uphold the policy of maintaining and expanding the Urban Tree Canopy.

These motions seek to maintain our belief that the Government and/or the developer should allocate 12.5% open space and Council, to demonstrate its commitment to addressing the serious lack of open space in our City, is prepared to purchase up to another 12.5% of open space land adjacent to that set aside.

## **Administration Comments**

Council Officers have been working closely with Renewal SA (who are managing the sale of Highgate Park) to ensure that they are aware of Council's desires to see open space and tree canopy maintained. Council Officers have developed a Prospectus of Good Design Principles for the site that Renewal SA have agreed to include as part of the information pack that is provided to all prospective purchasers of the site.

Whilst it is unknown who will express interest in the site, or the future use and concept design, Council Officers are advocating for the retention of open space, and the State Government funding will form part of the conversations with prospective buyers of the site

Hon. Nat Cook MP  
Minister for Human Services,  
Parliament House  
North Terrace  
Adelaide  
SA 5000.

10 March 2023

Email: MinisterHumanServices@sa.gov.au

Dear Minister,

**Re: Future of Highgate Park trees**

**We seek a meeting with you regarding the future of trees on the Highgate Park site, which is now up for sale – in particular, the significant and regulated trees on the site.**

We appreciated the opportunity to speak with Joe Young and Suzanne McKell from Disability Services on 31 May 2022 regarding this issue.

As you know, the site comprises around 2.8 hectares of land and buildings, of which approximately half are trees, green space and car parking. Many of the trees (such as the elms) were planted approx. 45 years ago by the same grounds-person who looks after them today. The older trees (pines particularly) are over 100 years old.

We are aware of a 270+ page document commissioned by Disability Services in 2017 entitled *Visual Tree Assessment* and prepared by *Project Green Pty Ltd*. This document includes 190 tree assessments and makes the point on Page 7 that *“The audit revealed that the site trees are generally in good health with sound structure”*. The report also goes on to say that *“The site contains twenty seven trees which satisfy conditions to be afforded Regulated status under state legislation, with eleven of these trees deemed as being Significant.”*

The proposal that we have raised with you in previous correspondence is that approximately 25% of the site – a north-south rectangular segment which includes the bulk of the substantial trees on the site and extends towards the memorial garden for former residents - be set aside as a community park. We understand that the bulk (if not all) of the Regulated and Significant trees on the site would fall within the proposed community park. If this park is established as suggested, this would then deal with community concerns and development issues regarding the Significant and Regulated trees on the site.

The proposed community park would be available both to the Unley community and to residents/occupiers of the prospective development on the site. Given the City of Unley’s commitment to green space, we believe that it is likely that the Council would be prepared to maintain the site as it presently maintains other sites owned by Government departments (such as school grounds) where community access is permitted. We understand that Unley Council has also expressed interest and has been briefed on the site.

The ALP’s Policy Platform at last year’s election made a number of commitments to repair the damage caused by the current Planning and Design Code including:

- *protecting the character and heritage of our local communities*
- *ensuring greater tree canopy coverage and green open space*

*and to develop a long-term vision of what we want South Australia to look like in 30 years to ensure that bad planning decisions of today do not hamper our good decisions for tomorrow.*

We strongly support these commitments.

The Planning Minister announced on 5 August 2022 an Expert Review of the Planning System which included a review of the Planning and Design Code (and related instruments) including its impact on *"infill policy, trees, character, heritage and car parking"*. Given community concern over adapting to climate change and the role that trees have in doing so, we suggest that it would be appropriate to ensure that the big trees at Highgate Park are explicitly designated as being retained at the site. In particular, a designation of the community park as outlined above would ensure that this was the case.

We would appreciate the opportunity for representatives of the Unley Tree Action Group and Grow Grow Grow Your Own to meet with you to discuss this proposal further. It may be preferable to meet on the site, if that suits your schedule.

We can be contacted at [peter.croft@mmc.com.au](mailto:peter.croft@mmc.com.au) or [whartonanne@gmail.com](mailto:whartonanne@gmail.com) or on 0401122547.

Yours sincerely

**Unley Tree Action Group**

Anne Wharton  
Anne Wilson  
Warren Jones  
Peter Croft  
Ros Islip  
Phil Henschke  
Mary Rumbold  
Peter Simmonds

and

**Grow Grow Grow Your Own**

Nolda Beynon  
Ashley Campbell  
Peter Croft  
Pauline Muir  
Abby Ward  
Anne Wharton  
Anne Wilson  
Pat Wundersitz

With the support of **FOCUS** (Friends of City of Unley Society Inc.)

## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: QUEENSLAND BOX TREES
<b>ITEM NUMBER:</b>	5.1.3
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	NIL

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Councillor D. Palmer has given notice of intention to move the following motion at the Council meeting to be held on 27 March 2023.

### **MOTION**

That:

1. Council notes that since the implementation of our tree strategy, there have been plantings of Queensland Box trees in specific circumstances.
  2. Council also recognises that Queensland Box trees represents 18% of our tree stock which exceeds the target of an urban forest composition of no more than 5% of one tree species, and 10% of one genus recommended in our tree strategy.
  3. Council recognises that there is widespread concern amongst our community of the dangers presented by this species.
  4. Council thank the Administration for their answers to recent questions on notice and their confirmation that no more Queensland Box trees will be planted.
- 

### **Background**

Council's recently adopted tree strategy recognises that there are 4,112 Queensland Box street trees in the City of Unley. This represents 18% of our total stock.

The strategy also recognises that it is desirable that any one tree species does not represent more than 5% of the total stock. Nor any one genus no more than 10%.

The Administration have recently advised us that the Queensland Box tree has a life span of well over 100 years. They also advise that it would take 40-45 years of not planting them for their numbers to reduce to 5% of the total.

We are also advised by the Administration that, despite these acknowledgements, there has been some planting of Queensland Box trees since the adoption of the Strategy. This has been for various reasons.

Our community has presented a dislike of the Queensland Box species and the dangers they present by way of trip hazards when they shed their nuts.

Given the above, I believe it is appropriate that Council no longer plants Queensland Box trees. That we plant alternative species that will be identified in our upcoming tree policy.

### **Administration Comments**

As was advised at the Council Meeting in January 2023, in response to a question on notice from Councillor M. Broniecki, while a few Queensland Box trees were planted in 2021, no Queensland Box trees have been planted following a direction/instruction from the Chief Executive Officer in mid-2022.

This instruction is sufficient for Council staff purposes until work has been completed in reviewing and updating the list of appropriate street tree species for the City of Unley.



## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: GREEN ADELAIDE COUNCIL GRANT APPLICATION FOR GREENING VERGES IN BLACK FOREST
<b>ITEM NUMBER:</b>	5.1.4
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	NIL

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Councillor D. Palmer has given notice of intention to move the following motion at the Council meeting to be held on 27 March 2023 .

### **MOTION**

That:

1. Council notes that Green Adelaide, like Council, is working towards a vision of a cooler, greener, wilder and climate-resilient Adelaide that celebrates our unique culture.
  2. Green Adelaide has grant funding available for Adelaide's metropolitan councils to undertake projects that deliver greening outcomes, incorporate water sensitive urban design or biodiversity sensitive urban design principles.
  3. Round 1 of their Cooler, Greener, Wilder Grants Program is now open for applications until Friday 31 March at 5pm.
  4. Council applies to this round of grant funding for a precinct-based approach to our Greening Verges program, noting that the works would need to be completed in the 2024/25 financial year.
  5. The application focus on a precinct in Black Forest bounded by Addison Road, Canterbury Terrace, Byron Road, and Gordan Road.
  6. The application includes a budget of \$50,000 with Council contributing the 50% that the grant funding requires.
-

## **Background**

Council has run a greening the verges program now for some 8 years or more. The program prompts our residents to make application to green the verge in front of their own property.

It has proven a successful program, with a waiting list ensuring the expenditure of our current level of funding. Last year I proposed we double the budget from \$50,000 to \$100,000. We agreed on Administration's budget bid to \$65,000.

The greening verges program has also been recognised for its benefits in complementing our street tree planting program. At the very least, verges that have been greened provide a source of watering for our street trees that is not available with dolomite. Environmental benefits include reducing greenhouse gas emissions, reducing stormwater runoff, and making for a cooler, greener environment.

It also softens the street and arguably increases the value of adjacent properties.

Green Adelaide's Cooler, Greener, Wilder Grants Program provides an opportunity for us to take our greening verges program to a new level. An opportunity to consider a precinct or street approach rather than the ad hoc of one property at a time. Such an opportunity can result in boulevards of greening which, in turn, would improve the amenity of the precinct.

Such a project will require community buy-in. Our current program relies on individual landowners taking responsibility for maintaining the completed project. Precinct level projects would require several individuals within that precinct to accept that responsibility. To be champions of green verges, willing to look after low maintenance verges in the absence of adjacent property owners doing so.

Anecdotal evidence suggests that finding sufficient buy in from within the precinct identified in the motion would be achievable. With the ground works not earmarked until the 2024/25-year, Council has time to put the necessary logistics together and to achieve a resident buy-in.

Finally, access to an external funding source provides an opportunity to achieve more than we could ever hope to with our current program.

If successful, this project could become a prototype for other precincts.

## **Administration Comments**

Currently, there are two operating project initiatives in the draft 2023/24 budget for the greening of verges. The Administration has submitted a budget proposal for \$60,000 to continue the annual verge greening programme and Councillor C. Crabbe has submitted a project for an additional \$30,000 towards the verge greening program.

Should Council choose to proceed with this motion, Council will need to consider this initiative (together with \$50,000 funding) as part of the 2024/25 budget process.

It should be noted that there will likely be additional staffing resources required to manage this initiative and this will be quantified once a better understanding of this Motion is obtained, to enable a budget bid as part of the 2024/25 budget submission.

The Green Adelaide grant would likely expect that the verges are prepared and planted as part of the overall project costs. Based on known current rates, the costs to complete the works for up to 80 verges would exceed the budget proposed (additional \$30,000 for planting of tube stock could be anticipated, bringing total project cost to \$130,000). In addition, Green Adelaide may also prioritise support for use of local or native species to promote urban biodiversity, rather than installation of grassed verges or the dominance of exotic species which residents have often installed in our existing program.

In addition, the Administration would not support giving the responsibility to several individuals to co-ordinate the ongoing maintenance of the precinct verges as identified in the body of the motion. The Council's own green verges program supports the preparation works, for residents to take the responsibility to plant, which increases the long-term commitment of residents to maintain. Without a commitment by up to 80 residents across the precinct, the long-term responsibility may fall to Council, which would pose a significant resourcing issue, and would likely result in the removal of the unmaintained verges, in accordance with Council policy.

If the Motion is supported, the Administration will have limited time (several days) to prepare the necessary documentation for the grant application, to be submitted by COB 31 March 2023. Other project commitments will need to be adjusted to allow the Administration to prioritise the submission.

## **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR R. ROGERS RE: RAILWAY SAFETY WITHIN THE CITY OF UNLEY
<b>ITEM NUMBER:</b>	5.1.5
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. DEPARTMENT FOR INFRASTRUCTURE AND TRANSPORT RAIL CROSSING SAFETY STRATEGY</li><li>2. DEPARTMENT FOR INFRASTRUCTURE AND TRANSPORT STANDARD FOR RAILWAY PEDESTRIAN CROSSINGS</li></ol>

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Councillor R. Rogers has given notice of intention to move the following motion at the Council meeting to be held on 27 March 2023 .

### **MOTION**

That:

1. A letter be sent to the Hon Tom Koutsantonis MP, Minister for Infrastructure and Transport, indicating that the City of Unley requests that the Department of Infrastructure and Transport investigates either activating or grade separating railway crossings within the City of Unley as outlined below:
  - (a) pedestrian crossings adjacent to train station platforms;
  - (b) pedestrian crossings adjacent to train level crossings;
  - (c) intermediate pedestrian crossings which do not comply with the risk assessment criteria.
2. A copy of the letter be sent to the Hon Jayne Stinson, Member for Badcoe, the Hon David Pisoni, Member for Unley and the Hon Nadia Clancy, Member for Elder.

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### **Background**

It is outlined on page 8 of the Department of Infrastructure and Transport's "Rail Crossing Safety Strategy" (the Safety Strategy), endorsed by previous Minister for Infrastructure and Transport, the Hon Stephen Mullighan MP, that "crossings with multiple tracks and a high frequency of trains present serious risks for pedestrians because of the likelihood of trains approaching from both directions at the same time. The risks are particularly high where there are no gates or signals."

This occurs on the Belair and Seaford Lines within the City of Unley.

The Safety Strategy goes on to outline possible improvements that can be made to railway crossings to improve safety, including “installing more warning signs, activating more crossings with gates, grade separating pedestrian crossings as well as educating pedestrians about the risks.”

The Safety Strategy also states that consultation with local government as well as the community is important to maintain safe connectivity for pedestrians and cyclists.

The Department of Infrastructure and Transport’s “Standard for Railway Pedestrian Crossings” (the Standard) outlines in 4.0 that “all new or upgraded pedestrian crossings adjacent to train station platforms shall have autogates in accordance with TC1-DRG-200000: Pedestrian Crossing Arrangement Active Control Standard Details and TC1-DRG-2000001: Pedestrian Crossing Arrangement Active Control Fence Layout.”

The Standard also outlines in 5.0 that “all new or upgraded pedestrian crossings adjacent to road level crossings shall have autogates in accordance with TC1-DRG-200000: Pedestrian Crossing Arrangement Active Control Standard Details and TC1-DRG-2000001: Pedestrian Crossing Arrangement Active Control Fence Layout.”

The Standard outlines in 6.0 that “all new or upgraded intermediate pedestrian crossings shall have autogates in accordance with TC1-DRG-200000: Pedestrian Crossing Arrangement Active Control Standard Details and TC1-DRG-2000001: Pedestrian Crossing Arrangement Active Control Fence Layout.” However, the Standard also notes that a passive intermediate crossing may be installed provided a risk assessment is carried out that addresses, but is not limited to, the following: sighting distance and obstructions; train speeds; ... ; number and condition of tracks; ...; train frequencies; other rail operations i.e. ARTC, GWA ...”

Most intermediate crossings in the City of Unley along the Belair and Seaford Lines should be due for a risk assessment due to satisfying a number of the factors outlined above.

While it is good that the Standard implements strict safety regulations for new or upgraded pedestrian crossings, the Standard disregards any existing pedestrian crossings that are not due to be replaced or upgraded. These pedestrian crossings are not safe simply because they have not been upgraded, they are ignored.

### **Administration Comments**

If this Motion is supported, the Administration will prepare a letter to be sent from the Chief Executive Officer to the Hon. Tom Koutsantonis MP, Minister for Infrastructure and Transport, requesting that the Department for Infrastructure and Transport (DIT) undertake an audit as resolved by Council.





Government of South Australia  
Department of Planning,  
Transport and Infrastructure

# Railway Crossing Safety Strategy



Zero Harm



TOWARDS ZERO TOGETHER > SAFER ROADS > SAFER SPEEDS > SAFER VEHICLES > SAFER PEOPLE

## Foreword

Trains and trams provide a critical network for the transport of passengers and freight across our State. Wherever these tracks meet a road or footpath—a unique set of safety hazards is present.

While they do not occur often, any incident at a railway crossing can cause service disruptions, motorist delays, property damage and, in the most serious cases, injury and death. The impacts on communities and the economy, as well as the loss of confidence in the rail transport system, can be significant and far-reaching.

The combination of speed, passengers and freight travelling on intersecting rail and road systems has the potential for high impact or catastrophic incidents. However, even a collision with a low speed train or tram can result in serious injury or death, particularly for pedestrians.

In South Australia, four people were killed and six people were seriously injured at railway crossings between 2011 and 2015. Each incident is a reminder of the risks present at crossings and the need for drivers, riders and pedestrians to obey the road rules and approach crossings with care. Near-hits also are a major concern. Rail operators have reported 660 near-misses at railway crossings during the same five-year period.

All incidents—whether fatal collisions or near-hits—have an immeasurable effect on train drivers, railway and emergency service employees and their families in particular.

As humans, we are all capable of making mistakes—and we do—every day. Recognising this helps us create a more forgiving road and rail network to minimize harm and ensure that those mistakes do not result in death or serious injury.

While State and Commonwealth governments have made significant safety improvements to railway crossings over the past decade, more work needs to be done.

Engineering and infrastructure improvements, installation of warning signals and automatic pedestrian gates, and education and enforcement continue to be necessary to improve safety at existing crossings.

However, in line with other Australian jurisdictions, we also need to consider reducing the number of railway crossings, by closing existing crossings and discouraging new crossings. This strategy has the greatest potential to achieve our objective of zero harm.

The fewer opportunities for people and vehicles to meet at an intersecting train or tram track, the safer and more reliable our network will be. Other benefits will include improved traffic flow and reduced travel times, allowing us to more efficiently move people, goods and services on our roads and public transport networks (as outlined in *Operation Moving Traffic, South Australia's Strategic Plan* and the *Integrated Transport and Land Use Plan*).

Working with the community, we will build a better and more integrated approach to managing our road and rail network and improving safety at railway crossings.

*Hon Stephen Mullighan MP  
Minister for Transport and Infrastructure*



# South Australia's Railway Crossings

South Australia has an urban Adelaide Metro public transport train and tram network, and several regional and interstate rail lines that transport bulk primary products, other freight and passengers.

There are 710 public access railway crossings across the State, including 84 road level crossings and 360 pedestrian crossings on the Adelaide Metro network.

**Trains can travel up to 110km/h and may require over a kilometre to stop, even longer for freight trains, once the brake is applied – that's six times the length of Adelaide Oval.**

The safety risks vary depending on speed, vehicles, traffic and pedestrian volumes and crossing types. For example, with incidents involving pedestrians, the individual is most at risk of injury; in collisions involving large road vehicles such as B-doubles, significant damage to trains and/or derailment can result; in the case of passenger trains, the risk of multiple fatalities is high because of the potentially large number of people exposed.<sup>1</sup>

Many crossings are equipped with active controls such as flashing lights and boom gates, but some have only passive warning such as Stop or Give Way signs. Regardless of the type of warning device, railway crossings must be approached with care at all times.

## Railway crossing incidents

In South Australia, over the five-year period 2011-2015, four people were killed and six people were seriously injured at railway crossings, and 660 near-misses were reported by rail operators at rail-way crossings (see Table 1). Anecdotal evidence suggests that near-misses are under-reported.

<sup>1</sup> Office of the National Rail Safety Regulator (ONRSR), Annual Safety Report 2013 to 2014

*Table 1: Railway crossing incidents (including near-misses), South Australia 2011-2015*

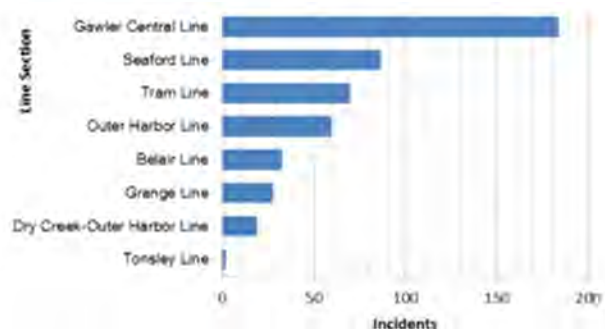
Incident Type	Road Level Crossing	Pedestrian Crossing	TOTAL
Near-miss	277	383	660
Collision (no injury)	10	1	11
Minor Injury	4	1	5
Serious Injury	2	4	6
Fatality	1	3	4

## Railway crossing incidents by Line

### Metropolitan Adelaide

Incidents (with both pedestrians and vehicles) most frequently occur at railway crossings along high-volume Adelaide Metro train lines, particularly the Gawler, Seaford and Outer Harbor lines (see Figure 1). A large number of vehicle incidents are also reported along the Tram line.

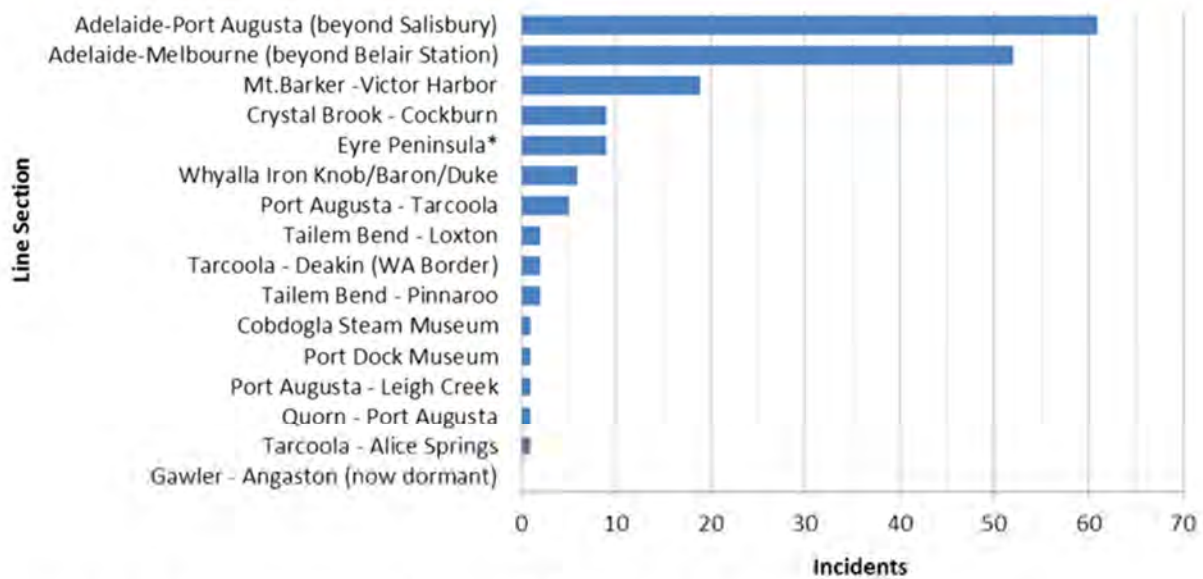
*Figure 1: Metropolitan railway crossing incidents (including near misses) by Line Section, South Australia, 2011-2015*



### Rural South Australia

Incidents involving vehicles are more common at railway crossings in rural areas of the State. Vehicle incidents are most frequently reported along the Adelaide–Melbourne and Adelaide–Port Augusta train lines. A large number are also reported along the Mount Barker–Victor Harbor Steam Ranger Heritage Railway (see Figure 2 on next page).

Figure 2: Rural railway crossing incidents (including near misses) by Line Section, South Australia, 2011-2015



\*Eyre Peninsula includes Port Lincoln-Thevenard, Cummins-Kimba and Ceduna-Penong lines.

### Driver behaviour at Railway Crossings

Damage to railway crossing infrastructure caused by poor driver behaviour can also lead to further incidents (for example, where damaged signal posts or boom gates become stuck or drop onto vehicles).

The metropolitan and rural railway crossings with the highest number of incidents (damage to infrastructure, as well as a near-miss with a road vehicle or pedestrian) recorded in 2011-2015 are:

#### Metropolitan railway crossings

- Tapleys Hill Road/Trimmer Parade intersection, Seaton (46 incidents)
- South/Cross Road intersection, Emerson (23 incidents)
- Cormack Road, Dry Creek (22 incidents)
- Torrens Road, Ovingham (18 incidents)
- Park Terrace, Salisbury (15 incidents)
- Jetty Road, Brighton (15 incidents)
- Morphett/Diagonal Road, Oaklands Park (13 incidents)
- Eastern Parade, Port Adelaide (13 Incidents)

#### Rural railway crossings

- Mannum Road, Murray Bridge (15 incidents)
- Eyre Highway, Ceduna (7 incidents)
- Warnertown Road, Coonamia (5 incidents)
- Racecourse Road, Stirling North (5 incidents)
- Cypress Terrace, Murray Bridge (5 incidents)
- Footner Road, Port Augusta (4 incidents)
- Wauchopes Road, Coonamia (4 incidents)
- Mount Laura, Whyalla (4 incidents)
- North Terrace, Tailem Bend (4 incidents)

### Locations of railway crossings in South Australia

**710** railway crossings on public access roads across the State

**84** road level crossings and **364** pedestrian crossings on Adelaide's passenger rail network

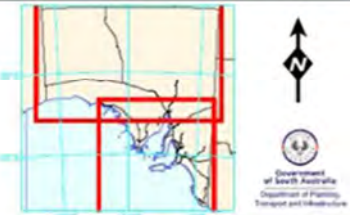


- Crossing Responsibility**
- DPTI (Commissioner of Highways)
  - DPTI (Rail Commissioner)
  - Council
  - Railway
  - Railway (Not currently in use)



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Map Projection: Lambert Conformal Conic  
 Horizontal Reference: GDA 1984  
 Datum: GDA 84



## Managing Railway Crossing Safety

While there are risks at all railway crossings, some crossings in particular are subject to critical safety issues. Road level crossings on busy main roads, for example, can involve long waits at crossing signals, leading to traffic delays and frustrated motorists taking risks.

In addition, a large number of road level crossings and pedestrian crossings (particularly in rural areas) have only passive safety controls that rely on individuals seeing a train approaching and making a decision to stop or proceed through the crossing.

Responsibility for managing railway crossing safety is shared by many organisations, including State and local governments and rail infrastructure owners. Interface Agreements between road and rail managers set out the responsibilities of each party and how they will identify and manage risks at railway crossings on their networks to improve safety.

### How do we know where the issues are?

The Australian Level Crossing Assessment Model (ALCAM) is used to assess potential risks at railway crossings and help prioritise safety improvements according to their comparative safety risks. ALCAM is used in conjunction with stakeholder consultation, including on-site railway crossing assessments, traffic surveys, standards and other risk mitigation strategies, as well as consideration of the crash/incident history of the site.

### Treatment options

A range of treatment options are available to improve safety at railway crossings. Their implementation requires integrated, tailored solutions involving both road and rail authorities, as well as consultation with local governments and the community.

#### Treatment options can include:

- advance warning signs
- queuing treatments (eg cross hatching)
- traffic signal coordination
- road re-alignment
- upgraded control mechanism (eg flashing lights and boom gates)
- high intensity lights (eg LEDs)
- sight line improvements
- reduced speed limits on the approach to road level crossings
- closure of the crossing

Given the inherent risks and serious incidents associated with railway crossings in South Australia and interstate, the introduction of new crossings is discouraged. This position is supported at a national level; the Australian Transport Safety Bureau recommends that “every State ensure unnecessary railway crossings are eliminated and those that remain are as safe as possible”.

All Australian jurisdictions have railway crossing improvement programs in place. Most recently, the Victorian Government announced that “it will remove 50 of the worst railway crossings in Melbourne over the next decade”.

The following pages outline the risks present at metropolitan, rural and pedestrian railway crossings across South Australia, and highlight the strategies proposed to improve safety.

As a community we must recognise that closing railway crossings is a key strategy to improve safety and needs serious consideration. Closing road level crossings and pedestrian crossings will require extensive consultation with local government and the community to assess the need for access across the train lines for both vehicles and pedestrians. Maintaining connectivity is crucial to the life of all communities.

## Metropolitan Railway Crossings

Metropolitan railway crossings, which are used by high numbers of vehicles and trains each and every day, can severely affect the efficiency and safety of road and rail users and have major financial impacts on businesses and the State's economy.

The road network in Greater Adelaide intersects the interstate and metropolitan rail network 'at grade' (on the same level at the point of crossing) at 128 locations. Of these, 84 at-grade crossings are on the Adelaide Metro rail network. Many are on arterial roads and affect through traffic, bus services and freight movements.

Separating the road and rail network ('grade separation') with underpasses or overpasses, upgrading with safety improvements or by closing some crossings can improve public transport and road network efficiency, as well as safety for motorists, pedestrians, cyclists and public transport users.

**Some 42,000 vehicles, 1800 pedestrians, 130 trains and 15,000 rail passengers pass through the railway crossing on Morphett Road, Oaklands Park each day. Total crossing closure time is around 1.5 hours per day – a significant delay on a major road.**

### Risks at metropolitan railway crossings

#### Vehicles queuing over the tracks

Queuing presents the greatest safety risk at metropolitan road level crossings. It occurs when vehicles stop on the tracks at a crossing because of other vehicles stopped ahead, possibly due to nearby traffic signals or drivers turning right.

#### Driver compliance

Lack of awareness of the risks, complacency, impatience and inattention contribute to drivers failing to obey road rules at road level crossings. Unsafe behaviour typically involves not waiting for boom gates to open completely, queuing over

the tracks, running red-lights or weaving around boom gates.

### Improvements and strategies to reduce risks

Many metropolitan road level crossings have already been treated to manage the risk of queuing. Broader strategies to manage the safety risks at metropolitan level crossings are described here:

#### STRATEGIES

- Grade separate any new railway crossings on urban arterial roads
- Grade separate key railway crossings between Brighton and Elizabeth
- Identify high risk railway crossings based on incident data, ALCAM surveys, traffic volumes and congestion
- Target crossings for infrastructure safety improvements such as traffic light coordination at sites with queuing risks
- Identify crossings for possible closure where other alternatives may exist
- Identify railway crossings for installation of safety cameras
- Use CCTV cameras to monitor potential sites for short-stacking
- Manage risks through Interface Agreements
- Work collaboratively with councils and rail operators on road level crossings in their area

Railway crossings on the Outer Harbor Line that will be grade separated as a result of the Torrens to Torrens project include:

- South Road, Croydon

Railway crossings that will be grade separated under the Torrens Junction project include:

- Park Terrace, Bowden
- Gibson Street, Bowden

## Metropolitan Pedestrian Crossings

Most pedestrian crossings on the metropolitan rail network have passive controls such as 'maze ways' that rely on individuals seeing an oncoming train. Those adjacent to a road level crossing may also have bells to warn pedestrians.

**Of the 364 pedestrian crossings on the Adelaide Metropolitan passenger transport network, 21 have active gated controls.**

### Risks at pedestrian crossings

#### More than one train

Crossings with multiple tracks and a high frequency of trains present serious risks for pedestrians because of the likelihood of trains approaching from both directions at the same time. The risks are particularly high where there are no gates or signals. Pedestrians may not see an approaching train obscured by another train, particularly if they are distracted by a phone, using headphones or in a rush.

'Caution – More than one Train' warning signs and automatic pedestrian gates have been installed at some of Adelaide's metropolitan pedestrian crossings.

Further improvements to safety can be made by installing more warning signs, activating more crossings with gates, grade separating pedestrian crossings as well as educating pedestrians about the risks.

In some cases, closing pedestrian crossings enables the overall risk to be better managed, especially if there are safer crossings nearby, as well as improves rail performance in metropolitan areas.

Consultation with local government and the community is important to maintain safe connectivity for pedestrians and cyclists.

### STRATEGIES

- Grade separate any new pedestrian crossings
- Identify pedestrian crossings for infrastructure safety improvements
- Install automatic pedestrian gates on high volume pedestrian crossings
- Ensure appropriate signage at all pedestrian crossings
- Identify crossings for possible closure where safer alternatives exist
- Continue to improve accessibility for people with disabilities as part of upgrades at pedestrian crossings in line with the *Disability Discrimination Act 1992* and relevant accessibility standards
- Consider and address the safety risks of existing pedestrian crossings that may arise due to increased development
- Prioritise activation of pedestrian crossings where train line speed is above 90km/h

Pedestrian crossings on the Outer Harbor Line that will be grade separated as a result of the Torrens to Torrens project include:

- South Road, Croydon

Pedestrian crossings planned for grade separation under the Torrens Junction project include:

- Park Terrace, Bowden

This project will also provide automatic gates at the footpath at War Memorial Drive, Bonython Park in North Adelaide.

## Rural Railway Crossings

Rural crossings generally carry fewer road vehicles and trains than those in metropolitan areas; however, the trains are often longer, heavier and travel at higher speeds and the vehicles are often longer and heavier freight-carrying vehicles and in each case will take longer to stop.

The risks at road level crossings in rural areas differ from those in the metropolitan area.

**Of the 710 public access road level crossings across the State, 271 have active controls with boom gates and/or flashing lights.**

### Risks at rural railway crossings

#### Sighting

Road level crossings in rural areas typically have passive controls (Stop or Give Way signs) that rely on the motorist seeing an approaching train and taking the appropriate action.

On high-speed road and rail networks, safe sighting distances can be quite long and difficult to achieve. On low-volume train lines, motorists may not expect or look for a train. Removing obstructions such as vegetation may improve sighting. In some situations, road realignment or installing active controls may be necessary.

#### Short-stacking

Short-stacking occurs when a long vehicle such as a semi-trailer does not have enough space to completely clear the crossing and stops while part of the vehicle is still within the crossing. Installation of left-turn acceleration lanes, short-stacking warning signs or restrictions based on vehicle length may be considered to improve safety. Other options include closing the crossing or considering alternative routes.

#### Complacency on seasonal/low volume rail lines

When motorists in rural areas are used to *not* seeing a train on a particular line they may ignore or not pay attention to the warning signs. Trains can run at any time, particularly during grain harvest periods.

#### Inactive rail lines

Road level crossings on dormant, disused or closed railway lines (such as the Gawler to Angaston and Mount Gambier to Millicent lines) also present a hazard to motorists, particularly when "Stop" or "Give Way" signs remain in place as this can cause confusion to motorists. Those local or familiar to the area may not slow down, knowing that there are no trains running, whilst others may slow down or stop, with a risk of a rear end collision by a following vehicle. In these circumstances a "Railway Crossing Not in Use" sign should replace any Stop or Give Way signs. Old non-frangible posts and other infrastructure can also create a hazard to drivers.

In some cases alternative signage needs to remain at the crossing, such as where rail remains in the road causing a hump, dip or rough surface, to alert drivers to the change in conditions.

#### Railway crossings on high speed rural roads

Reducing travel speeds on the approach to road level crossings has several advantages including: it alerts motorists to a change in conditions or hazard ahead, increases attention to warning signage, provides the motorist with more time to observe the control at the crossing or an approaching train; significantly reduces the braking/stopping distance of the road vehicle and lessens the impact of a collision with a train.

Both Western Australia and Victoria have reduced speed limits to 80km/h on the approach to selected road level crossings on high speed roads with positive results.

South Australia could consider a similar approach on major arterial roads with an existing speed limit of 100km/h or more to improve safety at rural level crossings.

As railway crossings on National Highways already have active controls in place, these roads would be excluded. Rather, Active Advance Warning Signals (AAWS) could be considered on advance of these crossings.

## STRATEGIES

- Grade separate any new railway crossings on major traffic/freight routes
- Identify rural crossings for safety improvement works
- Trial vehicle-activated signs on passive rural crossings
- Engage with industry about pursuing low cost technology solutions at rural railway crossings
- Identify crossings for closure where other alternatives may exist
- Reduce speed limits on the approach to railway crossings on roads with a speed limit of 100km/h or greater
- Work with Councils and rail operators to reduce risks
- Manage risks through Interface Agreements
- Continue to undertake ALCAM and other safety surveys



## Education and Enforcement

Motorists and pedestrians have a low perception of the danger at railway crossings. Research in South Australia indicates that 69% of pedestrians, 47% of cyclists and 44% of motorists engage in unsafe behaviours at railway crossings.

Raising awareness and understanding of the risks and road rules related to railway crossings is critical to improving safety and compliance. Education is most effective when coinciding with visible police presence and enforcement efforts.

### STRATEGIES

- Promote the road rules to raise awareness of the laws and penalties that apply to road users at railway crossings
- Educate drivers in the Adelaide metropolitan area about the danger of queuing over tracks
- Educate pedestrians and cyclists about the danger of trains approaching from both directions
- Raise awareness within the heavy vehicle industry about short-stacking risks
- Contribute towards and promote national railway crossing education programs and campaigns
- Improve compliance at high-risk railway crossings and align with education campaigns
- Raise awareness of risks at infrequently used lines in rural areas

## Definitions

**Activated Crossing** – Vehicle and pedestrian traffic controlled at railway level crossing by devices such as flashing light signals, bells or other audible warning devices, gates or barriers, or a combination of these. The device is activated prior to and during the passage of a train or tram.

**ALCAM** – The Australian Level Crossing Assessment Model used to assess and identify potential risks at Level Crossings.

**Interface Agreement** – An agreement about managing risk to safety identified and assessed under the Rail Safety National Law.

**Level crossing** – An area where a road and a railway meet at substantially the same level, whether or not there is a level crossing sign on the road at all or any of the entrances to the area.

**Near miss** – Where the driver of a moving train takes emergency action, or would have if there was sufficient time, to avoid impact with a person, vehicle or other obstruction and no collision occurred. Emergency action includes continuous audible warning and/or brake application.

**Passive Crossing** – Vehicle and pedestrian traffic controlled at railway level crossing by signs or devices, which rely on the user detecting the approach or presence of a train by direct observation.

**Private Crossing** – A Level Crossing provided to permit access to private property or to extend access between parts of private property.

**Railway Crossing** – A level crossing or any area where a footpath or shared path crosses a railway at substantially the same level.

**Department of Planning, Transport and Infrastructure**

2017

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**Government of South Australia**

Department of Planning,  
Transport and Infrastructure

## **PUBLIC TRANSPORT SERVICES**

# **STANDARD FOR RAILWAY PEDESTRIAN CROSSINGS**

**CS4-D0C-000446**



**and THINK**

**Zero Harm**



### DOCUMENT STATUS

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Approved By:	Name: Brian Green Title: Chief Engineer		<u>6,2,14</u>
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## 1.0 INTRODUCTION AND CONTEXT

### 1.1 INTRODUCTION

The Department of Planning, Transport and Infrastructure (DPTI) Public Transport Services Division (PTS) owns, operates and maintains the Adelaide Metropolitan Passenger Rail Network (AMPRN). This standard forms part of the engineering management system used to ensure safety and customer service levels are efficiently and effectively supported.

Pedestrian crossings allow people to access train services at railway stations and enable pedestrians to cross from one side of the railway to another at road level crossings or at other points along the rail corridor. To ensure that the risk associated with public use of pedestrian crossings is as low as reasonably practicable a set of rules and requirements is essential for the design, construction and maintenance of these crossings.

This standard complies with the mandatory provisions of AS1742.7-2007: *Manual of uniform traffic control devices*.

It is a legal requirement that new public transport infrastructure conforms to the Disability Discrimination Act 1992 (DDA) and its subordinate instruments. This standard complies with DDA and any referenced versions and clauses of Australian Standards. Where there are any conflicting requirements; they override this standard. Any other Australian standards are secondary to the above.

### 1.2 PURPOSE

The purpose of this document is to provide technical standards for the design, construction and maintenance of railway pedestrian crossings on the Adelaide Metropolitan Passenger Rail Network (AMPRN).

### 1.3 SCOPE

This standard is applicable to all train and tram pedestrian crossings on the AMPRN.

This standard is not applicable to pedestrian crossings on the in-street sections of the tramline

## 1.4 ACRONYMS, DEFINITIONS AND REFERENCED DOCUMENTS

### 1.4.1 Acronyms

Acronym	Full Name
AMPRN	Adelaide Metropolitan Passenger Rail Network
ARTC	Australian Rail Track Corporation
DDA	Disability Discrimination Act
DPTI	Department of Planning, Transport and Infrastructure
GWA	Genesee Wyoming Australia
PTSOM	PTS Operations and Maintenance
PTS	Public Transport Services
RISSB	Rail Industry Safety and Standards Board
TGSIs	Tactile Ground Surface Indicators





#### 1.4.2 Definitions

Term	Meaning
Access Path <sup>1</sup>	A path that permits independent travel for all passengers within public transport premises, infrastructure or conveyances.
Continuous Accessible Path of Travel <sup>2</sup>	An uninterrupted path of travel to, into or within a building providing access to all accessible facilities.
Pedestrians <sup>3</sup>	People travelling on foot or using mobility aids (e.g. wheelchair, scooters) or walking with bicycles, baby carriages or animals.
Pedestrian Crossing <sup>4</sup>	A crossing at substantially the same level as a railway track that is used by pedestrians to cross the railway track.
Level Crossing	An at-grade crossing over the railway, providing for both vehicular traffic and other road users
Active Pedestrian Crossing	A pedestrian crossing where an automatic gate (barrier), flashing lights and an audible warning device, interlocked with the signaling system, warns and controls the access of the pedestrians crossing the railway tracks.
Passive Pedestrian Crossing	A pedestrian crossing which relies on the pedestrian detecting the approach or presence of a train by direct observation before making a decision to cross the railway tracks.
Caution More Than One Train(CMTOT) Signals	Visual and audible signals installed at pedestrian crossings located adjacent to level crossings that warn pedestrians of the approach of a second train that will arrive in addition to the train that originally activated the boom gates and flashing lights at the level crossing
Ambient Noise <sup>5</sup>	The total noise in a given environment, in the absence of the noise under investigation
Intermediate Pedestrian Crossing	A pedestrian crossing which is not located adjacent to a road level crossing, train station or tram stop.
Adjacent	Shall be taken to mean: within a distance from a station or level crossing such that the calculated unobstructed sighting distance will require a reduction in the speed of approaching trains or implementation of other controls as defined in Section 3 - Hierarchy of Control Measures.
Upgrade	In the context of a pedestrian crossing, upgrade means any works that result in a substantial change to the dimensional properties of the pedestrian maze layout.

<sup>1</sup> *Disability Standards for Accessible Public Transport 2002*

<sup>2</sup> *AS 1428.1 Design for access and mobility*

<sup>3</sup> *AS 1742.7 Manual of uniform traffic control devices Part 7: Railway Crossings*

<sup>4</sup> *National Guideline - RISSB Glossary of Railway Terminology 3<sup>rd</sup> December 2010*

<sup>5</sup> *EPA SA Noise Guidelines*



### 1.4.3 Referenced Documents

Document Number or Abbreviation	Title
Rail Safety Law 2012	Rail Safety National Law Act (South Australia) Act 2012
DDA Act	Disability Discrimination Act 1992
AS 1742.7	Manual of uniform traffic control devices
AS 1158.0	Lighting for roads and public spaces
AS 4586	Slip resistance classification of new pedestrian surface materials
AS 4663	Slip resistance measurement of existing pedestrian surfaces
AS 1428	Design for access and mobility
AS 1055.2	Acoustics – Description and measurement of environmental noise Part 2: Application to specific situations
AS1269.1 2005	Measurement & assessment of noise immission & exposure.
RISSB Glossary	Rail Industry Standards and Safety Board National Guideline Glossary of Railway Technology
S7071 Sheet 14	Pedestrian Crossings Arrangement Passive Control Standard Details (Knet # 6918164)
S7071 Sheet 9	Pedestrian Maze Signage and Pavement Marking Layout Standard Details (Knet # 6918070)
TC1-DRG-200000	Pedestrian Crossing Arrangement Active Control Standard Details (S7071 Sheet 15, Knet # 7574863)
TC1-DRG-200001	Pedestrian Crossing Arrangement Active Control Fence Layout(S7071 Sheet 16, Knet # 7574941)
PTS-MS-10-TR-STD-00000047	Structural Clearances Design and Rating.
PR-AM-GE-807	Development & Approval of Engineering Waivers
EPA SA Noise Guidelines	Guidelines for the Assessment of Noise from Rail Infrastructure



## 2.0 SIGHTING DISTANCE

The 'sighting distance' at a pedestrian crossing is based on the length of the unobstructed view from the eye of a pedestrian to an approaching train.

At passive pedestrian crossings the sighting distance (SD) in metres, along the track, to oncoming trains, to enable pedestrians to cross safely, shall be calculated as follows<sup>6</sup>:

$$SD = \frac{V}{3.6} \left\{ \frac{d}{0.8} + 2 \right\}$$

Where:

V = track speed of trains/trams in km/hr

d = pedestrian crossing distance in metres, measured from one trackside maze opening to the other plus 0.8 m (allows for 0.8m from maze opening to the viewing point). A walking speed of 0.8m/s shall be used in the calculation, with an extra safety margin of 2 seconds added as shown.

The design sighting distance SD is calculated using the above formula and compared with the actual distance in the field. Obstructions must be considered in making this comparison. A viewing point 800mm back from the maze opening shall be used to take account of the position that would be assumed by a person using a mobility aid. The actual distance from this point to the train shall be determined and then computed to arrive at the distance along the track which can then be compared to the design sighting distance SD.

Notes:

- 1) AS1428.2: *Design for access and mobility* specifies the average eye height of a person with a mobility aid as 1220 mm. When assessing the impact of any obstruction this height shall also be used in arriving at the actual sighting distance.
- 2) The sighting distance is based on the pedestrian viewing the head lights of the train and/or 70% of train frontage.
- 3) In assessing sighting distances consideration shall be given to removing any obstructions that reduce the Train Drivers ability to see and, if required, warn pedestrians.

## 3.0 HIERARCHY OF CONTROL MEASURES

If the sighting distance calculated above cannot be achieved one or other of the following shall be implemented:

- 1) Removal of obstructions to achieve the required sighting distance.
- 2) Provision of active control.
- 3) Closure or relocation of the crossing.
- 4) Permanent reduction in train speed.
- 5) Grade separation.

## 4.0 PEDESTRIAN CROSSINGS ADJACENT TO TRAIN STATION PLATFORMS

All new or upgraded pedestrian crossings adjacent to train station platforms shall have autogates in accordance with TC1-DRG-200000: *Pedestrian Crossing Arrangement Active Control Standard Details* and TC1-DRG-200001: *Pedestrian Crossing Arrangement Active Control Fence Layout*.

Note: This clause is not applicable to tram stops. The lower profile and lower speeds of trams provide more opportunity to achieve adequate sighting. Notwithstanding, pedestrian crossings at tram stops shall comply with this standard in all other respects.

<sup>6</sup> AS 1742.7 Clause 6.3 Crossing Elements - Design and Performance Requirements



## 5.0 PEDESTRIAN CROSSINGS ADJACENT TO TRAIN AND TRAM LEVEL CROSSINGS

All new or upgraded pedestrian crossings adjacent to road level crossings shall have autogates in accordance with TC1-DRG-200000: *Pedestrian Crossing Arrangement Active Control Standard Details* and TC1-DRG-200001: *Pedestrian Crossing Arrangement Active Control Fence Layout*.

A passive crossing complying with S7071 Sheet 14 *Pedestrian Crossings Arrangement Passive Control Standard Details* may be installed adjacent to a road level crossing providing that the sighting distance required in Section 2 is available and Caution More Than One Train (CMTOT) signals are installed. If the sighting distance cannot be achieved a permanent speed restriction, calculated using the formula in Section 2, shall be implemented. Where a passive maze is installed at a road level crossing a waiver to this standard will be required in accordance with PR-AM-GE-807 *Development & Approval of Engineering Waivers*.

## 6.0 INTERMEDIATE PEDESTRIAN CROSSINGS

All new or upgraded intermediate pedestrian crossings shall have autogates in accordance with TC1-DRG-200000: *Pedestrian Crossing Arrangement Active Control Standard Details* and TC1-DRG-200001: *Pedestrian Crossing Arrangement Active Control Fence Layout*.

A passive intermediate crossing may be installed provided a risk assessment is carried out that addresses, but is not limited to, the following:

- Sighting distance and obstructions
- Train speeds
- Pedestrian profile and level of current and potential usage of the crossing
- Lighting
- Number and condition of tracks
- Train frequencies
- Other rail operations i.e. ARTC, GWA
- Local development potential that will increase usage
- Proximity to hospitals, schools, sheltered housing/workshops or aged care facilities etc

A passive crossing shall comply with all of the requirements of this standard. Where a passive maze is installed a waiver to this standard will be required in accordance with PR-AM-GE-807 *Development & Approval of Engineering Waivers*.

## 7.0 CROSSING WALKWAY REQUIREMENTS

### 7.1 GENERAL

All walkways, ramps and landings shall comply with AS1428.2: *Design for access and mobility*

Walkways across railway crossings shall provide a continuous accessible path of travel as specified in AS 1428: *Design for access and mobility* and shall have a minimum clear width of 1800 mm between the inside edge of the TGSIs.

The minimum structural clearance between the post centreline of the pedestrian maze opening, gateway or other access point and the track centreline shall be a minimum of 2370 mm. At all other points of the pedestrian crossing the clearance shall be maintained to the PTS structural clearance limit of 2135 mm (plus any curve effects) as defined in PTS-MS-10-TR-STD-0000047 *Structural Clearances Design and Rating*.

The overhead clearance to any part of the pedestrian crossing infrastructure shall be 3000 mm minimum.

The slope of the walkway between the maze opening or other access point and the first rail shall be preferably level but no steeper than 1 in 40 uphill towards the rail.



The surfaces of the access paths shall be free of irregularities that could restrict wheel chair movement or confuse persons using a cane.

TGSI's shall be installed in accordance with S7071 Sheet 14: *Pedestrian Maze Arrangement Passive Control Standard Details* and TC1-DRG-200000: *Pedestrian Crossing Arrangement Active Control Standard Details*.

## 7.2 SLIP RESISTANCE

The surfaces of the access paths shall be designed, installed and maintained to be slip resistant in all weather conditions to meet AS 4586: *Slip resistance classification of new pedestrian surface materials*, AS 4663: *Slip resistance measurement of existing pedestrian surfaces* and HB 197: *An Introductory guide to the slip resistance of pedestrian surface materials*.

The notional contribution of the existing access path surface to the risk of slipping shall be "HIGH" to "VERY HIGH" as interpreted by the test results of wet pendulum test and dry floor friction test as explained in AS 4663 / HB 197. All new surface materials shall be classified as "R10" or "R11" resistant, as defined in Table 5 of AS 4586.

## 7.3 ANGLE OF CROSSING

The crossing walkway shall be at right angles to the track. If site conditions do not permit this, the angle shall be not less than 70 degrees.

## 7.4 FLANGEWAY GAP<sup>7</sup>

The flangeway gap shall be 65 mm for new or upgraded crossings and after construction maintained to 75 mm maximum. The maximum depth shall be 50 mm and the change in level between the top of the rail and the adjacent walkway surface shall not be more than 5 mm.

## 8.0 PASSIVE PEDESTRIAN CROSSINGS LAYOUT

All passive pedestrian crossings shall comply with drawing number S7071 Sheet 14: *Pedestrian Maze Arrangement Passive Control Standard Details*.

## 9.0 ACTIVE PEDESTRIAN CROSSINGS (AUTOGATE) LAYOUT

All active pedestrian crossings shall comply with drawing number TC1-DRG-200000: *Pedestrian Crossing Arrangement Active Control Standard Details* and TC1-DRG-200001: *Pedestrian Crossing Arrangement Active Control Fence Layout*.

Note: Active crossings using only RX12 (or similar) signals and audible warnings without autogates are not be used on the AMPRN

## 10.0 SIGNAGE AT PEDESTRIAN CROSSINGS

Signage at pedestrian crossings shall comply with drawing number S7071 Sheet 9: *Pedestrian Maze Signage and Pavement Marking Layout Standard Detail*.

<sup>7</sup> AS 1742.7 Clause 6.3 Crossing Elements - Design and Performance Requirements



## 11.0 LIGHTING

Lighting shall be provided to cover the maze arrangement on each side of the track, the walkway across the tracks and the path between the maze and the PTS boundary fences.

Pedestrian crossings shall have a horizontal illuminance of 42 lux average and 21 lux minimum.

Pedestrian crossings shall have a vertical illuminance of 14 lux minimum.

Care shall be taken when determining the lighting arrangements at pedestrian crossings to minimise any impact of lighting spill on local residences and to ensure that there will be no disturbance to the night vision of train drivers for signal sighting and to road users at level crossings.

Note : As defined in AS 1158.0; *Lighting for roads and public spaces* horizontal illuminance is the value of illuminance on a designated horizontal plane at ground level and vertical illuminance is the value of illuminance on a designated vertical plane at a height of 1.5m above ground level.

## 12.0 AUDIBLE WARNING DEVICES AT PEDESTRIAN CROSSINGS

Cyclic audible warning devices shall be provided at all active crossings.

A sound level of at least 10 dBA above ambient noise level, measured at 3 metres, shall be used.

The sound level shall not be less than 60 dBA under any circumstances.

The use of audible signals at pedestrian crossings that are close to residential areas requires careful assessment. Guidance can be obtained from the South Australian Environmental Protection Authority *Guidelines for the Assessment of Noise from Rail Infrastructure*.

The determination of the ambient noise level shall be carried out in accordance with AS1055.2: *Description and measurement of environmental noise Part 2: Application to specific situations- Appendix A* and AS1269.1: *Measurement & assessment of noise immission & exposure*.

All audible warning devices shall have a functionality whereby the sound level can be adjusted.

## QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	QUESTION ON NOTICE FROM COUNCILLOR J. GAFFEY RE: ROAD SURFACES
<b>ITEM NUMBER:</b>	5.3.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	NIL

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The following Questions on Notice have been received from Councillor J. Gaffey and the answers are provided:

### **QUESTIONS**

1. Has council considered different road surface bitumen mix invoking recycled 'crumbed' rubber?
2. Is there evidence of recycled rubber mix extending the life of the bitumen?

### **ANSWERS**

1. **Has council considered different road surface bitumen mix invoking recycled 'crumbed' rubber?**

Yes. The City of Unley was among the early adopters within Local Government for using crumb rubber asphalt in Adelaide which commenced within the City with the resurfacing of some roads in the 2020/21 financial year.

However, at this time, there are current limitations regarding the use of the materials in South Australia which are making it cost prohibitive. There are currently no local asphalt companies equipped to prepare the mix. This is due to the significant investment required to augment the plant to process the rubber in the bitumen, as well as the up-front processing of the waste tyres into a format for using in the bitumen.

As such, currently, the rubber is processed and fully dissolved into the bitumen in Victoria and then transported to South Australia via heavy vehicles which has a significant cost and CO2 footprint. The Administration understands that there are plans for local asphalt companies to upgrade their batching and modify their tyre plants to process the necessary material. However, at this stage, none have been completed.

Due to the difficulties being experienced, the use of crumb rubber mix has been put on hold until the industry responds to the demand and upgrades their facilities to make the use of the product cost effective and viable.

2. **Is there evidence of recycled rubber mix extending the life of the bitumen?**

Yes. The life of the road surface is extended when a crumb rubber mix is used. Several roads in Adelaide have been installed with various different crumb rubber mixes that are being monitored over time for their performance. The largest test site is Stanlake Avenue, St Marys (City of Mitcham) where each side of the road was laid using normal asphalt, and crumb rubber asphalt to compare long term. Testing of the crumb rubber asphalt samples used in the Stanlake Avenue site indicate that the mix has improved performance and longevity, and based on monitoring in the USA (California) and Spain (all localities) a longer life is achieved due to reduced oxidation of the bitumen in roads due to the rubber additives.

Research from the USA (Caltrans) shows that the crumb rubber asphalt roads can then be recycled further back into new roads without any issues.

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## MAYOR'S REPORT

<b>REPORT TITLE:</b>	MAYOR'S REPORT FOR MONTH OF MARCH 2023
<b>ITEM NUMBER:</b>	6.1.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	NIL

### 1. RECOMMENDATION

That:

1. The report be received.

### Functions attended (22/02/23 to 21/03/23)

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

Date	Function/Event Description	Type
23/02/23	Meet the Mayor	Host
27/02/23	Dr Deborah Netolicky, Principal of Walford School – meeting	Host
27/02/23	Council Meeting	Mayor
02/03/23	Centennial Park Cemetery Authority Owner's Executive Committee Meeting	Mayor
02/03/23	Meet the Mayor	Host
02/03/23	Induction: Strategic Vision – Intro to Active Ageing Strategy, Culture Plan & DAIP	Attendee
03/03/23	ERA Mayors Breakfast – Luigi's Delicatessen	Mayor
06/03/23	Workshop – Behavioural Management Policy	Attendee
09/03/23	Meet the Mayor	Host
09/03/23	ERA Mayors & CEO Group Meeting	Mayor
10/03/23	Commissioning Service, Walford School, Dr Deborah Netolicky	Attendee
14/03/23	Briefing – City Wide Parking Strategy, Workshop #1	Attendee

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
16/03/23	Meet the Mayor	Host
16/03/23	Edmund Avenue Cottages Co-working Space Launch Event	Speaker
17/03/23	Blue Genes Luncheon – Arkaba Hotel	Attendee
17/03/23	Community Forum – Voice to Parliament Uluru Statement – Concordia College	Mayor
20/03/23	Briefing	Attended
<b>Date</b>	<b>Radio Interviews</b>	
15/03/23	ABC Adelaide David Bevan – Keswick Barracks Site	Interview
15/03/23	5AA Matthew Pantelis – AUKUS, Keswick Barracks; and Street Tree Canopy	Interview
15/03/23	Channel 10 – Keswick Barracks Site	Interview
16/03/23	ABC Adelaide Peter Goers – Neighbours Day	Interview

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF MARCH 2023  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 27 MARCH 2023  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (22/02/23 to 21/03/23)

Date	Function/Event Description
24/02/2023	Ward Meeting with Councillor Rabbitt and Mayor Hewitson
27/02/2023	Meeting with Mayor
27/02/2023	Council Meeting
28/02/2023	Unley Community Centre Ride
2/03/2023	Induction: Strategic Vision - Introduction to Active Ageing Strategy, Culture Plan & DAIP
3/03/2023	Elected Member/Mayor catch up
5/03/2023	Represent the Mayor: Australia Sri Lanka Association Inc. Food Festival
6/03/2023	Mandatory Training: Behavioural Management Policy Workshop
7/03/2023	Unley Community Centre Ride
14/03/2023	Briefing: Parking Strategy
16/03/2023	Farewell for staff member
16/03/2023	Meeting with Mayor
16/03/2023	Opening of Edmund St Cottages
17/03/2023	Fern Avenue Community Garden Pizza Evening
20/03/2023	Mornington House tour
20/03/2023	Briefing: budget workshop 2
21/03/2023	Unley Community Centre Ride

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MARCH 2023
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. COUNCILLOR L. DOYLE</li><li>2. COUNCILLOR J. BONHAM</li><li>3. COUNCILLOR G. HART</li></ol>

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Council to note attached reports from Members:

1. Councillor L. Doyle
  2. Councillor J. Bonham
  3. Councillor G. Hart
-

## MEMBER REPORT

**REPORT TITLE:** REPORT FROM COUNCILLOR DOYLE

**DATE OF MEETING:** 27 MARCH 2023

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (22/02/23 to 21/03/23)

Date	Function/Event Description
27 Feb	Full Council Meeting
2 Mar	Council briefing – strategic vision
3 Mar	Council briefing – additional session
6 Mar	Council workshop
14 Mar	Council – citywide parking strategy workshop
16 Mar	Opening Edmund St cottages
20 Mar	Mornington House tour Council briefing



**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR J. BONHAM  
**DATE OF MEETING:** 27 MARCH 2023

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**1. RECOMMENDATION**

That:

1. The report be received.
- 

**Functions attended (22/02/23 to 21/03/23)**

<b>Date</b>	<b>Function/Event Description</b>
27 February 2023	Council Meeting
6 March 2023	Council Briefing: Behaviour Management
8 March 2023	COTA Webinar on Financial Assets and Climate Change
14 March 2023	Council Workshop: Parking Strategy
16 March 2023	Edmund Cottages Opening
17 March 2023	Unley Uluru Statement from the Heart Group: Voice to Parliament
20 March 2023	Council Briefing: Annual Business Plan and Budget
23 March 2023	Council Briefing: GCCC and Unley Central
27 February 2023	Council Meeting





**MEMBER REPORT****REPORT TITLE:** REPORT FROM COUNCILLOR G. HART**DATE OF MEETING:** 27 MARCH 2023**1. RECOMMENDATION**

That:

1. The report be received.

**Functions attended (22/02/23 to 21/03/23)**

<b>Date</b>	<b>Function/Event Description</b>
27/02/23	Council meeting
1/03/23	Meeting with Jayne Stinson MP and Councillor Chris Crabbe
2/03/23	Meeting with Councillor Crabbe and staff (Hardy Street traffic issues)
2/03/23	Council briefing - Intro to Active Ageing Strategy, Culture Plan & DAIP
4/03/23	Taste of Goody
5/03/23	Met with 10 Leader Street group and other residents in Forestville regarding the Le Cornu re-development
6/03/23	Council briefing – Behavioural Standards
8/03/23	Active Ageing Alliance meeting
14/03/23	Council briefing – City Wide Parking Strategy
16/03/23	Staff member farewell morning tea
16/03/23	Official Opening of the Edmund Ave Cottages Co-working Space
19/03/23	Fix the Housing Emergency rally – attended with other Local Government representatives
20/03/23	Mornington House tour
20/03/23	Council briefing – Budget Workshop
21/03/23	Meeting with local resident, Councillor Crabbe and staff regarding his community verge plantings

## **CORRESPONDENCE**

<b>REPORT TITLE:</b>	CORRESPONDENCE
<b>ITEM NUMBER:</b>	6.4.1
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. THE HON DAVID SPEIRS MP</li><li>2. PARLIAMENTARY OFFICER, ENVIRONMENT, RESOURCES &amp; DEVELOPMENT COMMITTEE</li><li>3. MAYOR HEWITSON - THE HON NICK CHAMPION MP</li><li>4. THE HON JUSTIN HANSON MLC</li><li>5. ART DECO &amp; MODERNISM SOCIETY OF AUST INC ADELAIDE CHAPTER</li><li>6. THE HON NICK CHAMPION MP</li></ol>

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The correspondence from:

- The Hon David Speirs MP – Support for Community Consultation for Proposed Tree Canopy Offset Scheme
- Mayor Hewitson – Parliamentary Officer, Environment, Resources and Development Committee Re: Submission to the Parliamentary Inquiry – The Urban Forest
- Mayor Hewitson – The Hon Nick Champion MP Re: Proposed Tree Offset Scheme
- The Hon Justin Hanson MLC – Re: Appreciation for City of Unley Australia Day Citizenship Ceremony
- Art Deco & Modernism Society of Australia Inc Adelaide Chapter – Re: Full Heritage Assessment of Keswick Barracks
- The Hon Nick Champion MP – Re: Council Leadership on Strategic Planning

be noted.

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THE HONOURABLE DAVID SPEIRS MP  
LEADER OF THE LIBERAL PARTY

Mayor Mayor Michael Hewitson AM  
City of Unley  
GPO Box 1047  
ADELAIDE SA 5001

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

Dear Mayor Hewitson

I am writing to offer my support for the City of Unley to commence public consultation on its proposed Tree Canopy Off-set Scheme (the Scheme).

I am well aware of the growing challenges of retaining and increasing green spaces in our urban areas. A changing climate exasperates this issue further.

I note that the City of Unley has the lowest amount of publicly owned space of any Council area in South Australia, and that attempts to increase tree canopy in Unley requires measures beyond Council simply planting trees on its land.

I will be watching the outcomes of the consultation with interest.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David Speirs'.

**David Speirs MP**  
Leader of the South Australian Liberal Party

24 February 2023



24/02/2023

Parliamentary Inquiry – The Urban Forest – Mayor Michael Hewitson 16.2

1

24 February 2023

Parliamentary Officer  
Environment, Resources and Development Committee  
GPO Box 572  
ADELAIDE SA 5001  
[Erdc.assembly@parliament.sa.gov.au](mailto:Erdc.assembly@parliament.sa.gov.au)

### **Submission to the Parliamentary Inquiry - The Urban Forest**

Michael Hewitson AM  
Mayor of Unley

The importance of trees in our urban landscape is manifest. I thank the Committee for the opportunity to contribute to the Inquiry and for highlighting the urgent need to increase tree canopy in our cities.

The purpose of this submission is twofold; to complement the City of Unley's formal submission to the Parliamentary Inquiry into the Urban Forest, and to highlight how the current rules regulating planning and development in South Australia appear to be 'unenforceable' by local government entities, causing the continual loss of trees in urban landscapes.

The submission will address the questions set out in the Terms of Reference as follows:

- 1. Best practice and innovative measures to assist in the selection and maintenance of site appropriate tree species to improve the resilience of the urban forest, with a focus on trees for urban infill developments;**

#### Land is key

It must be noted that the 'best practice and innovative measures to assist in the selection and maintenance of site appropriate tree species' is to first *have* sufficient land to plant trees on.

The City of Unley has the lowest amount of publicly owned space of any Council area in South Australia, at just 8.8 m<sup>2</sup> per person. We have already implemented an accelerated tree planting program which if maintained in the current Council's budget, will see all available council land and street kerbs fully planted within the next four years. Therefore, any attempt to increase tree canopy in Unley requires measures beyond Council simply planting trees on its own land.

24/02/2023

Parliamentary Inquiry – The Urban Forest – Mayor Michael Hewitson 16.2

2

Firstly, it requires the *purchase* of additional land by Council to plant trees on. Furthermore, it requires a focus on encouraging the planting and retention of trees on private land. We cannot simply rely on the use of public land to ensure the existence and maintenance of sufficient trees. To achieve the State Government's tree canopy target of 31%, tree canopy levels on private property in Unley need to increase from 22.34% in 2021<sup>i</sup> to 27% overall.

In December 2022, Brisbane City Council recognised that the key to provide for trees is land, and specifically, private land. Council resolved to implement a 15% mandatory provision of land in all new developments, meaning development applications will not be approved without the mandatory 15% included. The "objective is to get more, healthier, bigger trees within new developments," City Planning Chair Adam Allan stated in the following ABC article [Brisbane 15% land mandatory for trees](#).

The requirement for 15% of land is to allow for deep planting, which has replaced the previous requirement of 10%. This is a good start to combat the loss of trees, however, there are concerns from some Brisbane City Councillors that "the amendment would not be enforced sufficiently" due to the apparent lack of penalty<sup>1</sup>. I will expand on this, and the need for an incentive scheme to provide the resources for land later in the paper.

### Significant and regulated trees

In order to 'improve the resilience of the urban forest', the planning rules purport to ensure, (no matter the species) healthy significant or regulated trees are retained and maintained.

Councils should have the full ability to enforce the protection of such trees in all cases and the power to provide incentive schemes to *encourage* the retention of trees and the prevention of the removal of significant and regulated trees in particular.

## **2. Legislative and regulatory options to improve the resilience and longevity of trees comprising the urban forest**

### Planning and development rules

There can be cited several examples to demonstrate the encumbrance on local government entities which prevents the reasonable enforcement of rules which allow the retention of trees.

A \$552,857.07 example can be found in the case of *The Corporation of the City of Unley v Crichton & Anor 2021*. Council was prevented from protecting two significant and regulated trees.

In October 2015 residents of Hyde Park Mr Crichton and Mr Bendyk employed Tempest Trees and Gardens Pty Ltd to prune two significant and regulated trees on their neighbour's property but which were overhanging their properties. The trees then became the subject of a court case in which the City of Unley sued both parties based on unapproved development and damage to both trees.

Their neighbour, Ms Simons, was away at the time the pruning occurred and reported the appeared damage to council when she returned. Council then made contact with Mr Crichton regarding the issue of tree-damaging activity, and in due course charges were laid on that basis.

The finding of the Judge was that no more than 20 per cent of the crown of each tree had been removed, therefore no damage to the trees had occurred. Unley disputed this verdict claiming that the Judge misinterpreted what is considered tree damaging activity. However, it was decided that the crown of the tree was defined as "living branches and foliage of the tree" and what was pruned was found to be mistletoe and therefore parasitic to the host.

The trees were both identified as '*Eucalyptus Camaldulensis*', or River Red Gums, and were deemed 'regulated trees' as per the meaning of section 4(1) of the *Development Act 1993 (SA)* and regulation 6A of the *Development Regulations 2008 (SA)*. Despite this, Council was unable to recover costs associated with the damage to the trees.

This case cost the City of Unley over \$552,857.07 in legal fees to try and recoup the costs, and to reiterate the vital importance of protecting significant and regulated trees.

Costly legal battles and penalties are not the solution. We need incentives based on outcomes to achieve a solution.

#### Tree removal by stealth

When it comes to the protection of trees in urban development, there appears to be a known 'loophole' in the planning and development regulations. Developers are required to retain a significant or regulated tree during the development stages, and then 'use' the planning rules to remove the tree after the development is completed.

Trees within 10 m of your home in bushfire risk zones, and within 3 m of your home can be removed without a permit.

Planning by stealth occurs in steps. E.g.

1. A development that complies is approved,
2. then amendments to the approved plan are made,
3. then the resulting plans are approved.
4. These plans result in a development within 3 meters of a regulated /significant tree. The tree goes because it is within 3 meters of a building.

### 3. Solutions.

#### Tree Offset Scheme

Over the past four years, Unley has investigated numerous models which would see a financial mechanism implemented to encourage the retention/increase of tree canopy cover on private properties with a goal of reaching the State Government's 31% target. Like the Brisbane model, our objective is to increase tree canopy on private land, but most importantly, goes further to include an incentive scheme ensuring compliance and encouraging developers to retain the trees.

Our current proposal requires the permission of the Minister to implement a scheme which would affect new developments that increase the built form but do not meet a 15% tree canopy cover. If developments do *not* meet this target, they will incur additional rates. This stands in contrast to the Brisbane City Council's requirement which doesn't appear to include a measure which would be put in place should a developer fail to meet the 15% target.

The Unley Council LiDar data enables us to an accuracy of 4cm<sup>2</sup> to know that over 50% of our current tree canopy loss is due to just under half of new developments that increase the built form. As can be seen in the data below over half actually increase their tree canopy cover.



The scheme we propose is an incentive scheme for both developers and subsequent owners to comply with the spirit of the current planning rules. It is not retrospective. **No owner of an existing property in Unley will ever pay higher rates because of the lack of trees.**

#### Other schemes

Council has reduced the rate of loss of trees from 8 Ha per annum over the decade from 2007-2017, (four Unley Ovals) down to 4 Ha per annum. We have give-aways, advice, the printing on rate notices the percentage tree canopy on existing properties, and other educational promotions in spring fair etc.... BUT: Council will not be able to plant the current 2Ha of trees each year as we run out of land to plant trees on. The paper attached "INNER SUBURBAN UNLEY IS THE CANARY IN THE MINE" details our plans, challenges and successes over the past and current decade. **A one off, offset payment is not a solution, it is a licence to not plant trees on private land.**



MAYOR'S OFFICE



2 March 2023

Hon Nick Champion MP  
Minister for Planning  
Parliament House  
ADELAIDE SA 5000  
Via email: [ministerchampion@sa.gov.au](mailto:ministerchampion@sa.gov.au)

Dear Minister 

### Proposed Tree Offset Scheme

With your support, Unley Council wishes to proceed to public consultation for a trial of our proposed Tree Canopy Offset Scheme.

The Leader of the Opposition sought a meeting along with other Mayors and offered to write a letter of support for our Council without political overlays. Please find it enclosed.

We wish to begin our consultation process now.

- Every year we lose another two Unley Ovals' worth of trees and we have less than 200 'ovals' across the whole City
- A once-off offset payment is a licence to never plant trees
- In four years of accelerated planting, Unley will run out of Council land, we need to increase from 22% to 27% canopy on private property

Both as a Council and Mayor we have clearly stated in submissions to two inquiries the reasons why a trial is needed, both for wider Adelaide and Unley, but also for cities across the globe.

On Monday night our Council unanimously resolved to approve the submission to the Parliamentary Inquiry to the Urban Forest.

I look forward to hearing from you soon.

Yours sincerely



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

Att.

**CITY of VILLAGES**

Civic Centre 181 Unley Road  
Unley, South Australia 5061  
Postal PO Box 1  
Unley, South Australia 5061

Telephone (08) 8372 5111  
Facsimile (08) 8271 4886  
[pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)  
[unley.sa.gov.au](http://unley.sa.gov.au)



THE HONOURABLE DAVID SPEIRS MP  
LEADER OF THE LIBERAL PARTY

Mayor Mayor Michael Hewitson AM  
City of Unley  
GPO Box 1047  
ADELAIDE SA 5001

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

Dear Mayor Hewitson

I am writing to offer my support for the City of Unley to commence public consultation on its proposed Tree Canopy Off-set Scheme (the Scheme).

I am well aware of the growing challenges of retaining and increasing green spaces in our urban areas. A changing climate exasperates this issue further.

I note that the City of Unley has the lowest amount of publicly owned space of any Council area in South Australia, and that attempts to increase tree canopy in Unley requires measures beyond Council simply planting trees on its land.

I will be watching the outcomes of the consultation with interest.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David Speirs'.

**David Speirs MP**  
Leader of the South Australian Liberal Party

24 February 2023

**The Hon. Justin Hanson MLC**  
MEMBER OF THE LEGISLATIVE COUNCIL



**Peter Tsokas**  
CEO of the City of Unley  
181 Unley Rd  
Unley SA 5061

27 February 2023

Via email: [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

Dear Mr Tsokas

I write to thank you and your team on hosting another successful city of Unley – Australia Day event.

I was privileged to attend the Citizenship ceremony on behalf of my colleague Nadia Clancy MP (Member for Elder).

I have always valued the role of Local Government in conducting citizenship ceremonies and welcoming our new Citizens into the community. I believe it's one of the most satisfying civic services that councils provide to our communities.

The recognition of the Unley Citizen of the year, Ms Stella Braund was a great gesture to highlight the contribution she has made to our local community and nation in helping to establish 1800RESPECT.

As a citizen of Unley as well as the Labor Party Duty Member for the electorate of Unley, it made me very proud to see such a well-run ceremony and so many happy families on the day.

I look forward to keeping in touch with you and if I could be of any assistance, please feel free to get in touch with me or my office on 08 8237 9340 or [Justinhanson.office@parliament.sa.gov.au](mailto:Justinhanson.office@parliament.sa.gov.au).

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Justin Hanson", with a long horizontal flourish extending to the right.

**Hon Justin Hanson MLC**  
Member of the Legislative Council







ART DECO &  
MODERNISM  
SOCIETY OF AUSTRALIA INC  
ADELAIDE CHAPTER

21<sup>st</sup> February 2021

Mr. Michael Hewitson  
Mayor,  
City of Unley  
Email: [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au)

cc: Mr. Peter Tsokas, CEO City of Unley, Email: [ptsokas@unley.sa.gov.au](mailto:ptsokas@unley.sa.gov.au)  
cc: Mr. Claude Malak, General Manager, City Development, City of Unley, Email: [cmalak@unley.sa.gov.au](mailto:cmalak@unley.sa.gov.au)  
cc: Hon. Ms. Jayne Stinson, Member for Badcoe and Shadow Minister for Planning and Local Government,  
Email: [badcoe@parliament.sa.gov.au](mailto:badcoe@parliament.sa.gov.au)

Dear Michael,

**Regarding: Full heritage assessment of Keswick Barracks**

The Adelaide Chapter of the Art Deco and Modernism Society of Australia (ADMSA) was established in April 2008. Our mission is to advocate for the cultural significance of the built environment of the twentieth century in South Australia, to promote community awareness and to encourage preservation. ADMSA is a member of the International Coalition of Art Deco Societies.

On 7 December 2019, ADMSA Adelaide Chapter wrote to the City of Unley regarding the under-representation of twentieth century buildings on the local heritage register. At this time, we nominated 11 buildings that ADMSA considers worthy of a detailed heritage assessment with a view to inclusion on the local register when a new heritage DPA is undertaken.

More recently, ADMSA Adelaide Chapter has noted speculation in the media regarding the possibility of the sale of Keswick Barracks by the Commonwealth of Australia and its redevelopment as a new residential suburb (for example: *Advertiser* 20 March 2020).

Of major concern is the fact that, currently, only one of all the many structures on the Keswick Barracks site has any heritage protection. This is the General Headquarters Building (Building 32) which is listed on the South Australian Heritage Register as a State Heritage Item (SHP 14272). There are *no* buildings on the site with a local heritage listing.

Given that the land was acquired by the Commonwealth in 1910 and many of the fine buildings still visible on the site date from the original constructions of 1912, with subsequent important additions in the late 1930s in the lead-up to the Second World War, it is clear that the Keswick site is a major repository of South Australia's history in the first half of the twentieth century. Keswick Barracks sheds light on many important aspects of that history, for example military preparations at times of Australia's greatest vulnerability, social changes

(such as the entry of women into the armed forces during World War 2) and changes in the built environment during these crucial periods. In addition, Many South Australian military units were identified with the Keswick Barracks: among them, the 3 Field Ambulance, the 27<sup>th</sup> Battalion (South Australian Regiment) and the 48 Field Battery.

Thus, the lack of any local heritage listings is surprising and suggests the need for a comprehensive review before such time as the site may be sold for development.

Regardless of the stage at which negotiations, if any, between the State and Commonwealth governments may be at present, the speculation about the future of the Keswick Barracks site serves as a timely reminder of the need for important elements of South Australia's twentieth century history and heritage to be identified, researched and – most importantly – retained.

ADMSA Adelaide Chapter notes that a great deal of excellent ground work to inform a local heritage survey by the City of Unley may be found in the report by Donovan & Associates, *Keswick Barracks Conservation Plan*, unpublished report to HQ 4 Military District, 1992. Part of this report may be found on the South Australian Historians website.

Some relevant material from this report is quoted below:

Lieutenant Colonel Edward Glennon, an architect and engineer, who was the senior Military Clerk of Works and assistant to the Commandant, was...transferred from Melbourne to Adelaide to assist with the design and construction of the new Barracks. Keswick was used as a remount depot during the 18 months while the planning and construction of buildings took place. Building on the site commenced in mid-1912 and was completed by late-1913: much of this remains. The General Headquarters building (32) on the northernmost corner of the site was the most imposing and further to the west, along the Bay Road, were built a large barracks (54 & 64) with separate kitchen (56). (Donovan, page 11)

Further development during the anxious years in the lead up to the Second World War The ominous political situation in Europe encouraged a gradual increase in defence spending until the outbreak of World War II in 1939. A great many other buildings were constructed at Keswick during this period. The most significant of these were associated with the development of the Repatriation Hospital (Buildings 46, 48, 52, 60, 66 and 68), the provision of permanent married quarters for senior officers (Buildings 40 and 42) and the headquarters for the 49th Field Battery (Building 82) and the Sergeants' Mess (Building 160) on the opposite side of the Parade Ground. The extensive building programme carried out during the latter years of the 1930s meant that the Keswick Barracks had largely taken on its modern appearance. (Donovan, page 14]

The advent of women into the services meant that special accommodation had to be found for them and they were housed in barracks behind the hospital alongside the Parade Ground built originally in the 1930s as accommodation for the nurses (Building 60). The Australian Women's Army Service (AWAS) was formed in August 1941. The women worked as transport drivers, in signals and ordnance, as store clerks and performed office work. (Donovan, page 16).

### **Summary**

ADMSA Adelaide Chapter works to preserve and protect South Australia's twentieth century heritage. We seek to work with local Councils to identify and research and support the heritage listing of suitable buildings and have previously (December 2019) supplied a list of worthwhile sites in the City of Unley for heritage consideration at the time of the next Heritage Development Plan Amendment.

In this submission, ADSMA Adelaide Chapter is pointing out the need for Keswick Barracks, an important part of the history of the City of Unley, as well as the broader history of South Australia, to be the subject of a thorough heritage assessment process. It is vitally important that buildings on this site that meet the criteria to become local heritage items are assessed and protected well in advance of any possible sale and redevelopment. (Photographs of several buildings of interest appear below)

In addition, ADMSA believes the 20th century to be significantly under-represented in local government heritage registers and an investigation of the barracks may provide Council an opportunity, in part, to rectify this. In doing so it is possible Council could use the protected heritage items to guide their master-planning around materiality, scale and form of future development on the site.

We look forward to receiving Council's response to this suggestion.

Yours faithfully.



David O'Loughlin  
President  
Art Deco & Modernism Society of Australia, Adelaide Chapter  
0408 598 863

Att.,

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Art Deco & Modernism Society, Adelaide Chapter: <https://www.artdeco.org.au/chapters/adelaide-chapter/>  
Adelaide Chapter facebook: <https://www.facebook.com/artdecoadelaide/>  
Email: [adelaidechapter@gmail.com](mailto:adelaidechapter@gmail.com)

*References: Donovan & Associates, Keswick Barracks Conservation Plan, unpublished report to HQ 4 Military District, 1992.  
[www.sahistorians.org.au](http://www.sahistorians.org.au)*

Appendices: Photographs of some of the buildings of interest at Keswick Barracks. Four photographs are included here, but there are many other historic buildings on the site.



Above: Building 64, Other Ranks Accommodation, Transfield.



Above: Naval Headquarters, Building 34





Above: 10/27 RSAR Band Building, Building 134.



Above: This appears to be a remnant of the original fence.



## Hon Nick Champion MP

23MP40068

Mr Michael Hewitson  
Mayor  
City of Unley

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



**Government  
of South Australia**

**Minister for Trade and  
Investment**

**Minister for Housing and  
Urban Development**

**Minister for Planning**

GPO Box 11032  
ADELAIDE SA 5001

T: (08) 8235 5580

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

### **Council Leadership on Strategic Planning**

Dear Mayor Hewitson

I am writing regarding the crucial role of Councils in strategic planning for the future growth, development and management of their local government areas.

Metropolitan Councils have an ongoing role in leading the strategic planning required to inform the Greater Adelaide Regional Plan, as well as in pursuing necessary changes to better protect local character and heritage, and to appropriately manage car parking on local streets.

#### *Greater Adelaide Regional Plan*

As you are aware, the State Planning Commission (the Commission) is currently progressing its Regional Planning Program, which will include delivery of a new Greater Adelaide Regional Plan (the Plan).

Part of the core business of Councils is to lead strategic planning for their local areas. Councils have an important role to play in understanding the scope for future growth and change and proactively planning for where and when that growth and change should occur. Councils have historically fulfilled these functions, and this has not changed with the implementation of the new planning system.

Further to the letters to the Council's Mayor and Chief Executive Officer in March 2022, the more work the Council has done in strategic planning for its local area, the more collaborative the preparation of the Plan can be. Many of the Greater Adelaide Councils are well placed to do this strategic planning work, with many having dedicated policy and strategic planning staff.

I acknowledge the work undertaken by your Council to date, but I note there is more to do in order to be in a position to proactively and effectively engage with strategic planning for your local area. I strongly encourage you to continue to better drive and support the further strategic planning which will occur through the development of the Plan.



The Department is committed to working collaboratively with Councils in developing the Plan and is taking a partnership approach. In particular, the Regional Planning Team in the Department will be looking to Councils to contribute insights about where they want growth to occur within their Council areas.

### *Code Amendments*

As noted above, the role of Councils in actively planning for growth and change has not changed through transition to the new planning system.

For the first iteration of the Planning and Design Code (the Code), the majority of policy content was transitioned from existing policy in the (former) Development Plans to the closest "like for like" policy available within the Code library. Through this implementation process, a number of Councils sought application of different zones which were not possible at the time, as they would have effected a rezoning (which in turn would have warranted more targeted consultation with impacted communities).

As you would be aware, in recognition of the Council's ongoing role in strategic planning, the Code Amendment process allows Councils to initiate and lead amendments to the Code, as required to deliver on Councils strategic ambitions. Councils are well placed to lead Code Amendments and engage with local communities on any proposed change.

On that basis, I strongly encourage Councils to undertake an audit of the Code as it applies to their Council area against the new Code zone library and to seek to initiate a Code Amendment to provide more contemporary zone policy where the need for change is identified.

In addition, Councils are also in a position to proactively advocate for their communities through other proponent-led Code Amendments. This is supported through Practice Directions which require early engagement with the Council administration before a Code Amendment is initiated. In providing pre-initiation comment, I encourage Councils to recommend key community interest groups or stakeholders who may benefit from targeted engagement, and to offer the sharing of information and other documentation to assist in both the formulation of the proposal and the engagement process itself. I encourage Councils to actively participate in proposed Code Amendments which are of strategic importance to a local area.

### *Character and Heritage*

On 19 October 2022, on the advice of both the Commission and the Expert Panel, I announced a package of work aimed at better protecting character and heritage at a local level. This included supporting and facilitating Councils to:

- undertake Code Amendments to elevate existing Character Areas to Historic Areas (where appropriate justification can be provided); and
- review and update their Character Area Statements (and Historic Area Statements) to address identified gaps or deficiencies.

A range of guidance material is already available on the PlanSA Website to assist Councils with their work on character and heritage policy at <https://plan.sa.gov.au/resources/planning/heritage-and-character>. In addition to this, the Department is also working on further guidance material which is expected to be available to Councils in early to mid 2023.

In the meantime, noting the importance of protecting the valuable character and heritage of local neighbourhoods, Councils should be actively progressing the necessary strategic investigations required to inform this work. In addition, I strongly urge Councils to undertake the work in identifying any gaps or deficiencies in current Character Area Statements, to determine where further content would be useful in the assessment of development applications.

In addition, I expect that Councils will undertake thorough assessments of proposals to demolish Local Heritage Places or buildings in Historic Areas. In particular, rigorous processes should be adopted to ensure demolition only occurs following proper scrutiny of the application (including of any engineering or heritage assessment reports presented in support of demolition).

#### *Managing Local Parking*

As you are aware, the Code provides the policy framework to guide what kinds of development should occur and where. This policy can also dictate the number of car parks required to support and service development, as well as associated matters such as driveway location and layout.

I have asked the Expert Panel to consider the matter of car parking policy within the Code and I anticipate the Panel will make recommendations to me on these matters in early 2023. However, as indicated in the Panel's Discussion Papers, in the Panel's view, although car parking is a legitimate issue for South Australians, there is not significant work to be done to the Code, but rather in the appropriate management of both on and off-street car parking and local road design.

In that context, it is important to note that, while the Code can (and does) guide the form of development and car parking provisions, the appropriate management of both on and off-street car parking and local road design largely falls to Councils to manage and enforce at a local level.

Where local elected members hold immediate concerns about congestion or safety on local streets, Councils are able to install traffic control devices on these roads in accordance with their powers under the *Road Traffic Act 1961*. In addition, Councils have powers under the *Local Government Act 1999* to control the design of and works occurring on local roads. This could include, amongst other things, installation of parking controls or road design to better manage particularly crowded streets.

I trust this information is of assistance. Should you have any questions regarding the matters outlined in this letter, please contact the PlanSA Helpdesk on 1800 752 664 or via email at [PlanSA@sa.gov.au](mailto:PlanSA@sa.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nick Champion', with a long horizontal flourish extending to the right.

**Hon Nick Champion MP**  
Minister for Planning

17 March 2023

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE - TERMS OF REFERENCE AND APPOINTMENT OF INDEPENDENT MEMBERS AND ELECTED MEMBERS

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** ED SCANLON, MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS

**DIVISION:** OFFICE OF THE CEO

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(a) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.2 , except for the following persons:

- Peter Tsokas, CEO
- Megan Berghuis, General Manager City Services
- Claude Malak, General Manager City Development
- Nicola Tinning, General Manager Business Support & Improvement
- Lara Gregory, Executive Assistant to CEO & Mayor
- Ed Scanlon, Manager Economic Development & Strategic Projects

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

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
2. Accordingly, on this basis, the Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed because information the disclosure of which would divulge information provided on a confidential basis to another public authority or official (not being an employee of the Council, or a person engaged by the Council) and would, on balance, be contrary to the public interest.

**ITEM 7.2**

**Confidential – removed from the public agenda – pages 192-256**



## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE - TERMS OF REFERENCE AND APPOINTMENT OF INDEPENDENT MEMBERS AND ELECTED MEMBERS

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** ED SCANLON, MANAGER ECONOMIC DEVELOPMENT & STRATEGIC PROJECTS

**DIVISION:** OFFICE OF THE CEO

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.2 Business and Economic Development Advisory Committee - Terms of Reference and Appointment of Independent Members and Elected Members, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(a).

Attachment 2

on the grounds that it would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

2. This order shall remain confidential for the period of the Member(s) appointment to the Committee, and not available for public inspection until the cessation of that period.
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer (or insert other officer title) the power to revoke this order in whole or in part.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION - MANAGEMENT OF GOODWOOD COMMUNITY CENTRE

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** REBECCA COX, MANAGER COMMUNITY AND CULTURAL CENTRES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(d)(i) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.5, except for the following persons:

- Peter Tsokas, CEO
- Megan Berghuis, General Manager City Services
- Claude Malak, General Manager City Development
- Nicola Tinning, General Manager Business Support & Improvement
- Lara Gregory, Executive Assistant to CEO & Mayor
- Rebecca Cox, Manager Community & Cultural Centres
- Alex Brown, Manager Finance & Procurement

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

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

**ITEM 7.5**

**Confidential – removed from the confidential agenda – pages 259-332**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE - MANAGEMENT OF  
GOODWOOD COMMUNITY CENTRE

**ITEM NUMBER:** 7.6

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** REBECCA COX, MANAGER COMMUNITY  
AND CULTURAL CENTRES

**DIVISION:** CITY SERVICES

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.5 Management of Goodwood Community Centre, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(d)(i).
  - Report
  - Attachment
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. This order shall operate:
  - Until arrangements for the operating model for the Goodwood Community Centre have been fully implemented, and not available for public inspection until the cessation of that period.
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive the power to revoke this order in whole or in part.

## NOTICE OF MOTION

**REPORT TITLE:** CONFIDENTIALITY MOTION - NOTICE OF MOTION FROM COUNCILLOR C. CRABBE RE: POTENTIAL PROPERTY DISPOSAL GOODWOOD

**ITEM NUMBER:** 7.7

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** PETER TSOKAS, CHIEF EXECUTIVE OFFICER

**DIVISION:** OFFICE OF THE CEO

### 1. **RECOMMENDATION**

That:

1. Pursuant to section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda Item 7.8, except for the following persons:

- Peter Tsokas, CEO
- Megan Berghuis, General Manager City Services
- Claude Malak, General Manager City Development
- Nicola Tinning, General Manager Business Support & Improvement
- Lara Gregory, Executive Assistant to CEO & Mayor

To enable the Council to consider Item 7.8 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.8.

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
  - information the disclosure of which would, on balance, be contrary to the public interest.
2. In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

Accordingly, on this basis, the Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to be able to negotiate a cost-effective proposal for the benefit of the Council and the community in this matter and in relation to other contract negotiations.

## CONFIDENTIAL MOTION OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR C. CRABBE RE: POTENTIAL PROPERTY DISPOSAL GOODWOOD
<b>ITEM NUMBER:</b>	7.8
<b>DATE OF MEETING:</b>	27 MARCH 2023
<b>ATTACHMENTS:</b>	NIL

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Councillor C. Crabbe has given notice of intention to move the following motion at the Council meeting to be held on 27 March 2023.

### **MOTION**

That:

1. The Chief Executive Officer be authorised to act on Council's behalf to negotiate the sale of the property at 31 Rosa Street, Goodwood for \$720,000 (being the Valuer General's valuation in 2022) with the Goodwood Community Childcare Centre Board.
  2. A clause be included in the contract of sale which, should the Goodwood Community Childcare Centre Board sell the property within a period of 10 years from the finalisation of this sale:
    - (a) guarantees that the City of Unley will be offered first right of refusal to purchase the property, and
    - (b) ensures that the price of the property be set at the valuation determined by the Valuer-General at that time.
  3. If the Goodwood Community Childcare Centre Board is agreeable to the conditions outlined above, and prior to finalisation of the contract of sale, a report from Administration will be brought back to Council at the 24 April 2023 Council Meeting for final endorsement.
- 

### **Background**

The Council's Strategic Property Committee previously identified the property at 31 Rosa Street Goodwood as being potentially surplus to Council's property portfolio as it does not provide an operational or strategic need.

The property was originally purchased by Council for \$145,000 in 2000 from the Goodwood Community Child Care Centre (GCCC) Board as they were experiencing financial difficulties. Since that time, Council has leased the premises back to the GCCC Board for \$16,553 per annum and it continues to operate as a childcare centre. The Council, at its Meeting on 27 April 2021, considered this matter and resolved that:

1. *The report be received.*
2. *The property at 31 Rosa Street, Goodwood, be retained and at the conclusion of the current lease period (22 September 2021), a new lease be provided to the Goodwood Community Childcare Centre for a period of up to two years in accordance with Council's Lease Policy.*
3. *Following formalisation of the new lease with the Goodwood Community Childcare Centre (GCCC), the GCCC be provided the first right of refusal to purchase the property at 31 Rosa Street, Goodwood with written advice to be provided to Council not less than six months prior to the conclusion of the lease.*
4. *In the event that the Goodwood Community Childcare Centre does not exercise the first right of refusal to purchase the property at 31 Rosa Street Goodwood, the property be placed on the market for sale at the conclusion of the lease.*

*Resolution No. C0501/21*

Following Council's resolution, a meeting was held with representatives of the GCCC Board and the possibility of the Board purchasing the property was discussed. The Board subsequently wrote to Council offering to purchase the property for \$700,000 (subject to finance).

The Council, at its Meeting on 26 July 2021, considered this matter and resolved that:

1. *The report be received.*
2. *A sale agreement be entered into with the Goodwood Community Childcare Centre to sell the land known as 31 Rosa Street, Goodwood for \$700,000 (subject to the Goodwood Community Childcare Centre securing finance) with a target settlement date prior to the end of the 2021 calendar year.*

*Resolution No. C0574/21*

The Council, at its Meeting on 12 December 2022, considered this matter and resolved that:

1. *The report be received*
2. *A sale agreement be entered into with the Goodwood Community Childcare Centre to sell the land known as 31 Rosa Street, Goodwood for \$720,000 excl. GST (subject to the Goodwood Community Childcare Centre securing finance) with a target settlement date in the first quarter of 2023. The Chief Executive Officer be authorised to advise the Goodwood Community Childcare Centre Board of Council's decision.*

*Resolution No. C0937/22*



Following Council's resolution, discussions were held with representatives of the GCCC Board and the possibility of the Board purchasing the property was discussed. The Board was advised of a purchase price of \$720,000 excl. GST (subject to finance) based on the Valuer-General's advice at the time.

The Council at its Meeting on 27 February 2023, considered this matter and resolved that:

1. *Administration is authorised to pause any work and negotiation discussions with Goodwood Community Centre regarding the sale of the property at 31 Rosa Street, Goodwood, until such a time that Council is able to meet to consider the additional information recently received by Administration.*
2. *The Chief Executive Officer be authorised to communicate Council's decision to the Goodwood Community Childcare Centre Board.*

*Resolution No. C0985/23*

An Elected Member Briefing on the matter was then scheduled for Thursday 16 March but later postponed to Thursday 23 March 2023.

### **Administration Comments**

If Council chooses to proceed with this motion, then Administration will discuss the proposal with the Board and seek inclusions to the contract as per the Motion.

Preliminary legal advice indicates that the proposed inclusion is possible.

## NOTICE OF MOTION

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - NOTICE OF MOTION FROM COUNCILLOR C. CRABBE RE: POTENTIAL PROPERTY DISPOSAL GOODWOOD

**ITEM NUMBER:** 7.9

**DATE OF MEETING:** 27 MARCH 2023

**AUTHOR:** PETER TSOKAS, CHIEF EXECUTIVE OFFICER

**DIVISION:** OFFICE OF THE CEO

### 1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.8 Notice of Motion from Councillor C. Crabbe Re: Potential Property Disposal Goodwood, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3) (b)(i) and (b)(ii).
  - Minutes
  - Report
  - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
  - information the disclosure of which would, on balance, be contrary to the public interest
2. This order shall operate 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 and will be reviewed every twelve (12) months, if required.
3. The Chief Executive Officer be authorised to provide details of Council's decision to relevant parties to enable implementation of the decision.
4. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.