

Council Meeting

Notice is hereby given pursuant to the provisions of the Local Government Act, 1999, that the next Meeting of Unley City Council will be held via electronic means using Zoom with the meeting live-streamed on the City of Unley YouTube Channel on

Monday 23 November 2020 7.00pm

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

Chief Executive Officer

COUNCIL AGENDA

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”

ACKNOWLEDGEMENT

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

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

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

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

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM

PAGE NO

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

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

1.4 MINUTES

1.4.1 Minutes of the Ordinary Council Meeting held Monday, 26 October 2020

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

Nil

3. REPORTS OF COMMITTEES

To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees

3.1 Minutes of Audit Committee

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4. REPORTS OF OFFICERS

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5.2 MOTIONS WITHOUT NOTICE

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

5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.4 QUESTIONS WITHOUT NOTICE

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

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Nil

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SUGGESTED ITEMS FOR NEXT AGENDA

Asset Management Plans	
Review of Policies	
Appointment of Elected Members to Audit Committee	

NEXT MEETING

Monday 14 December 2020 - 7.00pm

Council Chambers, 181 Unley Road Unley

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF AUDIT COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	23 NOVEMBER 2020
ATTACHMENTS:	1. MINUTES OF AUDIT COMMITTEE - 3 NOVEMBER 2020

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee meeting held on Tuesday 3 November 2020 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 3 November 2020 be received and the following recommendations contained therein be adopted by Council

(a) Item 2.1 - 2019-20 General Purpose Financial Statements

That:

1. The report be received.
2. Having reviewed the City of Unley's 2019-2020 General Purpose Financial Statements, contained in Attachment 1 and External Auditor, Galpins, Audit Completion Report contained in Attachment 3, the Audit Committee considers that the 2019-20 General Purpose Financial Statements present fairly the state of affairs of Council and recommends presentation to Council for endorsement on 23 November 2020.
3. The City of Unley's 2019-20 General Purpose Financial Statements, contained in Attachment 1, be certified by the Chief Executive Officer and the Mayor.
4. The Certification of Auditor Independence contained in Attachment 5 be noted by Council and be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee.

5. The Centennial Park Cemetery Authority General Purpose Financial Statements for 2019-20, signed by Centennial Park's External Auditor and contained in Attachment 6, be noted.
6. The Brown Hill and Keswick Creek's Stormwater Board General Purpose Financial Statements for 2019-20, signed by the subsidiaries External Auditor and contained in Attachment 7 be noted.

(b) Item 2.2 - Procurement Policy Review

That:

1. The report be received.
2. The Procurement Policy as set out in Attachment 1 to this report (Item 2.2, Audit Committee Meeting, 3/11/2020) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

(c) Item 2.3 - Dispensation From Procurement Policy

That:

1. The report be received.
-



**Minutes of the City of Unley
Audit Committee Meeting
Tuesday, 03 November 2020, 6:30pm
Council Chambers
181 Unley Road Unley**

PRESENT

Presiding Member D Powell (Presiding Member)
Councillor K. Anastassiadis
Councillor M. Broniecki
Independent Member N Handley
Independent Member A Martin

OFFICERS PRESENT

A/ Chief Executive Officer, Ms T. Norman
General Manager Business Support & Improvement, Ms N. Tinning
Principal Risk Management Officer, Mrs L. Cataldi
A/Manager Finance and Procurement, Mr M. Wetherall
Team Leader, Financial Accounting, Mr M. Kris

GUEST

For Item 2.1:

- Tim Muhlhausler, Partner, Galpins
- Juliano Freitas, Audit Manager, Galpins
- Jagjit Kang, Auditor, Galpins

ACKNOWLEDGEMENT

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

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1

**MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD
TUESDAY, 13 OCTOBER 2020**

MOVED Councillor M. Broniecki

SECONDED Councillor K. Anastassiadis

That:

1. The minutes of the Ordinary Audit Committee held on Tuesday, 13 October 2020 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0024/20

1.5 DEFERRED / ADJORNED ITEMS

Nil

2. REPORTS

ITEM 2.1

2019-20 GENERAL PURPOSE FINANCIAL STATEMENTS

MOVED Independent Member A Martin

SECONDED Independent Member N Handley

That:

1. The report be received.
2. Having reviewed the City of Unley's 2019-2020 General Purpose Financial Statements, contained in Attachment 1 and External Auditor, Galpins, Audit Completion Report contained in Attachment 3, the Audit Committee considers that the 2019-20 General Purpose Financial Statements present fairly the state of affairs of Council and recommends presentation to Council for endorsement on 23 November 2020.
3. The City of Unley's 2019-20 General Purpose Financial Statements, contained in Attachment 1, be certified by the Chief Executive Officer and the Mayor.
4. The Certification of Auditor Independence contained in Attachment 5 be noted by Council and be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee.
5. The Centennial Park Cemetery Authority General Purpose Financial Statements for 2019-20, signed by Centennial Park's External Auditor and contained in Attachment 6, be noted.
6. The Brown Hill and Keswick Creek's Stormwater Board General Purpose Financial Statements for 2019-20, signed by the subsidiaries External Auditor and contained in Attachment 7 be noted.

CARRIED UNANIMOUSLY

Resolution No. AC0025/20

ITEM 2.2
PROCUREMENT POLICY REVIEW

MOVED Councillor K. Anastassiadis
SECONDED Independent Member A Martin

That:

1. The report be received.
2. The Procurement Policy as set out in Attachment 1 to this report (Item 2.2, Audit Committee Meeting, 3/11/2020) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

CARRIED UNANIMOUSLY

Resolution No. AC0026/20

ITEM 2.3
DISPENSATION FROM PROCUREMENT POLICY

MOVED Independent Member N Handley
SECONDED Councillor K. Anastassiadis

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0027/20

3. OTHER BUSINESS

NEXT MEETING

Tuesday 8 December 2020 - 6.30pm

CLOSURE

The Presiding Member closed the meeting at 8:38pm.

.....
PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY - INVITATION TO JOIN
ITEM NUMBER:	4.1
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	TAMI NORMAN
JOB TITLE:	EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	1. INVITATION TO JOIN ICLEI GLOBAL COVENANT OF MAYORS

1. **EXECUTIVE SUMMARY**

The City of Unley has received an invitation from ICLEI Oceania to join as a member of the Global Covenant of Mayors for Climate and Energy (GCoM). The GCoM is the largest and most important international coalition of local governments participating in climate action. This is an international effort where Mayors, councils and local communities are working together to achieve local solutions while contributing to global climate challenges.

Acceptance of the invitation requires a commitment to reporting, the provision of a letter of intent to be recognised as leaders in local climate action, provision of an initial community greenhouse emission inventory and reduction target, and when available, a Climate Action Plan.

Council is currently committed to a range of actions in response to climate change and acceptance of the invitation to join GCoM is consistent with the recently endorsed Climate Change Statement.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The invitation received from ICLEI Oceania to join the Global Covenant of Mayors for Climate and Energy be accepted, with the Chief Executive Officer authorised to submit the required letter of intent.
 3. Once available, information relating to an initial community greenhouse emission inventory and hazards assessment, a greenhouse reduction target and adaptation goals and a Climate Energy Plan be submitted to the Global Covenant of Mayors for Climate and Energy as part of the City of Unley's commitment to join the group.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

International Council for Local Environmental Initiatives (ICLEI) Oceania is an international, not-for-profit association of local governments and local government organisations that have made a commitment to sustainable development. Its mission is to build a movement of councils to achieve tangible improvements in environmental conditions through the cumulative impact of local action.

ICLEI Oceania provides support to member councils and the local government sector to provide advice on the building of sustainable communities. The range of offerings is targeted at councils who not only wish to be leaders locally, but to play their environmental part globally.

ICLEI Global supports more than 1,500 municipal organisations to focus upon the local impacts of unprecedented global change, from climate change to urbanisation; whilst aiming for people-centred and equitable urban development that has the least possible impact on global systems.

City of Unley is a member of ICLEI and recently participated in the election process for the Oceania Regional Executive Committee.

ICLEI has established the Global Covenant of Mayors for Climate and Energy (GCoM). GCoM is the largest global alliance for city climate leadership, built upon the commitment of over 10,000 cities and local governments. It is an international effort where Mayors, councils and local communities are working together to achieve local solutions while contributing to global climate challenges.

5. DISCUSSION

ICLEI has extended an invitation to the City of Unley to become involved in the GCoM. This global coalition of cities, towns and regions aims to demonstrate and share their ambitious intention to become low carbon, encouraging renewable energy and energy efficiency, while being better adapted to climate change and importantly more climate resilient.

So far over 10,000 cities are already participating and in Australia the first 28 local councils have now formally joined reflecting 20% of the population. Joining is free and help desk support is available.

A decision to join requires a commitment to a multi-year program of measurement, verification and reporting against local goals and other climate change related elements. The GCoM would provide a global dimension to work underway at the City of Unley.

Support from a local helpdesk is available for the reporting process, and includes access to greenhouse measurement tools for the community along with resources to understand climate risks, hazards and governance issues.

In order to join, City of Unley would be required to:

- Provide a letter of intent to be recognized as leaders in local climate action and agree to report on action within the 2-4 year schedule.
- Provide an initial community greenhouse emission inventory and hazards assessment and identify a greenhouse reduction target and adaptation goals.
- Submit when ready a Climate Action Plan. A climate action plan shows how a council and its community will deliver on its commitment to reduce greenhouse gas emissions and implement adaptation actions.

New local councils joining the Global Covenant of Mayors for Climate and Energy, are supported through access to numerous resources, specific software, case studies, tailored events and support structures.

Each council joining has the opportunity for the Mayor, councillors and staff to be involved in international climate events, regional steering committees and state based forums and seminars, and have access to tailored resources on energy efficiency and climate adaptation planning.

Free access is also available to local government specific measurement software and access to CDP-ICLEI climate reporting platforms with specific resources to assist meeting compliance steps. The City of Unley council profile would be identified in numerous specific websites and included in reports to national government, international local government networks and also to the United Nations frameworks and conferences.

An Elected Member briefing is scheduled for 7 December to discuss the current status of the Climate and Energy Plan, which will include information on carbon emission obligations, what Carbon Neutral involves and how targets can be tracked.

Accepting this invitation to join the GCoM would be consistent with Council's endorsed Climate Change Statement and continuing commitment to take action in response to climate change.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The invitation received from ICLEI Oceania to the join the Global Covenant of Mayors for Climate and Energy be accepted, with the Chief Executive Officer authorised to submit the required letter of intent.

3. Once available, information relating to an initial community greenhouse emission inventory and hazards assessment, a greenhouse reduction target and adaptation goals and a Climate Energy Plan be submitted to the Global Covenant of Mayors for Climate and Energy as part of the City of Unley's commitment to join the group.

This option would accept the invitation to join the GCoM and provide an opportunity for the City of Unley to continue to progress initiatives related to climate change with the support of an internationally recognised organisation. It would also assist with information reporting and other tracking activities through access to software, benchmarking data and other relevant information sourced from participating councils.

Option 2 –

1. The report be received.
2. The Chief Executive Officer advise ICLEI Oceania that the City of Unley does not wish to accept the invitation to join the Global Covenant of Mayors at this time.

This option would decline the invitation to join the GCoM at this time.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- There is no additional cost to join the GCoM. This would see the continuation of the annual ICLEI membership fee.
- Additional reporting requirements and action plan will be delivered through the Climate and Energy Plan under development in 2020/21.

8.2 Legislative/Risk Management

- Public disclosure of emissions is a requirement to join the GCoM. While this would be new for City of Unley, this will already be an element of the Climate and Energy Plan in development as part of the 2020/21 Annual Business Plan initiatives.

8.3 Staffing/Work Plans

- Joining GCoM can be accommodated in existing staff work plans.
- Ongoing reporting will require data collection that should be aligned with aligned with the delivery of Climate and Energy Plan.

8.4 Environmental/Social/Economic

- Nil

8.5 Stakeholder Engagement

- Nil

9. REPORT CONSULTATION

- Nil

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer



ICLEI Oceania
PO Box 24263 Melbourne VIC 3001, Australia
Ph: +61 3 9639 8688
Web: www.iclei.org/oceania
Email: oceania@iclei.org

Invitation to join the Global Covenant of Mayors for Climate and Energy

The Global Covenant of Mayors for Climate and Energy (GCoM) is the largest and most important international coalition of local governments participating in climate action. This is an international effort where Mayors, councils and local communities are working together to achieve local solutions while contributing to global climate challenges.

We are now extending an invitation to you and your council to become involved in this global effort and to take the opportunity to showcase your council's contribution internationally. This global coalition of cities, towns and regions aims to demonstrate and share their ambitious intention to become low carbon, encouraging renewable energy and energy efficiency, while being better adapted to climate change and importantly more climate resilient.

So far over 10,000 cities are already participating and in Australia the first 28 local councils have now formally joined reflecting 20% of the population. We are now able to extend the invitation to your Council to be part of this important campaign. Joining is free and help desk support is available.

Councils joining the Global Covenant of Mayors for Climate and Energy will be committing to a multi year program of measurement, verification and reporting and therefore achievement against local goals, the climate emergency and the Paris Agreement. In most cases involvement in GCoM complements other initiatives and campaigns your council may be already involved in. The GCoM provides the global dimension to your work and is recognized and supported by international best practices, resources and peak organisations.

Through the local helpdesk your council will be supported through the reporting steps, and get access to greenhouse measurement tools for your community, with resources to understand climate risks, hazards and governance issues. GCoM also has international initiatives to support local work and access to resources and examples to help with local solutions. The international dimension to GCoM demonstrates that community and council action are very important elements to achieve our climate targets.

We would be extremely keen to discuss with you the possibility of how your Council could be involved in this exciting initiative and how your climate and energy programs and the Global Covenant of Mayors might be aligned for the mutual benefit of all.

Yours sincerely,

Bernie Cotter

Global Covenant of Mayors Oceania
Email oceania@iclei.org
Mobile 0431 265860

Raising the bar on climate action

Local councils play a leading role in climate change mitigation and adaptation. Participation in the Global Covenant of Mayors for Climate & Energy (GCoM) supports councils in this endeavour, by providing the recognition, resources and networking opportunities necessary to take energy and climate commitments to the next level.

Joining the GCoM provides Councils with a way to demonstrate real action to your community. It is a way to take the next step to a climate emergency declaration through a performance and reporting approach. It provides a structured pathway to climate action to embed climate action across all areas of council operations, services and policies.

Joining GCoM means you are willing to be transparent about your actions and agree to public disclosure. Also you can have access to the latest approaches and demonstrate a willingness to exchange approaches with others.

Joining GCoM provide a path for international recognition through a series of Badges attained as each council goes through commitment steps. These are practical ways to show to your community that you are meeting the highest standards through independent verification.

To join, your council will:

- Provide a letter of intent to be recognized as leaders in local climate action and agree to report on action within the 2-4 year schedule.
- Provide an initial community greenhouse emission inventory and hazards assessment and identify a greenhouse reduction target and adaptation goals.
- Submit when ready a Climate Action Plan. A climate action plan shows how a council and its community will deliver on its commitment to reduce greenhouse gas emissions and implement adaptation actions.

To support new local councils joining the Global Covenant of Mayors for Climate and Energy, we have numerous resources, specific software, case studies, tailored events and support structures to help. For many councils using tools provided by other organisations or programs will help you meet your commitments, for example the Snapshot Climate tool by BZE & Ironbark.

Each council joining has the opportunity for the Mayor, councillors and staff to be involved in international climate events, regional steering committees and state based forums and seminars, and have access to tailored resources on energy efficiency and climate adaptation planning.

Participating council joining will have free access to local government specific measurement software and access to CDP-ICLEI climate reporting platforms with specific resources to assist meeting compliance steps. Your council profile will be identified in numerous specific website and included in reports to national government, international local government networks and also to the United Nations frameworks and conferences.

A list of councils already involved and more details of the program, benefits, resources and compliance steps can be found at the Global Covenant websites . Go to (www.globalcovenantofmayors.org) and the local Australian based website and helpdesk at <https://www.gcom-oceania.org/cities>



DECISION REPORT

REPORT TITLE:	DRAFT ANIMAL MANAGEMENT PLAN FOR COMMUNITY CONSULTATION
ITEM NUMBER:	4.2
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	TRENT RUSBY
JOB TITLE:	TEAM LEADER REGULATORY SERVICES
ATTACHMENTS:	1. DRAFT ANIMAL MANAGEMENT PLAN 2021-2026

1. **EXECUTIVE SUMMARY**

This report seeks Council's endorsement of the draft Animal Management Plan 2021-2026 (the Plan) to be released for community consultation.

The Animal Management Plan outlines Council's commitment and future directions for undertaking animal management services in line with the requirements of the *Dog and Cat Management Act 1995*, as well as Council's responsibilities under the *Local Government Act 1999* and the *Local Nuisance and Litter Control Act 2016*, along with Council's by-laws.

Following endorsement, the Plan will be made available for comment by the community, with any further feedback received to be considered in finalising the Plan. Once this has been completed, the Plan will be presented for future endorsement by Council and the Dog and Cat Management Board, before taking effect from 1 July 2021.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The draft Animal Management Plan 2021-2026 as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 23/11/2020) be endorsed for the purposes of community consultation.
 3. Following completion of community consultation, a final Animal Management Plan will be presented to Council for endorsement.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.1 Our Community is active, healthy and feels safe.

3.1 The draft Animal Management Plan is in conformance with the following legislation:

- (a) Dog and Cat Management Act 1995;
- (b) Local Government Act 1999;
- (c) Local Nuisance and Litter Control Act 2016.

3.2 The draft Animal Management Plan complements the following plans and strategies:

- (a) City of Unley Community Plan 2033 and 4-year Delivery Plan;
- (b) City of Unley Active Ageing Strategy;
- (c) City of Unley Community Land Management Plans;
- (d) City of Unley Compliance Policy;
- (e) City of Unley Dog By-law 2015 (No. 5).

4. BACKGROUND

Pursuant to Section 26A of the *Dog and Cat Management Act 1995*, every five years the City of Unley is required to prepare a plan of management relating to dogs and cats.

The current Animal Management Plan will cease on 30 June 2021, and a new Animal Management Plan 2021-2026 (the Plan) is expected to commence on 1 July 2021 which will remain in effect until the completion of the 2025/26 financial year.

The Plan describes the Council's strategic approach to dog, cat and other animal management. It assists in developing the priorities for delivery of actions that will assist Council to foster improved and responsible animal management.

The development of the draft Plan has been informed by several factors including data relating to animals, legislation, stakeholder feedback via two community surveys, staff workshops and consultation with Elected Members, along with a complementary separate review of dogs in public places.

An initial community survey was undertaken from 14 April to 5 May 2020, with 223 people participating in the survey. This was a broad consultation that sought feedback on a wide range of animal management matters.

A secondary survey engaged the community to hear their views and suggestions specifically regarding dog access controls in Council's parks, reserves and sporting ovals. This survey was available to the community from 14 July to 18 August 2020 and resulted in 326 people providing feedback.

A review of dogs in public places was also undertaken with the aim to review the existing provisions for dogs within the City of Unley, including dog exercise off-leash/on-leash, and dog prohibited areas. As a result of this consultation, no change has been proposed to the prescribed areas, instead a more proactive approach focussing on increased education and compliance will be instigated.

An Elected Member Briefing was held on 21 September 2020, with feedback from this session incorporated into the draft Plan.

5. DISCUSSION

Based on the 5-year lifespan ending on 30 June 2021, it is time to review and update the Plan to reflect changes to the various legislation that is relevant and confirm the approach that Council wishes to implement in relation to animal management. The independent review, stakeholder engagement, surveys and briefing session have helped to shape the draft Plan that is now provided for community consultation.

The following principles guide the draft Animal Management Plan:

- A belief that pets contribute to peoples' quality of life
- A requirement to balance the needs of pet and non-pet owners
- Valuing and encouraging responsible pet ownership
- Proactive animal management and education
- Protecting the natural environment from negative impacts of dogs and cats
- A balanced approach to managing the use of limited open space
- Collaboration with other stakeholders
- To play a leadership role in animal management

The following set of key priority areas are addressed within the draft Plan as they reflect the matters that have been highlighted as important within the City of Unley:

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

Each of these priority areas include goals, actions, measures and timeframes that will allow Council to measure our performance in relation to the Plan at the end of each financial year.

A summary of the key changes from the previous Plan to the current plan is provided below:

AMP 2016-2020 (EXISTING PLAN)	AMP 2021-2026 (NEW PLAN)
<p><u>Overview and context</u></p> <p>Dog and Cat Management Act 1995 (pre-reform)</p>	<p><u>Overview and context</u></p> <p>The new plan includes the recent dog and cat reforms:</p> <ul style="list-style-type: none"> • Mandatory microchipping and desexing of dogs and cats. • Changes to dog registration. <p>The reforms are included in the <u>Priorities and Actions</u> which features a section on community and compliance with example of process.</p>
<p><u>Priorities and Actions</u></p> <p>7 priority areas:</p> <ol style="list-style-type: none"> 1) Dog registration 2) Microchipping and desexing of dogs 3) Dogs wandering 4) Nuisance barking 5) Community education 6) Pet-friendly communities and lifestyles 7) Cat management 	<p><u>New Priorities and Actions</u></p> <p>11 priority areas:</p> <ol style="list-style-type: none"> 1) Community education and <u>compliance</u> (<u>compliance is new</u>) 2) Dogs in public places (<u>new</u>) 3) Effective control (<u>new</u>) 4) Dog faeces (<u>new</u>) 5) Nuisance barking 6) Wandering dogs 7) Cat Management 8) Compulsory microchipping of dogs and cats (<u>new</u> priority in response to dog and cat reforms) 9) Compulsory desexing of dogs and cats (<u>new</u> priority in response to dog and cat reforms) 10) Compulsory dog registration 11) Animal management team (<u>new</u>) <p>The new priority areas are in response to issues raised in consultations and reforms.</p>

AMP 2016-2020 (EXISTING PLAN)	AMP 2021-2026 (NEW PLAN)
<u>Other Animals</u> (poultry, wasps, bees) List of organisations to contact for help	<u>Other Animals</u> (bees, poultry, roosters, birds, farm animals, wasps, native wildlife) <ul style="list-style-type: none"> • Greater range of animals identified and issues relating to nuisance • Compliance and nuisance example, and procedures highlighted • List of organisations to contact for help (updated)
	<u>Resources</u> (new) Acknowledgment of resources required
<u>List of on-leash, off-leash and dog prohibited areas</u> Existing list	<u>List of On-leash, off-leash and dog prohibited areas</u> Reviewed and updated in Appendix B of the Plan

6. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The draft Animal Management Plan 2021-2026 as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 23/11/2020) be endorsed for the purposes of community consultation.
3. Following completion of the community consultation, a final Animal Management Plan will be presented to Council for endorsement.

This option seeks Council endorsement to commence the community consultation that will help to inform the finalisation of the Animal Management Plan prior to Council endorsement.

The consultation will be undertaken over a 4-week period in early 2021, in line with Council's Community Engagement and Consultation Policy.

Option 2 –

1. The report be received.
2. The draft Animal Management Plan 2021-2026 as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 23/11/2020) be endorsed for the purposes of community consultation subject to the incorporation of the following amendments:
 - [insert update as recommended by Council]

- Following completion of the community consultation a final Animal Management Plan will be presented to Council for endorsement.

This option seeks Council's endorsement to commence the community consultation as per Option 1, subject to any amendments that Council may wish to include.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The engagement of the independent consultant that has provided the project support for the review, engagement and draft Plan preparation, along with costs for consultation and design has been covered within Council's annual operating budget.

8.2 Legislative/Risk Management

- This Plan is required under the *Dog and Cat Management Act 1995*. The current Animal Management Plan is due to expire on 30 June 2021 and the review and endorsement of the draft Plan is required to be completed prior to this date.

8.3 Staffing/Work Plans

- The Plan informs the approach and services provided through the Regulatory Services Team, including the General Inspectors and Regulatory Administration.
- This work will be undertaken within the existing complement of staff, with any project support or funding to be proposed as part of Council's Annual Business Plan and Budget process.

8.4 Environmental/Social/Economic

- Any changes to the Plan may result in impacts to the environmental, social and economic outcomes for the community. These will be assessed prior to the endorsement of the final Plan.

8.5 Stakeholder Engagement

- The community has been engaged through two online surveys, which contained information about the project and included links to access both surveys, along with access to the existing animal management plan and map of existing on/off-leash areas for dogs in the Council area.
- Promotion of the engagement included:
 - Corflute signs installed in Council's parks and reserves;
 - Signage on Goodwood and Unley Oval electronic score boards;

- Signage on LED display board on Oxford Terrace (outside Council building);
- E-newsletter to the Your Say Unley subscriber database; and
- Social media included multiple posts on Council's Facebook, Twitter and Instagram accounts.

9. REPORT CONSULTATION

All relevant Council departments and stakeholders have been consulted to ensure updates to the Plan are consistent with other related plans and actions. This primarily relates to City Services, City Development and Office of the CEO.

10. REPORT AUTHORISERS

Name	Title
Gary Brinkworth	Manager Development & Regulatory
Megan Berghuis	General Manager, City Services
Tami Norman	Executive Manager, Office of the CEO





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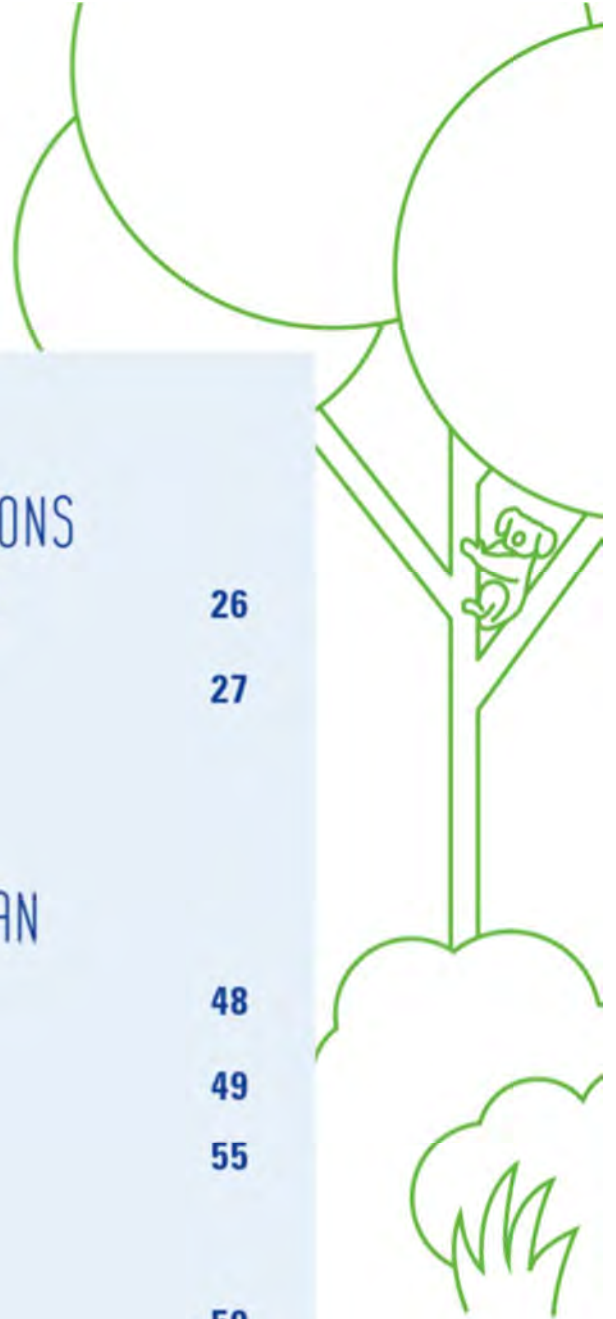


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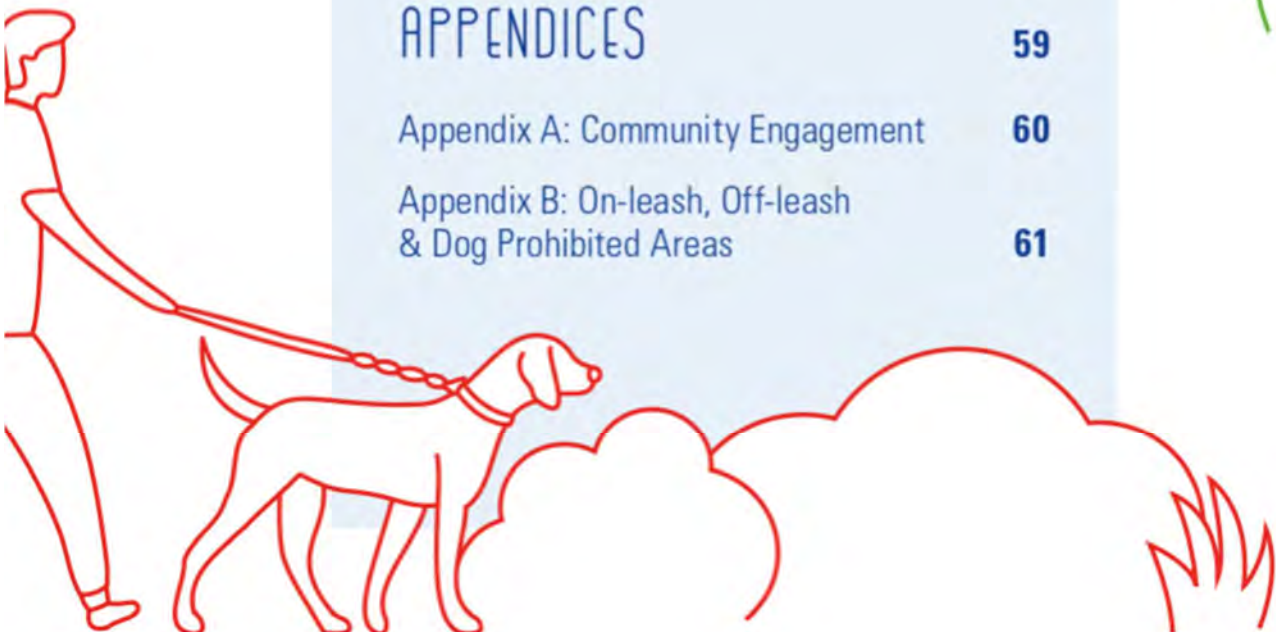
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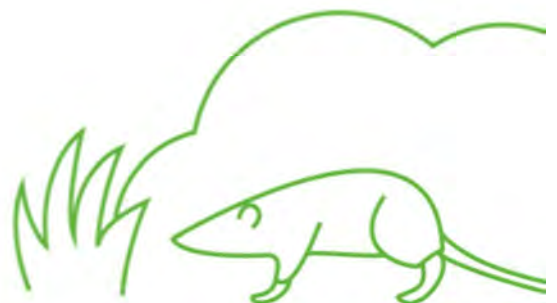
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EXECUTIVE SUMMARY

The *Dog and Cat Management Act 1995* (the Act) provides for the management of dogs and cats in South Australia. Under the Act, all Councils in SA are required to prepare an animal management plan or dog and cat management plan every five years.



ANIMAL MANAGEMENT PLAN 5



This Animal Management Plan will guide the direction of dogs and cats in the City of Unley over the next five years. This Plan focuses on the management of dogs and cats; however, it also covers the management of a range of other animals that Council deals with such as bees, poultry, roosters, birds, farm animals and wildlife. These animals are not subject to the same statutory requirements as dogs and cats; therefore, they are addressed separately in Part C of this Plan.

The directions contained in this Plan have been informed by Council's dog and cat data, the requirements under the Act, including recent changes to the Act which took effect from 1 July 2018. The significant changes to the Act that are relevant to this Plan include compulsory de-sexing of all new generations of dogs and cats born after 1 July 2018 and compulsory microchipping of all dogs and cats.

Preparing this Plan involved comprehensive community engagement, including two community surveys, staff meetings and consultation with

Elected Members. Over 500 community members provided valuable feedback over the community engagement period.

Key priorities to emerge from the community engagement include the following:

Dog and cat management:

- » Community education and compliance
- » Dogs in public places
- » Effective control
- » Dog faeces
- » Nuisance barking
- » Wandering dogs

- » Cat management
- » Compulsory microchipping of dogs and cats
- » Compulsory de-sexing of dogs and cats
- » Compulsory dog registration
- » Animal management team

Animals other than dogs and cats:

- » Other animals

This Animal Management Plan 2021–2026 will come into effect 1 July 2021, following approval by the Dog and Cat Management Board.

PART A: CONTEXT & BACKGROUND



1. INTRODUCTION

PURPOSE OF THIS PLAN

All Councils in SA are required to prepare a plan of management relating to dogs and cats every five years under section 26A of the Act.

This Animal Management Plan will guide the City of Unley's management of animals for the next five financial years 2021–2026. This Plan provides Council with an opportunity to consider animal management at a strategic level, identify priority and emerging issues and set actions to address the recent changes to the *Dog and Cat Management Act 1995*.

The majority of this Plan focuses on the management of domestic dogs and cats; however, Council also deals with other animals such as bees, poultry, roosters, birds, farm animals and native wildlife. These other animals are not subject to the same legislative requirements as dogs and cats; therefore, they are addressed separately in Part C of this Plan.

This Plan aligns with several strategic directions contained in the City of Unley's *Community Plan 2033*, *Active Ageing Strategy* and *Community Land Management Plans*. Companion animals, particularly dogs can have an influence on these plans through planning and management of community land, providing safe environments and supporting pet ownership for healthy ageing.

The preparation of this Plan involved two community surveys, staff workshops and consultation with Elected Members. Over 500 community members provided valuable feedback and insights during the community engagement period. Details of the community engagement are provided in Appendix A.





APPROACH

The following key steps were undertaken in the preparation of this Animal Management Plan.

STEPS	DESCRIPTION
Community and geographic profiles	Understanding of the profiles and unique characteristics of the City.
Strategic context	Review of key plans including the <i>Community Plan 2033</i> , <i>Active Ageing Strategy</i> and <i>Community Land Management Plans</i> .
Legislation	Review of the <i>Dog and Cat Management Act 1995</i> and recent amendments to the Act introduced in 2018. Review of other Acts relating to animals and nuisance including the <i>Local Nuisance and Litter Control Act 2016</i> .
Council by-law	Review of the City of Unley's Dog by-law No. 5 (effective from Jan 2016).
Existing animal management services	Identification of existing animal management services provided by Council.
Review of existing dog controls	Review of current on-leash, off-leash and dog prohibited areas to inform this Plan.
Records and data	Review of dog and cat data to identify any significant changes, and key complaints.
Community engagement	Engagement with the community via online surveys and public exhibition of the draft Plan.
Research and industry best practices	Review of best practices in animal management relevant to local councils.

2. STRATEGIC CONTEXT

The following principles will guide the Animal Management Plan 2021–2026.

- » A belief that pets contribute to peoples' quality of life
- » A requirement to balance the needs of pet and non-pet owners
- » Valuing and encouraging responsible pet ownership
- » Proactive animal management and education
- » Protecting the natural environment from negative impacts of dogs and cats
- » A balanced approach to managing the use of limited open space
- » Collaboration with other stakeholders
- » Playing a leadership role in animal management.

COUNCIL PLANS AND STRATEGIES

The Animal Management Plan complements the following plans and strategies:

- » *City of Unley Community Plan 2033 and 4-year Delivery Plan*
- » *City of Unley Active Ageing Strategy*
- » *City of Unley Community Land Management Plans.*





COMMUNITY PLAN 2033 + 4 YEAR DELIVERY PLAN

The *Community Plan 2033* is the overriding strategic document that determines the City of Unley's commitments and priorities. This Animal Management Plan supports the theme of Community Living.

Theme

Community Living

Goal

People value our City with its enviable lifestyle, activities, facilities and services.

Objective

1.1 Our Community is active, healthy and feels safe.

The 4 Year Delivery Plan is currently being revised and it is proposed to reinforce the animal management function within the plan.



ACTIVE AGEING STRATEGY

This strategy promotes active and healthy ageing and pet ownership among older people and complements the Animal Management Plan. Pets have shown to increase the quality of life for older people including reduced isolation, increased activity levels and providing companionship for people living alone.

Focus Area

Focus Area 4: Social Participation

Goal

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

Strategy 4: Reduce isolation

Pet ownership is embraced as an effective method of mitigating loneliness, with 'Pets as Companions' partnership programs focused on pet care explored.



COMMUNITY LAND MANAGEMENT PLANS

The *Community Land Management Plans* describe how Council manages community land and refers specifically to off-leash parks and reserves, and signage.

OTHER COUNCIL POLICY AND BY-LAWS RELEVANT TO ANIMAL MANAGEMENT

- » City of Unley, Compliance Policy
- » City of Unley, Dog By-law 2015 (No. 5)

ACHIEVEMENTS IN THE LAST ANIMAL MANAGEMENT PLAN 2016–2020

Highlights from the 2016–2020 *Animal Management Plan* and service achievements from the last five years include:

- » Success in transitioning to the new state-wide registration system known as Dogs and Cats Online or DACO
- » 'Return to Owner' practice, reuniting wandering dogs with their owner rather than taking the animals to the pound
- » Contribution of funds to the City of Adelaide towards the development of Marshmallow Dog Park in the Southern Park Lands
- » Poo Fairy campaign at Unley Oval and Goodwood Oval to remind dog owners to pick up after their dogs, which involved new signage and increased patrols at the oval
- » Decrease in the total number of dog complaints.



3. RELEVANT LEGISLATION

The objectives of the Act are to:

- » Encourage responsible dog and cat ownership;
- » Reduce public and environmental nuisance caused by dogs and cats;
- » Promote the effective management of dogs and cats.

COUNCIL RESPONSIBILITIES

The responsibilities delegated to councils under the Act (S26) that are relevant to the preparation of this Plan are outlined below.

Dog Registration

- » Maintain a register of dogs (S26 (1) (a))
- » Appoint a suitable person to be the Registrar (S26b (1) (b))
- » Make satisfactory arrangements for issuing and replacing certificates of registration and registration discs (S26 (1) (c))
- » Appoint at least one full-time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons (S26 (1) (d))

- » Make satisfactory arrangements for the detention of dogs seized under this Act; (and may make such arrangements for cats seized under this Act) (S26 (1) (e))
- » Make satisfactory arrangements for fulfilling other obligations under this Act (S26 (1) (f))

Money Received

- » Money received by a council under this Act must be expended in the administration or enforcement of the provisions of this Act relating to dogs and cats (S26 (3))

Payment into Fund

- » Council must pay into the Fund the percentage fixed by regulation of the dog registration fees received by the council (S26 (5))

Setting of Fees

- » Council has the responsibility for setting registration fees (S26 (5))

Establishing By-laws

- » Council can pass a by-law for the control and management of dog and cats within their area (S90)

Dog and Cat Plans of Management

- » Under the Act, each Council must prepare a plan relating to the management of dogs and cats within its area (S26A (1))
- » These plans must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by using physical restraint, and may include provisions for parks where dogs are prohibited (S26A (2))
- » The Board must approve the plan of management before it takes effect

DOG AND CAT REFORM

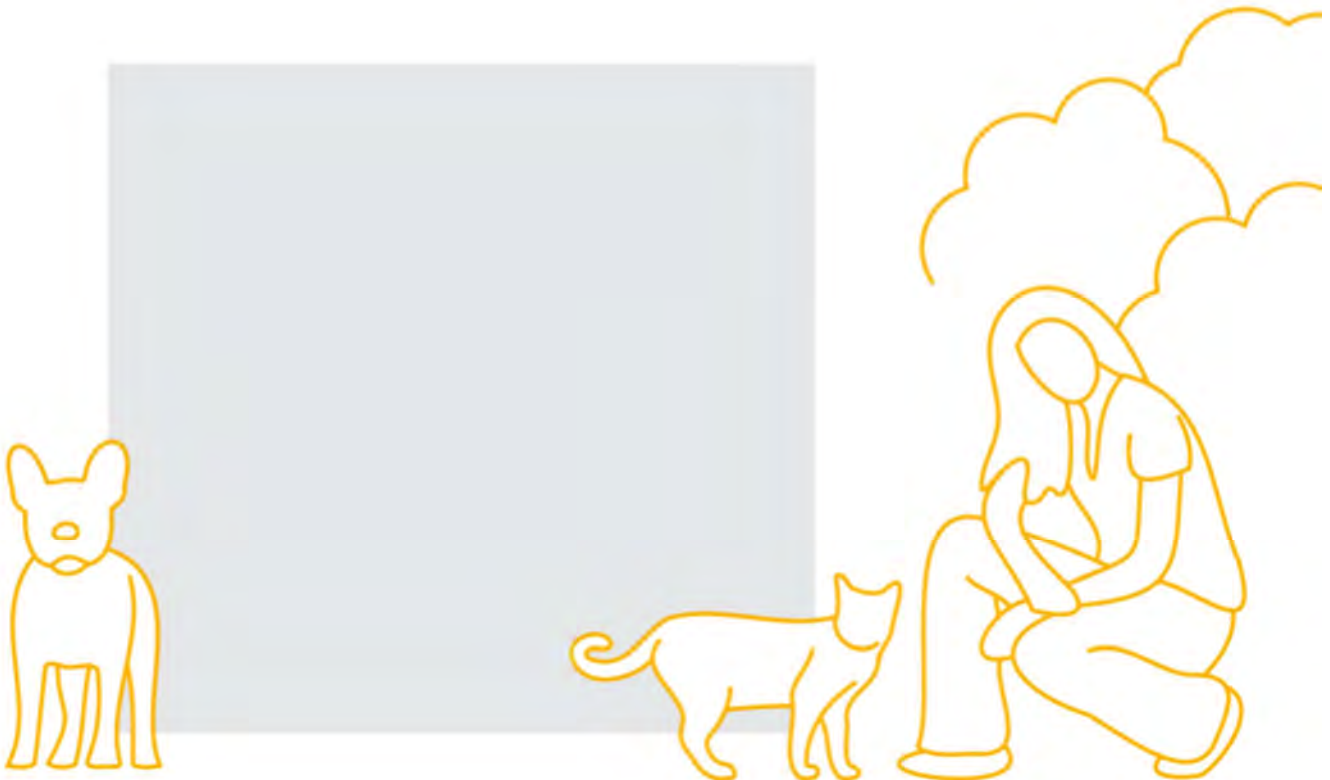
The Act underwent a major review with significant changes taking effect from 1 July 2018. These changes included the following:

Mandatory Microchipping and De-sexing

- » All dogs and cats to be microchipped by 12 weeks of age
- » All new generations of dogs and cats (born after 1 July 2018) to be de-sexed. Exemptions apply for working dogs and registered breeders.

Breeder and Seller Registration

- » Breeders and sellers who breed dogs and cats for sale must register with the Dog and Cat Management Board of SA as a breeder





- » Sellers of dogs and cats are required to provide specific information including:
 - › breeder registration number
 - › breeder details
 - › details of vaccinations, microchipping, de-sexing and any medical conditions known to the seller at the point of sale
 - › details of any dog control order.
- » Any person who breeds or trades companion animals must also abide by the *South Australian Standards and Guidelines for Breeding and Trading Companion Animals Standards*.

CHANGES TO DOG AND CAT REGISTRATION

A new state-wide registration system known as 'Dogs and Cats Online' (DACO) was introduced to replace the individual dog registration system of each Council. This new centralised system is managed by the Dog and Cat Management Board of SA and combines several existing databases including dog and cat registrations, and microchip and breeder information.

Therefore, dog registration fees are now paid online through the DACO website. This central database is available to dog and cat owners 24/7 and owners have the responsibility to keep their details up to date. The Dog and Cat Management Board is responsible for issuing dog and cat registration renewals and registration discs.

Changes to Dog Registration Categories

As of 1 July 2018, the dog registration categories in South Australia were simplified to the following two categories:

- » Standard dog – a dog that is both microchipped and de-sexed
- » Non-standard dog – all other dogs.

OTHER LEGISLATION RELEVANT TO ANIMAL MANAGEMENT

- » *Local Government Act 1999*
- » *Local Nuisance and Litter Control Act 2016*
- » *Animal Welfare Act 1985*



4. PLANNING FOR PETS

In Australia, it is estimated that more than 62% of households own a pet: 38% owning a dog and 29% owning a cat.¹

BENEFITS OF PET OWNERSHIP

Companion animals such as dogs and cats play a significant role in the lives of many Australians. Pets can enrich people's lives, provide physical and mental health benefits, companionship and facilitate social interactions.

There is much research (ACAC, 2009²; PIAS, 2010³) that demonstrates the benefits of pet ownership including:

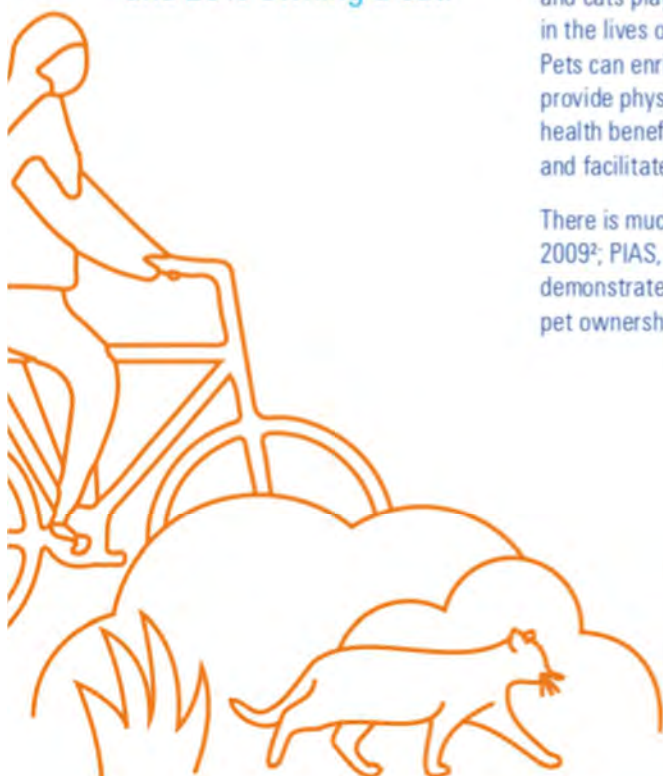
Pets are good for general health and well-being

- » People with dogs and cats make fewer visits to the doctor
- » People with pets are at risk of lower cardiovascular disease than non-pet owners

Pets are good for an ageing population

- » Pets can increase the quality of life for older people including reduced isolation and increased feelings of interest
- » Pets can boost activity levels in older people, helping to improve overall health
- » Pets can provide companionship for older people living alone

1. Pet Industry Association of Australia, 2018. piaa.net.au/australian-pet-ownership-statistics/
2. ACAC, 2009, The Power of Pets – the benefits of companion animal ownership
3. PIAS, 2010, parliament.vic.gov.au/images/stories/committees/osisdv/Liveability_Options/Sub_60_Petcare_Information_Advisory_Service_6.05.2011_LiveabilityOptions_OSISDC.pdf



Pets are good for children

- » Children with pets are more likely to exercise
- » Children or adolescents with pets have shown to have higher self-esteem

Pets are good for social facilitation

- » Pets can help people build social bridges
- » Pet owners are more likely to have conversations with other people.

PETS AND HIGHER DENSITY LIVING

Almost a quarter of Australians live in medium to high-density housing.

"Between 1991 and 2001 the number of separate houses in Australia increased by 18% while the number of higher density dwellings increased by 37%." (PIAS, 2010:5)

The City of Unley has identified pockets of higher-density housing along major transport corridors such as Goodwood, Fullarton, Unley, and Cross Roads, and this may lead to greater demand and competing uses of public open space.

The development of higher-density living may also need to consider the design of pet-friendly apartments including indoor and outdoor spaces.

BEST PRACTICES IN ANIMAL MANAGEMENT

Best practices in animal management relevant to local councils include the following:

Positive reinforcement training and handling techniques

- » The Australian Veterinary Association (AVA) recommends the use of positive reinforcement dog training methods as the preferred method of training.
"the use of positive reinforcement is the most humane and effective training method as it avoids undesirable behavioural side effects. Positive reinforcement makes training more enjoyable and helps improve the bond between the trainer and the pet" (AVA website)
- » The Dog and Cat Management Board *"believes a commitment to positive reinforcement training is an aspect of being a responsible dog owner. The Board does not condone training methods that cause a dog to feel pain, fear, aggression or anxiety."* (DCMB 2017)
- » The RSPCA of South Australia promotes the use of Force-Free dog training methods and have a list of qualified Force-Free Dog Trainers in SA (RSPCA, rspcasa.org.au/the-issues/force-free-dog-trainers, 2020).

Non-use of citronella collars

- » The City of Unley does not support the use of citronella collars as a management tool for barking. This supports the RSPCA and AVA position.

Effective control of dogs in exercise (off-leash) areas

It is a key responsibility of all dog owners to manage their dogs while out in public places.

Dogs must be under effective control at all times to ensure the safety of others including children, adults and other animals. Having a dog under effective control is a sign of respect to others that may be sharing the same space.

Effective control is a statutory requirement under the Act.

This means the person responsible for the dog must:

- » have the dog under voice control e.g. being able to have a reliable recall so the dog comes back
- » have the dog close at all times so the owner/handler can see the dog and recall the dog when needed.

Dog owners who cannot demonstrate effective control should keep their dogs on a leash.

Good dog etiquette in public places also includes owners picking up after their pets and ensuring their dog causes no damage to the open space.



5. DOGS & CATS IN THE CITY OF UNLEY



The City of Unley is an inner metropolitan Council in Adelaide, located immediately south of the City of Adelaide, a few kilometres from the CBD.

The City is bounded by the City of Adelaide in the north, the City of Burnside in the east, the City of Mitcham in the south and the Cities of Marion and West Torrens in the west.

The City includes the suburbs of Black Forest, Clarence Park, Everard Park, Forestville, Fullarton, Goodwood, Highgate, Hyde Park, Kings Park, Malvern, Millswood, Myrtle Bank, Parkside, Unley, Unley Park and Wayville.

It has a total land area of 14 square kilometres and an estimated resident population of 39,208 living in 15,200 households (City of Unley, Community Profile, 2019).

OVERVIEW OF DOGS

In 2019/2020, there were 4,768 registered dogs in the City of Unley. The number of registered dogs per suburb is shown to the right.

Table 1: Dog registrations by suburb

SUBURB	NO. OF REGISTERED DOGS
Parkside	670
Unley	424
Fullarton	424
Malvern	406
Myrtle Bank	370
Goodwood	350
Millswood	345
Clarence Park	320
Unley Park	241
Black Forest	228
Forestville	221
Hyde Park	214
Highgate	185
Wayville	179
Everard Park	91
Kings Park	67

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SNAPSHOT OF
DOGS & CATS

The following is a snapshot of Council's dog and cat statistics for 2019/20.

DOGS



34 Number of dog attacks/harassment complaints



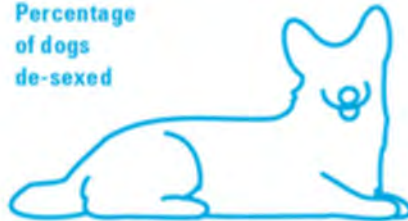
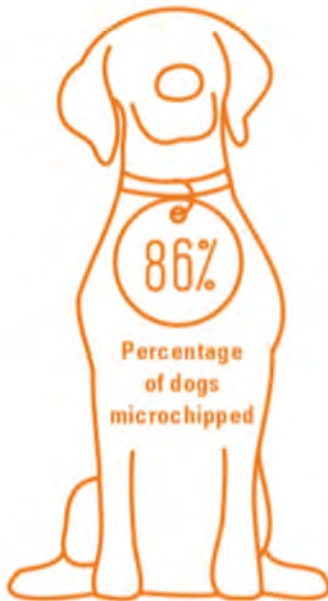
156 Number of dog wandering complaints/reports

89% 82 Number of dog barking complaints

Percentage of dogs de-sexed

282

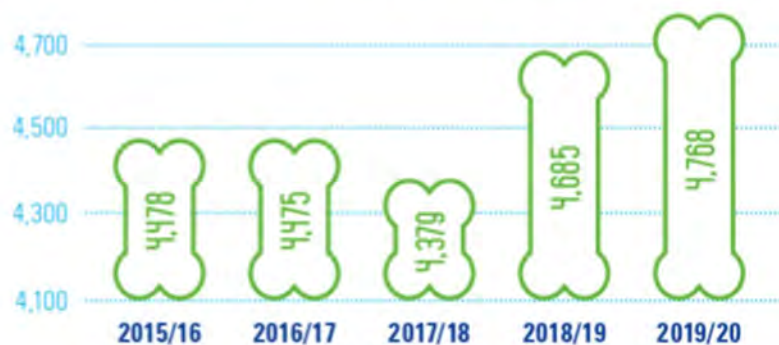
Total number of dog complaints



TOP 5 DOG BREEDS IN THE CITY OF UNLEY:

1. Labrador Retriever
2. Cavalier King Charles Spaniel
3. Maltese
4. Golden Retriever
5. Poodle

Table 2: Total number of registered dogs



In 2019/20, the total number of registered dogs was 4,768. Over the five-year period, the number of dogs has increased (+290), which is consistent with fluctuations over previous time periods.



ANIMAL MANAGEMENT PLAN 19

Table 3: Dog complaints



In 2019/20, there were 282 dog complaints with wandering dogs accounting for 57% followed by nuisance barking at 30% and dog attacks/harrassment at 13%.



108 Dogs collected and returned to the owner before impoundment

CATS

8

Number of cat complaints



**Table 4: Dogs collected**

DOGS COLLECTED	2015/16	2016/17	2017/18	2018/19	2019/20
Total number of dogs impounded by council (i.e. dogs that cannot be identified or the owner cannot be located and dogs are officially impounded)	38	49	28	14	18
Number of dogs returned to the owner (i.e. dogs that are impounded and subsequently returned to owner)	36	48	27	12	18
Number of dogs collected and returned to owner (i.e. dogs that are wandering at large, collected by council and returned to owner before impounded)	152	199	125	162	108

Council makes every effort to reunite wandering or roaming dogs as soon as possible with their owner. If a dog can be identified via a microchip or registration disk every effort is made to ensure that the animal is taken home, or collected, the same day rather than be transported to the short-term (72-hour) detention facility at the Animal Welfare League (AWL) Edinburgh North.

If the dog is not claimed within 72 hours, the animal is handed over to the Animal Welfare League for rehoming, where possible.

Please note, at the time of preparing this Plan, changes are being considered to the *Animal Welfare Act 1985* that may impact on Council's approach to dog collection.

CURRENT DOG MANAGEMENT SERVICES

The responsibility for the management of dogs and cats within the City of Unley rests with City Services. The Team Leader of Regulatory Services is the appointed Registrar as per the requirement under S26 of the Act. Council has two full-time Authorised Persons (also known as Rangers) who are authorised to carry out specific functions and powers under the *Dog and Cat Management Act 1995*. They are supported by a Team Leader and support staff.



ANIMAL MANAGEMENT PLAN 21

Council's dog management services are funded by a combination of general rate revenue, dog registrations, and expiation fees and fines for breaches of the *Dog and Cat Management Act 1995*.

Dog registration fees collected in 2019/20 totalled \$215,757.50. Twenty-four percent (24%) of these fees are transferred to the Dog and Cat Management Board, with the remaining funds allocated to dog management services within the City of Unley including:

- » Reuniting lost dogs with their owners
- » Providing after-hours callout services
- » Investigating incidences of dog harassment, attacks and nuisance barking
- » Providing funds to support impounded animals at the nominated detention facility
- » Liaising and educating pet owners about responsible pet ownership
- » Patrolling parks and reserves.

Council has developed standard operating procedures for the management of dogs including:

- » Dog attack and harassment
- » Dog wandering
- » Dog waste bag dispensers
- » Dog barking and noisy animals
- » Destruction and control orders
- » Prosecution and enforcement.

These procedures are reviewed every five (5) years in line with the Animal Management Plan.

DOG BY-LAW (NO. 5)

In 2015, Council passed a Dog by-law (No. 5)⁴ for the control and management of dogs including:

- » A limit on the number of dogs per household
 - » Two (2) dogs per household unless permission granted by Council
- » Dog controls regarding exercise area (off-leash), on-leash and dog prohibited areas
- » Management of dog faeces in a public place or on local government land
 - » This requires the person responsible for the dog to carry a bag or suitable container to clean up after their dog.

ON-LEASH, EXERCISE (OFF-LEASH) AND DOG PROHIBITED AREAS

The City of Unley provides a range of public open spaces that dogs and their owners can use including sporting ovals, parks and reserves, and linear walking trails.

⁴ Read more about the Dog By-law No. 5 at www.unley.sa.gov.au/Council/About-the-Council/Policies/By-Laws

The existing dog controls include:

On-leash areas at all times

- » In designated parks and reserves
- » On roads, footpaths, nature strips, public parking areas and shopping centres as per the requirements of the Act
- » On linear walking trails and shared bike/pedestrian paths within the Council area.

Exercise (Off-leash) areas

- » At all times, except during sporting activities in designated parks and reserves
- » Daily between 5pm – 10am in designated parks and reserves (i.e. time-share arrangement)

Dog prohibited areas

Dogs are prohibited in designated parks and reserves including:

- » Within fenced children's playgrounds
- » Within 3 metres of children's play equipment at all times.



OVERVIEW OF CATS

Unlike dogs, which are required to be registered every year under the Act, cat registration is determined by individual Councils in South Australia. Under section 90 of the Act, local Councils have the power to implement a by-law for the control or management of cats.

At this point, cat registration is not required within the City of Unley; however, cat owners are required by law to microchip their cat and de-sex new generations born after 1 July 2018.

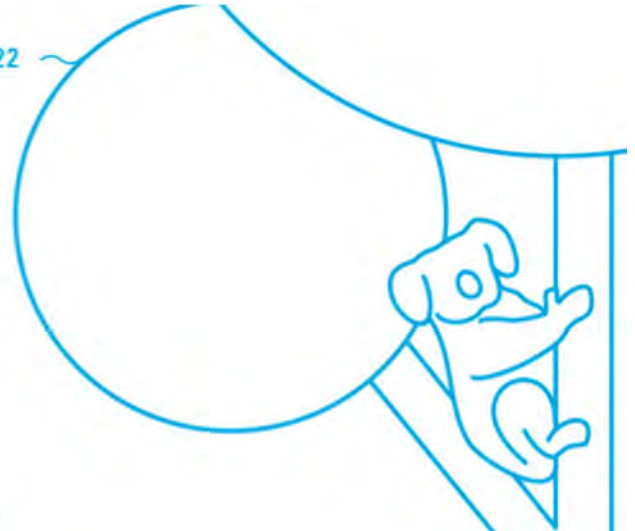
In 2019/20, there were eight (8) cat complaints including nuisance noise, wandering cats and defecation.

Table 5: Cat Complaints

YEAR	CAT COMPLAINTS
2015/16	1
2016/17	8
2017/18	6
2018/19	6
2019/20	8

In 2019/20, Council hired ten (10) cat cages to the community. If the trapped cat is:

- » Identifiable via a collar or tag with contact details then the cat must be returned to the owner by the resident
- » Un-identifiable then the cat must be taken to the Animal Welfare League or the RSPCA by the person who trapped the cat.



6. COMMUNITY & COMPLIANCE

Council is responsible for promoting compliance and enforcing a range of laws and regulations regarding dog and cat management, such as the *Dog and Cat Management Act 1995* and the City of Unley's dog by-law.

Owning a dog or cat comes with legal obligations such as dog registration, microchipping and de-sexing of dogs and cats and keeping dogs under 'effective control' in a public place. The key statutory obligations for pet owners are summarised in Table 6.



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Table 6: Legal responsibilities as a dog and cat owner

CATEGORY	LEGAL RESPONSIBILITIES AND PENALTIES FOR NON-COMPLIANCE	RELEVANT LEGISLATION
Registration of dogs	<ul style="list-style-type: none"> » Dogs to be registered annually » Penalty \$170 	<i>Dog and Cat Management Act 1995</i>
Registration of cats	<ul style="list-style-type: none"> » No requirement 	Not relevant
Number of dogs per household	<ul style="list-style-type: none"> » No more than 2 dogs per household » A permit is required from Council to keep more than 2 dogs » Penalty \$187.50 	City of Unley Dog by-law (No. 5)
Dogs in public places	<ul style="list-style-type: none"> » If you are walking your dog, he/she must be on-leash on local streets, and in shopping centre car parks. » Penalty \$210.00 	<i>Dog and Cat Management Act 1995</i>
	<ul style="list-style-type: none"> » There are some designated areas for dog exercise (off-leash), and in these areas, you must still carry a leash and have your dog under effective control at all times. » Penalty \$187.50 	City of Unley Dog by-law (No. 5)
	<ul style="list-style-type: none"> » Dogs are not permitted whether restrained or otherwise within three (3) metres of children's playgrounds. » Penalty \$187.50 	City of Unley Dog by-law (No. 5)
Faeces management	<ul style="list-style-type: none"> » In a public place, dog owners must carry a bag or other suitable container for the collection and lawful disposal of any faeces that the dog may deposit. » If the dog defecates in a public place and the person responsible for the control of the dog does not immediately remove the faeces and dispose in a lawful and suitable manner a penalty may apply. » Penalty \$210 	City of Unley Dog by-law (No. 5) <i>Dog and Cat Management Act 1995</i>
De-sexing/ microchipping of dogs and cats	<ul style="list-style-type: none"> » All dogs and cats must be microchipped » Dogs and cats over the aged of 6 months must be de-sexed, unless there is an exemption. » Penalty \$170 	<i>Dog and Cat Management Act 1995</i>
Dog containment	<ul style="list-style-type: none"> » Dogs to remain on their property, and not wander onto the streets. » Penalty \$210 	<i>Dog and Cat Management Act 1995</i>

Failure to comply with the statutory requirements may result in an expiation being issued by Council.

The City of Unley approaches compliance in the following ways:

- » **Educate** – providing the community with educational information such as signage, fact sheets and targeted communication campaigns to assist pet owners to comply and deter those who don't.
- » **Monitor** – undertaking activities to encourage compliance such as patrolling parks and reserves, inspecting properties and responding to animal complaints and enquires from members of the public.
- » **Enforce** – issuing an expiation for failing to comply with statutory requirements.

Promoting compliance and responding to community complaints is a key responsibility for Council's Rangers. Some complaints are resolved fairly easily whilst others can be challenging, highly emotive and time-consuming for all parties. Council has well-established processes designed to resolve issues in a manner that takes into account the needs, rights, and responsibilities of all parties involved including the collection of evidence to support claims of non-compliance. An example of the complaint investigation process is summarised here:



SO, YOU WANT TO MAKE A COMPLAINT? NUISANCE BARKING

1. You will be required to lodge a formal request with Council either by phone, email or in person.
2. Council will send you a Resource Kit 'Dealing with a Barking Dog' containing:
 - » Barking Dog Complaint form
 - » 'Dear Neighbour' letter and
 - » 7-day barking diary.

Tip: At this stage, you may prefer to negotiate directly with your neighbour or through a mediation service such as Uniting Communities.

3. You will need to keep a diary of the dog's barking habits for an initial period of 7 days, noting the date, time, weather conditions, number of barks, duration of barking, the reason for the barking if known and the effect the barking is having on you.
4. You will need to forward the completed Barking Diary and Complaint Form to Council. If you don't return the complaint form and barking diary the investigation will not proceed.
5. Council will assess the diary to establish barking patterns and determine the likely reasons for the dog's barking. At this stage, Council will ascertain if other residents are being affected by the dog's barking.
6. Council will advise the dog owner of the complaint and their responsibilities. The Ranger will work with the owner to identify strategies to manage the barking.
7. If the barking stops the case is closed.
8. If the barking continues, more evidence may be required before any further action can be taken. This may include statements from the complainant, audio or visual recordings.



WHY A DIARY?

The diary is a way of collecting evidence on the nuisance barking, and may be presented in court. It helps to establish barking patterns and determine the likely reasons for the dog's barking.

PART B: PRIORITIES & ACTIONS FOR DOGS & CATS



7. PRIORITIES IN DETAIL

Priority areas contained
in this Plan are:

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

Each priority area
includes:

- » Goal
- » Actions
- » Key performance measures. These are a combination of qualitative and quantitative measures.

MONITORING PROGRESS

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



1. COMMUNITY EDUCATION AND COMPLIANCE

Did you know? Dog and cat owners are required to comply with the legal obligations in the Act and Council's Dog By-law.

Council recognises that community education is an ongoing commitment that includes educating existing pet owners, prospective pet owners, children, and the broader community. Community education is a tool to promote compliance and the enforcement of legislation plays a key role in ensuring responsible animal management by owners.

Education can take a variety of forms including online information, seminars, and workshops on topics such as statutory obligations for pet owners, responsible pet ownership, effective control of dogs, dog bite prevention, and nuisance barking. Council also recognises the importance of working with other stakeholders such as dog trainers, vet clinics and other animal agencies to educate pet owners and the broader community on responsible pet ownership.

Council's compliance approach also includes the issuing of relevant expiations related to the by-law and statutory offences under the Act, the *Local Nuisance and Litter Control Act 2016* and the *Local Government Act 1999*. Additionally, Council may opt to prosecute individuals in breach of regulations and requirements.

Promoting compliance and responding to complaints is a key role for Council's Rangers and this involves patrolling parks and reserves, inspecting properties and issuing warnings for minor non-compliance. These duties can be very time consuming as they involve both field and office work.

Why this priority?

This priority underpins the objectives of the Act, the City of Unley's Compliance Policy, and aims to promote behavioural change towards responsible pet ownership.



ANIMAL MANAGEMENT PLAN 29

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
1	Pet owners to gain a better understanding of their legal obligations and of responsible pet ownership.	<p>Develop a targeted education program on the legal obligations of owning a dog and/or cat (New).</p> <p>This program could include online materials (e.g. interviews, videos, tips) and practical sessions on:</p> <ul style="list-style-type: none"> » Legal responsibilities of pet ownership » Unpacking effective control » Importance of dog training and socialisation » Understanding your dog's body language and capabilities » Managing nuisance barking. <p>The practical sessions could include collaborating with professional dog trainers/behaviourists to give out advice around responsible dog ownership and control at popular locations i.e. Big 4 ovals.</p>	<p>Program developed and delivered over the life of this Plan.</p> <p>Greater compliance over the life of this Plan observed through a reduction in compliance for dog offences.</p>	Year 1 & ongoing	Internal/ External
		<p>Develop a 'Welcome to Unley' pet owners kit for new dog owners. (New)</p> <ul style="list-style-type: none"> » This kit could include: » Laws and responsibilities » List of parks and associated dog controls » Practical application of effective control. 	<p>Information kit prepared and accessible in electronic format.</p> <p>Greater awareness of legal responsibilities and compliance observed through a reduction in compliance for dog offences.</p>	Year 2	Internal
2	Improve communication process and procedures.	<p>Review and improve communication processes and systems regarding dog and cat complaints and enquires. (New)</p>	<p>Review completed and recommendations presented for consideration.</p> <p>Improved customer service experience observed through customer satisfaction results.</p>	Year 2	Internal
		<p>Review and update Standard Operating Procedures for the management of dogs.</p>	<p>Review undertaken.</p> <p>Procedures updated.</p>	Year 1	Internal

2. DOGS IN PUBLIC PLACES

Did you know? Council contributed funds towards the development of Marshmallow Fenced Dog Park in the Southern Park Lands as part of the last *Animal Management Plan 2016–2020*.

Council provides a range of public open space where dogs can be exercised (off-leash), on-leash and areas where dogs are prohibited. If dogs are off-leash in designated parks and reserves they must be under 'effective control' (i.e. off-leash and supervised, in close proximity with the dog responsive to commands/instructions) at all times. The dog exercise (off-leash) areas are shared with other activities and effective control is essential to ensure the safety of other users such as children, adults and other animals.

While there is currently no designated 'fenced dog park' in the City of Unley, Council contributed funds towards establishing the Marshmallow Dog Park as part of the last *Animal Management Plan 2016–2020*.

This dog park is in the South Parklands which can be easily accessed by Unley residents. Council also provides supporting amenities for dog walkers such as dog water bowls, dog bag dispensers and bins in numerous parks and reserves.

Why this priority?

This priority underpins the objectives of the Act. It addresses key issues arising from the review of dogs in public places and the community engagement findings which included: inconsistent signage for dog controls city-wide, unclear delineation of different dog zones in the same park, and the management of different activities and users in multipurpose parks.



ANIMAL MANAGEMENT PLAN 31

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
3	Consistent, clear information and signage for dog controls.	<p>Update the 'Unley Parks and Playgrounds' map to include all parks/ reserves/walking trails and amend any incorrect information. (New)</p> <p>Develop and implement a standard suite of signs for dog controls that are consistent across the City. (New)</p> <p>The signage needs to be:</p> <ul style="list-style-type: none"> » Simple, and easy to understand » Located in highly visible locations. <p>Provide signage and/or elements to clearly delineate different zones and dog controls in Heywood, Orphanage and Soutar Parks.</p> <ul style="list-style-type: none"> » This could include natural elements such as mounding, planting of gardening beds, or establishing a row of trees to act as a significant marker. 	<p>Information updated and published online and in hard copy.</p> <p>Increased community awareness of on-leash and off-leash areas in the Council area observed through a reduction in offences for dogs being off-leash.</p> <p>Signage suite developed and installed in parks/reserves.</p> <p>Increased community awareness.</p>	<p>Year 1</p> <p>Year 2</p> <p>Year 5</p>	<p>Internal</p> <p>Internal / External</p> <p>External</p>
4	Promote responsible pet ownership and control.	<p>Promote the use of Marshmallow Dog Park in the South Parklands for community use. (New)</p> <p>Investigate the use of the electronic scoreboards at sporting ovals to promote key messages on responsible dog ownership and control. (New)</p>	<p>Promotional campaign conducted over the life of this Plan.</p> <p>Investigation completed and recommendations presented for consideration.</p>	<p>Year 1 & ongoing</p> <p>Year 1</p>	<p>Internal</p> <p>Internal</p>

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
5	Determine the mix of activities in shared/multipurpose parks.	<p>Review shared use arrangements for Page Park to assess future needs, potential conflict, appropriate mix of activities, park parameters and solutions. (New)</p> <p>This process could be used as a template for other targeted parks and reserves.</p>	Review undertaken and recommendations presented for consideration.	Year 2	External
		<p>Develop criteria to assess and determine the appropriate location of outdoor gym equipment in parks and reserves. (New)</p> <p>Criteria could include:</p> <ul style="list-style-type: none"> » Park size (large parks are preferred as smaller parks concentrate conflicting activities) » Location of adjacent activities and potential conflict. 	Criteria established and implemented.	Year 3	External
		<p>Consider a trial of dog on-leash times at Unley Oval from 3.30 pm – 5.30 pm weeknights. (New)</p>	Trial development, implemented and evaluated.	Year 2	Internal



3. EFFECTIVE CONTROL OF DOGS

Did you know? All dog owners are required to have their dog under effective control at all times in dog exercise (off-leash) areas.

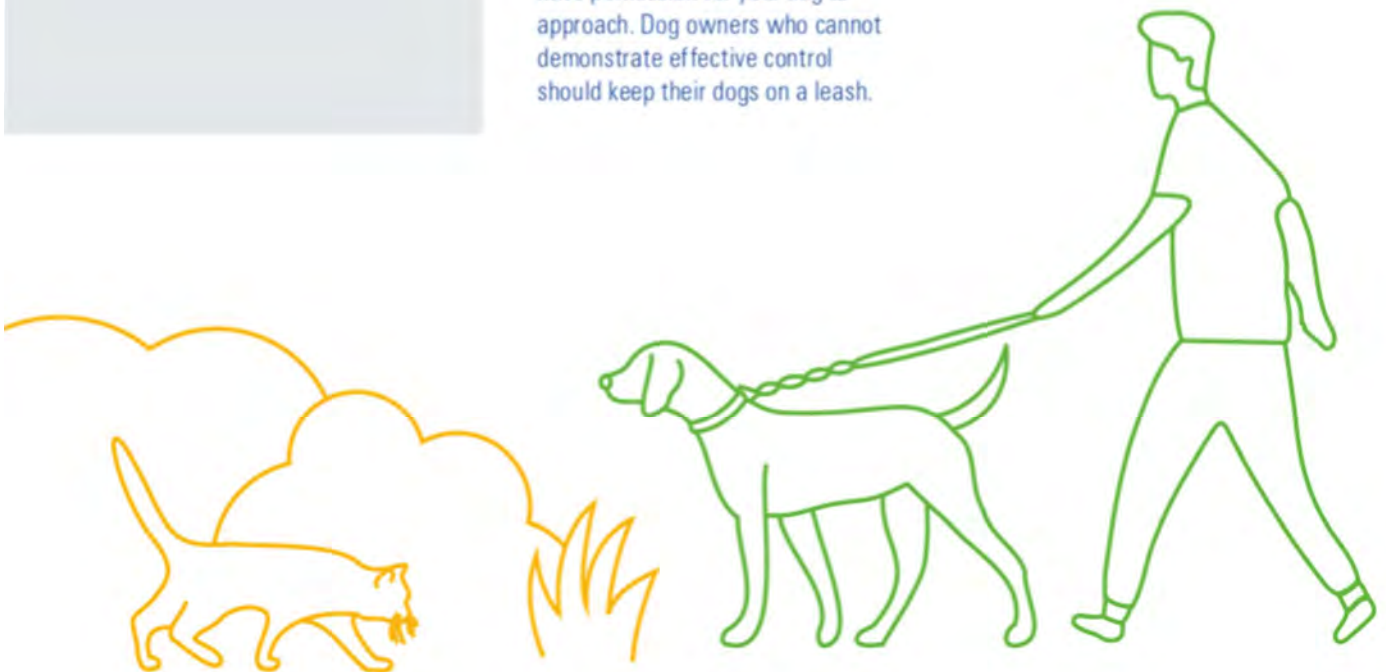
It is a statutory requirement under the Act to have dogs under effective control at all times. For dogs off-leash, effective control refers to the dog owner having their dog under voice command, and in close proximity at all times, so the owner can see the dog and recall the dog when needed.

Having your dog under effective control in a public place is not only a statutory requirement, but also respects the rights and safety of other users in the shared space. It is not appropriate to allow a dog to rush up to children, adults, and other animals in a public place unless you have permission for your dog to approach. Dog owners who cannot demonstrate effective control should keep their dogs on a leash.

It is also a legal requirement to have dogs on leash when walking along streets and verges. A penalty of \$210 may apply to dog owners who do not have their dogs under effective control in a public place.

Why this priority?

This priority supports the objectives of the Act. It addresses the common issue of some owners having poor control over their dogs which was raised in the results from the community engagement survey. Not everyone appreciates un-invited attention from dogs.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
6	Greater understanding of what effective control means.	<p>Develop an ongoing communication and education campaign on the practical application of effective control in dog exercise (off-leash) areas for dog owners. (New)</p> <p>This could include guidelines or a code of conduct on responsible and respectful off-leash etiquette, and dog etiquette webinar series (partnering with a local vet and/or dog trainer on key aspects of responsible dog ownership).</p>	Education campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
		Promote the statutory requirement for dogs to be on-leash on all footpaths and shared use trails. (New)	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
7	Greater compliance among dog owners.	Increase compliance approach on main sporting ovals. (New)	<p>Reduction in the number of complaints regarding lack of effective control.</p> <p>Feedback from patrols.</p>	Year 1 & ongoing	Internal



4. DOG FAECES

Did you know? Dog owners are required under Council's dog by-law to carry a bag or other suitable object to pick up after their dog's faeces and dispose of it correctly.

Council provides dog bag dispensers and bins in most parks and reserves as a way to encourage dog owners to do the right thing. In 2019/20, Council implemented the Dog Poo Fairy campaign at Unley Oval to remind dog owners to pick up after their dogs. This campaign involved new signage and increased patrols at Unley Oval.

The issue of people not picking up after their dog in parks/ reserves and along streets was a common response identified in the community survey. One survey respondent came up with the slogan *'Pick up your poo or we'll get it on our shoe'*. The survey findings highlighted that residents are inconvenienced by the failure of some dog owners to clean up after their dogs whilst in public places. Although Council

has programs in place there was a strong call in the survey for continued education, increased patrols, greater visibility of Rangers and increased enforcement. When dogs are exercising in public places, owners are required to clean up after them. This can easily be done using a scooper and a plastic bag to remove and dispose of the faeces. The penalty for failing to clean up after a dog is \$210 (on the spot fine). This issue is commonly linked to dog owners not monitoring their dogs when off-leash in public places.

Why this priority?

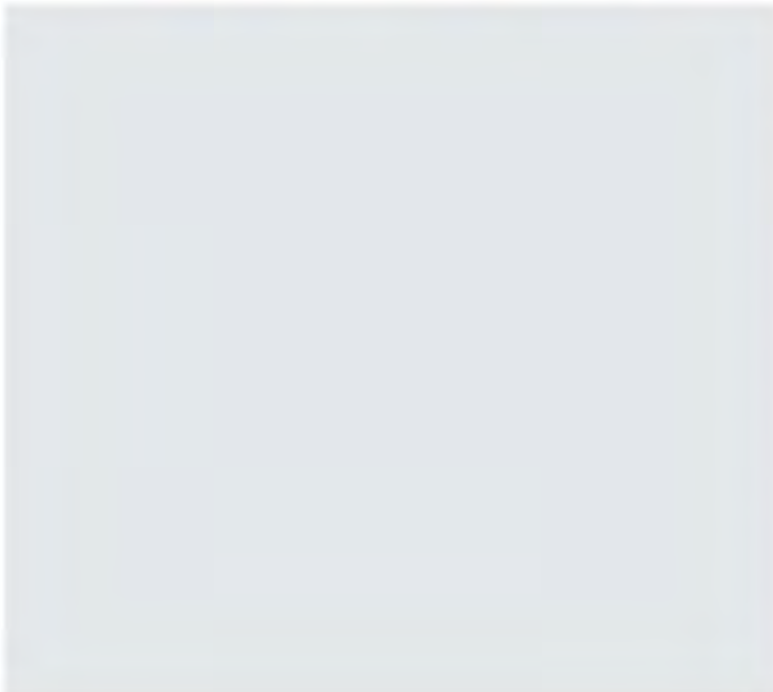
This priority underpins the objectives of the Act and the City of Unley's dog by-law. It addresses the common issue of people not picking up after their dog and promotes the legal obligations of dog owners.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
8	Promote and support responsible management of dog faeces.	<p>Continue the Dog Poo Fairy campaign or similar educational campaign to educate dog owners on their responsibilities.</p> <p>This could include promoting the campaign of <i>'picking up your poo or we'll get it on our shoe'</i> via schools, library, community groups and community houses.</p>	Increased community awareness of legal responsibilities, with reduction in faeces being observed in public spaces.	Year 1 & ongoing	Internal
		Investigate establishing a formal volunteer program to assist with dog poo along popular dog walking locations.	Investigation completed and recommendations presented for consideration	Year 3	Internal
		Investigate the provision of additional bins and poo bags along popular walking routes and at entry/exit of parks and reserves. (New)	Investigation completed and recommendations presented for consideration.	Year 2	External
		Investigate stencilling signs or stickers on pathways including shared walkways to inform dog owners of their legal obligations. (New)	Investigation completed and recommendations presented for consideration.	Year 3	External
		Further explore open space maintenance team members as Authorised Officers.	Business case provided and presented for consideration.	Year 1	Internal

5. NUISANCE BARKING

Did you know? Barking is a normal dog behaviour; however, when excessive it's often considered unacceptable behaviour particularly to surrounding residents.

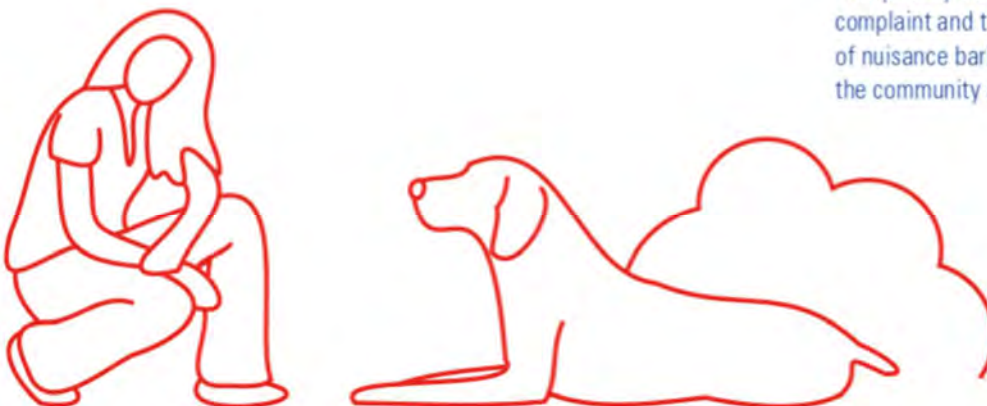


In 2019/20, nuisance barking was a key complaint lodged with Council, accounting for 30% of all dog complaints. There are various reasons why a dog may bark excessively including boredom, loneliness, ill health, or reacting to something in the environment such as a bird, cat, or people walking past the property. Some dog owners may not be aware that their dog is barking and creating a nuisance as the dog tends to bark when they are not at home.

Enforcing compliance and responding to nuisance barking complaints is a key responsibility of Council Rangers. Some complaints are resolved fairly easily whilst others can be challenging, and time consuming for all parties involved.

Why this priority?

This priority addresses a key complaint and the common issue of nuisance barking identified in the community survey results.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
9	Review operating procedures for dogs.	Review Standard Operating Procedure for barking dogs and noisy animals. (New)	Review undertaken.	Year 2	Internal
10	Support dog owners in the management of barking dogs.	Develop a business case and options paper for the use of a qualified dog behaviour trainer or equivalent expert to assist with long standing barking complaints (fee for service). (New)	Business case and options paper developed, and recommendations presented for consideration.	Year 3	Internal/ External
		Actively promote the RSPCA Force-Free Trainers list as a resource for residents. (New)	RSPCA Force-free list promoted to the community.	Year 1 & ongoing	Internal
		Facilitate seminars/workshops on how to manage barking dogs. (New) These sessions could be undertaken in collaboration with a qualified dog behaviour trainer or animal behaviourist. ⁵	Conduct at least one seminar/ workshop per year. Reduced issues and complaints relating to dogs barking.	Year 2	External
		Investigate digital options and alternatives to the barking diary. (New) This may include barking apps to record nuisance barking.	Investigation completed and recommendations presented for consideration. Improve data collection.	Year 4	Internal/ External

5. Refer to the RSPCA Force free list.



6. WANDERING OR ROAMING DOGS

Did you know? Council makes every effort to reunite dogs as soon as possible with their owner. In 2019/20, Council returned 108 roaming dogs to their owners, avoiding impoundment.



Dogs that wander or roam from their property can "cause a nuisance, are often distressed and may attack or harass people or other animals. In some cases, they cause road accidents resulting in injury to the dog and on occasion to vehicle occupants and may cause property damage – all of which becomes the responsibility of the owner of the dog" (DCMB, 2014).

In 2019/20, wandering dogs was the top complaint accounting for 57% of all dog related complaints. Losing a pet can be a distressing time for both the dog and the owner. Council makes every effort to reunite dogs as soon as possible with their owners.

If a dog can be identified via a microchip or registration disk the animal is taken home the same day rather than transported to the Animal Welfare League, Edinburgh North. If a dog is not claimed by the owners within 72 hours, the animal is handed over to the Animal Welfare League for rehoming, if suitable.

The previous 72-hour holding facility (i.e. All Pets Boarding Village) is no longer available for use, therefore, Council is currently transporting dogs to the AWL at Edinburgh North, which means both Rangers and residents have to travel much longer distances to drop off/pick up dogs.

Why this priority?

This priority supports Council's requirements under the Act. It addresses the need for an appropriate and convenient 72-hour detention facility for dogs.



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NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
11	Find a permanent holding facility for dogs and cats.	Investigate options for a short-term holding facility (up to 72 hours) with neighbouring councils or other nearby operators. (New)	Investigation undertaken and recommendations presented for consideration.	Year 2	Internal
12	Educate dog owners on the importance of secure premises and ramifications for owners should the dog be found wandering at large.	Develop a communication and education campaign to reduce the number of dogs escaping their yards and wandering at large. (New) This could include a SMS alert to dog owners about events and/or conditions that may cause dogs to escape e.g. fireworks and storms.	Education campaign implemented over the life of this Plan. Reduction in the number of complaints received relating to dogs wandering at large.	Year 1	Internal
	Incorporate changes resulting from the amendments to the <i>Animal Welfare Act 1985</i>.	Incorporate changes from amendments to the Act as required. (New)	Changes incorporated into relevant policy and practice.	As required	Internal

7. CAT MANAGEMENT

Did you know? In 2019/20, Council had eight (8) cat complaints including nuisance noise, wandering cats and cats defecating in the neighbour's yard.

Unlike dogs, which are required to be registered every year under the Act, cat by-laws such as registration are determined by individual Councils in South Australia. Under section 90 of the Act, local councils have the power to implement a by-law for the control or management of cats. Currently, there are no cat by-laws within the City of Unley. The Dog and Cat Management Board's publication *A Guide to Preparing a Cat By-Law* identifies the type of provisions a Council may address in a cat by-law including cat registration, limits on the number of cats per property, curfews, confinement and wandering at large.

In 2019, the RSPCA and Animal Welfare League (AWL) released a *Cat Management Plan* for South Australia with a state-wide

strategy. This Plan is under consideration by the Dog and Cat Management Board.

Currently, cat owners are mandated by law to have their cats microchipped and de-sexed. Council provides cat cages for hire to the community for nuisance cats, and an annual grant to Cats Assistance to Sterilise (CATS) Inc. for low-cost de-sexing.

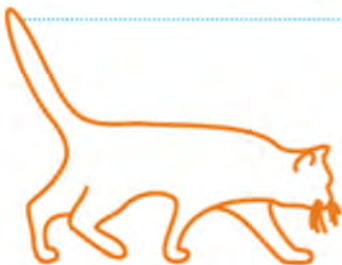
Why this priority?

This priority addresses the responsible management of cats including the compulsory de-sexing and microchipping of cats.



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NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
13	Greater understanding of legal responsibilities for cats.	<p>Develop an educational pack on responsible pet ownership. (New)</p> <p>This could include topics such as:</p> <ul style="list-style-type: none"> » Cats and wildlife » Mandatory de-sexing/ microchipping » Examples of cat confinement (cat condos, cat runs, spinning paddles on fence). 	<p>Information pack developed.</p> <p>Promoted over the life of this Plan.</p>	Year 2	Internal
		Continue to promote the state-wide statutory requirements for mandatory de-sexing and microchipping of cats.	Information disseminated over the life of this Plan.	Year 1 & ongoing	Internal
14	Determine future direction for cat management.	<p>Investigate cat management approaches and by-laws in other local councils.</p> <p>This may include their effectiveness, establishment, and ongoing costs. (New)</p>	Investigation conducted and recommendations presented for the consideration or not of a cat by-law.	Year 2	Internal
		Review arrangements with service providers for cat management services. (New)	Review undertaken and recommendations presented for consideration.	Year 3	Internal
		Incorporate any changes resulting from the DCMB advice regarding the AWL/RSPCA <i>Cat Management Plan</i> for South Australia. (New)	Changes incorporated into practice.	As required	Internal
		Lobby the Local Government Association (LGA) to advocate the State Government for state-wide cat management. (New)	Ongoing advocacy undertaken.	Year 1 & ongoing	Internal



8. COMPULSORY MICROCHIPPING OF DOGS AND CATS



Did you know? As of 1 July 2018, all dogs and cats in South Australia must be microchipped by 12 weeks of age or at the point of sale.

In 2019/20, 86% of registered dogs were microchipped.⁶ A microchip is permanent and providing it meets the required standards and has been inserted correctly, it will function safely for the life of a dog. Compulsory microchipping enables a dog or cat to be linked to its owner, so if he/she is lost or stolen, both dog/cat and owner can be identified and reunited.

If an animal is not microchipped and recorded on DACO, the animal may be impounded rather than returned to the owner given the animal cannot be identified.

Why this priority?

This priority supports the statutory requirements under the *Dog and Cat Management Act 1995* and Council has a key role to play in educating and supporting compliance.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
15	Support compliance of mandatory microchipping of dogs and cats.	Continue to promote the Dog and Cat Management Board's information on compulsory microchipping for dogs and cats.	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
		Reintroduce a microchipping voucher system to provide residents with an accessible service all year round. (New)	Increase percentage of microchipped dogs and cats over the life of this Plan.	Year 2 & ongoing	Internal
16	Promote the benefits of microchipping.	Continue to promote the benefits of microchipping and the implications of having an un-microchipped dog or cat.	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
	Discount in fees and charges.	Continue to provide a discount off the registration fee for dogs that have been desexed and microchipped.	Increase percentage of microchipped dogs over the life of this Plan.	Year 1 & ongoing	Internal

6. No figures are available for cats.

9. COMPULSORY DE-SEXING OF DOGS AND CATS

Did you know? It is a statutory requirement for all dogs and cats born after 1 July 2018 to be de-sexed by six months of age by a registered veterinary surgeon.

This new state-wide requirement was introduced by the Dog and Cat Management Board to reduce the number of unwanted litters of puppies and kittens, and to minimise backyard breeding. De-sexing has a number of benefits including:

- » Dogs: reduces anti-social behaviours such as leg mounting and urine marking in male dogs, reduces territorial behaviour and helps control the dogs urge to wander
- » Cats: reduces the problem and costs of unwanted pets in the community and reduces undesirable behaviours, such as spraying, marking, fighting and yowling (DCMB website, 2020).

In 2019/20, 89% of registered dogs were de-sexed within the City of Unley. A vet may exempt a dog/cat on health and wellbeing grounds, or provide an extension of time. Dogs and cats can be sold entire if they are under 6 months of age; born before 1 July 2018; or owned by breeders registered with Dogs and Cats Online.

Why this priority?

This priority supports the statutory requirements under the Act, and Council has a key role to play in educating and supporting compliance.

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
17	Support de-sexing of dogs and cats.	Continue to promote the Dog and Cat Management Board's information about mandatory de-sexing of dogs and cats.	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
		Continue to review DACO database to identify un-desexed dogs and cats for follow up.	Increase percentage of de-sexed dogs and cats over the life of this Plan.	Year 1 & ongoing	Internal
		Continue to promote low-cost de-sexing programs for dogs and cats.	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
		Continue to provide a discount off the registration fee for desexed and microchipped dogs.	Increase percentage of de-sexed dogs over the life of this Plan.	Year 1 & ongoing	Internal



10. COMPULSORY DOG REGISTRATION

Did you know?

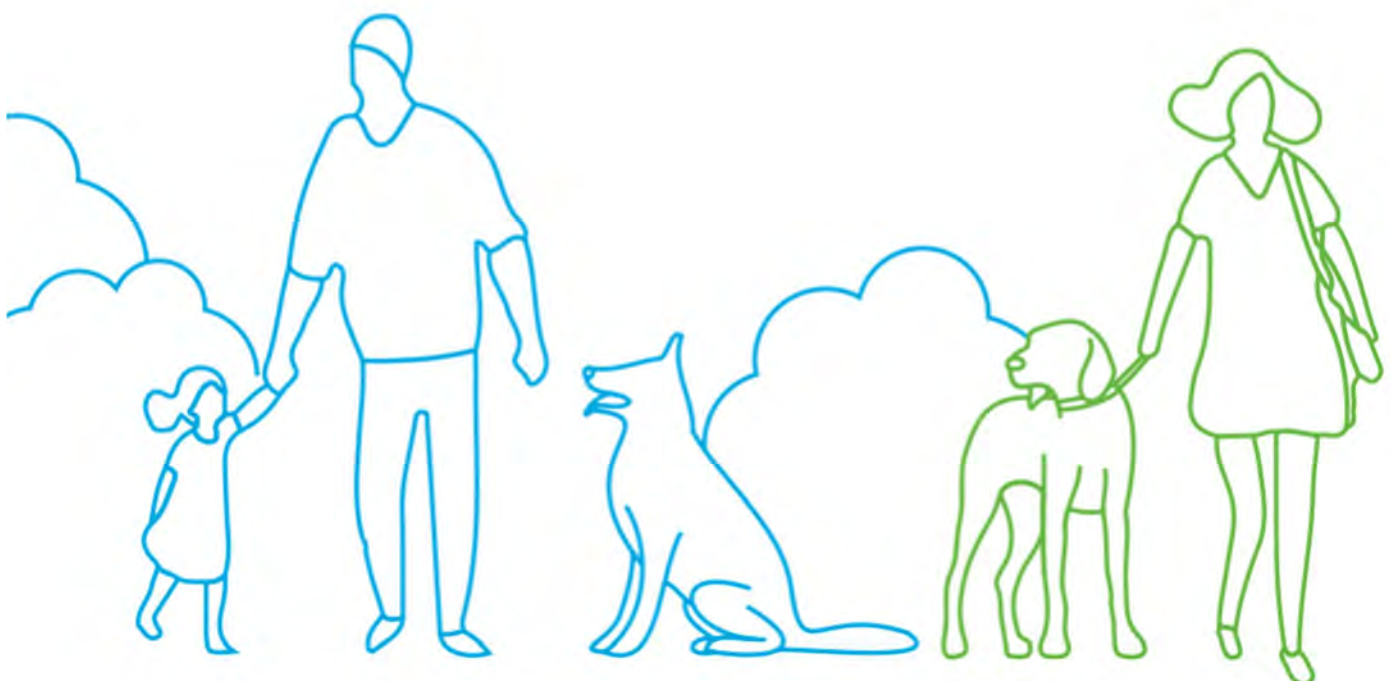
Dogs are to be registered annually by the 31 August.

As of 1 July 2018, a new state-wide registration system known as DACO was introduced to replace the individual Council registration system. This means the Dog and Cat Management Board of SA is now responsible for issuing dog and cat registration renewals and registration discs. However, the pet owner is responsible for keeping their pet's information up to date on DACO, including microchipping details, change of address, or if their dog becomes deceased. Pet owners can access DACO online 24/7.

In 2019/20, there were 4,768 registered dogs within the City of Unley. Part of the registration fees are allocated towards animal management services including investigations, monitoring and resolution of dog issues, patrols of public places to protect public safety and enforcement, and provision of professional advice to the community.

Why this priority?

This priority supports the statutory requirements under the Act.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
18	Maximise dog registrations.	Review DACO database annually to identify unregistered and un-microchipped dogs and follow up. (New)	Number of dog registrations and microchipping uptakes. Increase in dog registrations over the life of this Plan.	Year 1 & annually	Internal/ External
		Investigate a door knock campaign to follow up on unregistered, un-microchipped and un-de-sexed dogs across the City of Unley. (New)	Investigation undertaken and recommendations presented for consideration.	Year 1	Internal/ External
19	Incentives for dog registration.	Continue to review dog registration concessions and discounts annually.	Review undertaken annually.	Annually	Internal
		Investigate a first-year free registration for all dogs adopted from the RSPCA or Animal Welfare League. (New)	Investigation undertaken and recommendations presented for consideration.	Year 3	Internal
		This is to encourage people to adopt rather than shop for a pet.			
20	Promote responsible dog ownership.	Continue to promote the benefits of dog registration and the implications of having an unregistered dog.	Ongoing promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal
		Continue to promote the Dog and Cat Management Board's information about Dogs and Cats Online (DACO) registration system.	Promotional campaign implemented over the life of this Plan.	Year 1 & ongoing	Internal



11. ANIMAL MANAGEMENT TEAM

Did you know?

There are two Rangers in the City of Unley who are authorised to carry out specific functions with powers authorised under the *Dog and Cat Management Act 1995*.

This priority seeks to raise the public profile of the Authorised Officers or Rangers and the significant role they play in educating and supporting the community to meet their statutory requirements. It also identifies the resources required for the Rangers to undertake their role in an efficient manner.

Why this priority?

This priority supports Council's responsibilities under the *Dog and Cat Management Act 1995*. It aims to improve the image of Rangers within the community and provide new resources to ensure efficient work practices.

NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
21	Raise the profile/ image of the Rangers role in the community.	<p>Develop a campaign to raise the profile of Rangers in the community. (New)</p> <p>This may include branding of vehicles, uniforms, creation of videos around the positive roles Rangers play in the community 'Day in the life of a Ranger'.</p>	Campaign developed and implemented over the life of this Plan.	Year 4	Internal
22	Improve work practices and procedures.	<p>Purchase three (3) new microchip readers. (New)</p> <p>Explore technology and systems opportunities for increased mobility by field staff. (New)</p> <p>Review all Standard Operating Procedures over the life of this Plan.</p>	<p>Improved response rate for lost dogs.</p> <p>Increase efficiency of work practices</p> <p>Review undertaken during the life of this Plan.</p>	<p>Year 1</p> <p>Year 4</p> <p>Year 2</p>	<p>External</p> <p>Internal/ External</p> <p>Internal</p>

PART C: ANIMALS OTHER THAN DOGS & CATS



8. OTHER ANIMALS

The City of Unley deals mainly with the management of dogs and cats, although at times staff respond to and address issues regarding other animals including:

- » Bees (recreational beekeeping)
- » Poultry, roosters and birds
- » Farm animals
- » Native wildlife.

Depending on the type of issue, Council may be required to provide:

- » Advice
- » Information
- » Service, or
- » Referral to another organisation.



BEEHIVES IN BACKYARDS

Bees are a vital part of the natural environment – they pollinate plants, and help plants reproduce. Keeping beehives in residential backyards is becoming a popular hobby, but there are a number of legislative requirements that must be followed. These requirements are outlined in the Department of Primary Industries and Regions SA (PIRSA) guidelines *Recreational Beekeeping – A guide to beekeeping in South Australia*.

PIRSA

In South Australia, any person who keeps honeybees must register as a beekeeper with PIRSA every 12 months. Registration applies regardless of the:

- » Number of hives
- » Location or reason for keeping honeybees (i.e. you must register even if only keeping one hive in the backyard for interest)
- » Type of hives.

For further information contact PIRSA on 8226 0995.

City of Unley

Council permits the keeping of bee hives in residential backyards with the provision that the required registration and permit is obtained from PIRSA.

Tip: Residents who wish to keep bee hives in their backyards should first consult with PIRSA.

Tip: Talk to your neighbours before placing hives in the backyard. Let them know how you plan to manage the hives and avoid bees becoming a nuisance.

Nuisance

Bee hives in backyards may cause a nuisance e.g. swarming bees and bee stings. If a nuisance complaint is lodged, Council may help negotiate a satisfactory outcome through discussions with the owner of the hive.

Swarming bees on Council land and property

Council will respond to enquiries regarding swarming bees on Council land and property.

POULTRY

People keep poultry such as chickens, fowls, geese, turkeys and ducks for a number of reasons e.g. as a hobby, living a more sustainable lifestyle and the provision of fresh eggs.

City of Unley

Council allows the keeping of poultry in residential backyards without consent.

Council recommends that poultry be kept in a location, structure and condition that ensures the welfare of the animal and does not cause a nuisance to neighbours or be harmful to a person's health.

Nuisance

Poultry keeping may cause a nuisance to some neighbours e.g. when a rooster is kept creating a noise, when birds are kept in dirty conditions and bird droppings accumulate causing an odour. If a nuisance complaint is lodged, Council may help negotiate a satisfactory outcome.

You can read more about the poultry guidelines on Council's website.



BIRDS

City of Unley

Residents may keep birds as long as they adhere to State and Local Government guidelines, which outline the location and materials for an enclosure or aviary, sanitary conditions and storage of bird food.

Nuisance

Keeping birds may result in a nuisance if certain conditions are not met or maintained. Council may investigate and take appropriate action if birds are found to be unreasonably interfering with a person's enjoyment of their area.

You can read more about the bird guidelines on Council's website.

FARM ANIMALS

City of Unley

The keeping of farm animals (non-domestic animals) such as sheep, goats, cattle, pigs and donkeys will in most instances require a development application (DA) to be submitted to Council.

Nuisance

Keeping farm animals may result in a nuisance if certain conditions are not met or maintained. This is dealt with through the *Development Act* (incoming *PDI Act*) as any animal kept in accordance with a Development Approval is exempt from the *Local Nuisance and Litter Control Act*.

WASP NESTS ON PRIVATE PROPERTY

City of Unley

The City of Unley will undertake the eradication of European wasp nests on private property when reported.

NATIVE WILDLIFE

The City of Unley is home to various native wildlife and this environment can present some hazards to animals. As a resident or visitor to the area, you may find injured fauna in private gardens and/or in the larger community such as koalas, kangaroos, possums and snakes.

If you find injured animals, please contact the relevant organisation who can assist with rescuing and caring for the animal.

Rescue groups/organisations

- » Fauna Rescue of SA Inc. (kangaroos, koalas, possums, flying foxes/bats, lizards and birds): 8289 0896
- » Bird Care and Conservation Society (birds): 8390 3254
- » Koala Rescue (koalas): 1300 562 529

At times, there may be wildlife causing significant problems to your private property e.g. possums living in your roof. For possum related issues contact the Department for Environment and Water on 8204 1910.

City of Unley

The City of Unley provides advice and supports native wildlife through the artificial wildlife box program for possums, micro bats and birds and provides shallow watering bowls along some shared paths.

For a full list of organisations to contact regarding other animals, please refer to Table 7.

HOW TO DEAL WITH NUISANCE?

Animal noise can be a confronting nuisance to surrounding residents. At times the owner of the animal may be unaware of the distress it is causing.

The City of Unley's complaint process was established to ensure that any complaints received are substantiated, all parties involved are well informed, and any animal owners are supported to attempt to reduce the impacts of the nuisance.

Upon completion of a 7-day diary, the information will be assessed to establish whether a pattern of behaviour exists to substantiate an offence under the *Local Nuisance and Litter Control Act 2016*.

If Council is unable to substantiate an offence, you will be informed of the decision and the matter will be closed, unless substantial new evidence that affects the decision or outcome is provided. The key steps in the complaints process are summarised next.

SO, YOU WANT TO MAKE A COMPLAINT?

ANIMAL NUISANCE

1. Lodge a complaint with Council.
2. The Ranger will contact and visit the complainant. Is it potentially a nuisance?

✓ Yes The Ranger contacts the animal owner makes them aware of the alleged nuisance, the requirements of the legislation, and requests that they monitor the situation and take any necessary action to ensure that their animal(s) comply with the requirements of the legislation.

✓ No If No, the case is closed and complainant advised.

3. If the nuisance persists, the Ranger asks the complainant to complete a 7-day diary.
4. Diary returned?

✓ Yes The evidence is reviewed.

✓ No If No, the case is closed and animal owner is advised

5. The evidence is reviewed. Is it a nuisance?

✓ Yes The Ranger supports the owner to reduce the nuisance impact and surveys the neighbours.

✓ No If No, the case is closed and both parties are notified.

6. The Ranger supports the owner to reduce the nuisance impact and surveys the neighbours.
7. All evidence is reviewed.
8. Council determines an appropriate action under the *Local Nuisance and Litter Control Act 2016*.
 - › Expiation
 - › Nuisance abatement notice.



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Table 7: Contact list

ANIMALS	ORGANISATIONS	PHONE (CURRENT AS OF 29/06/2020)	WEBSITE
Recreational beekeeping	Department of Primary Industries & Regions SA (PIRSA)	8226 0995	www.pir.sa.gov.au/biosecurity/animal_ health/bees/beekeeper_ registration
	Adelaide Bee Sanctuary	0412 967 991	www.adelaidebeesanctuary.com.au/ how-you-can-help/become-a-volunteer
Koalas	Department for Environment & Water	8204 1910	www.environment.sa.gov.au/topics/plants- and-animals/Living_with_wildlife/Koalas
Possums	Department for Environment & Water	8204 1910	www.environment.sa.gov.au/topics/plants- and-animals/Living_with_wildlife/Possums
Bats	SA Health	8226 6000	www.sahealth.sa.gov.au/wps/wcm/ connect/public+content/sa+health+internet/ conditions/bites+stings+and+pests/ bats+and+staying+safe+around+them
Foxes	Department of Primary Industries & Regions SA (PIRSA)	8226 0995	www.pir.sa.gov.au/biosecurity/ weeds_and_pest_animals/animal_ pests_in_south_australia/established_ pest_animals/european_red_fox
	Natural Resources Adelaide & Mt Lofty Ranges	8273 9100	www.naturalresources.sa.gov.au/ adelaidentloftyranges/plants-and-animals/ pest-plants-and-animals/pest-animals
Fruit fly	Department of Primary Industries & Regions SA (PIRSA)	8226 0995	www.pir.sa.gov.au/biosecurity/fruit_fly_in_sa
Feral pigeons	SA Health	8226 6000	www.sahealth.sa.gov.au/wps/wcm/ connect/public+content/sa+health+internet/ conditions/bites+stings+and+pests/ feral+pigeons+management+and+control
Rats, mosquitoes & poultry	Eastern Health Authority	8132 3600	www.eha.sa.gov.au/public-health/ pests-and-vermin
Snakes	Snake-Away Services	0413 511 335	www.snake-away-services.websyte.com.au
	Snake Catchers Adelaide	0413 511 440	snakecatchersadelaide.com.au
Koala rescue	Adelaide & Hills Koala Rescue	1300 562 529	www.1300koalaz.com
Kangaroos, koalas, possums, lizards & birds	Fauna Rescue SA	8289 0896	www.faunarescue.org.au
Birds	Bird Care & Conservation Society	8390 3254	www.birdcare.asn.au
Animal rescue and cruelty	RSPCA SA 24-hour Hotline	1300 477 722	www.rspcasa.org.au/services/rescue



12. OTHER ANIMALS

Did you know?

In 2019/20, there were 10 complaints relating to other animals including:

- » 4 roosters (noise)
- » 2 chicken (noise)
- » 2 beehives
- » 1 bird (noise)
- » 1 general noise.



NO.	GOAL	ACTIONS	KEY PERFORMANCE MEASURES	WHEN	RESOURCES REQUIRED
23	Greater public awareness of bee keeping requirements	Promote existing guidelines for beekeeping in residential backyards developed by licenced apiarist organisations.	Guidelines promoted to community.	Year 1 & ongoing	Internal
		Promote City of Unley hosted bee hives at Unley Community Centre as a positive example of good bee keeping.		Year 1 & ongoing	Internal
		Widely promote the legal requirements to register beehives with PIRSA.	Promotional campaign over the life of this Plan.	Year 1 & ongoing	Internal



9. RESOURCES

Some free downloads, posters and handouts are included to educate the community on good dog etiquette and dog body language. These resources may be used on Council's webpage, as a handout, on social media platforms and/or as a part of education campaign.



DOG BODY LANGUAGE

Lili Chin has produced a poster on basic dog body language.

Download poster here:
doggiedrawings.net/freeposters

Other great resources by Lili Chin available on her website at doggiedrawings.net.

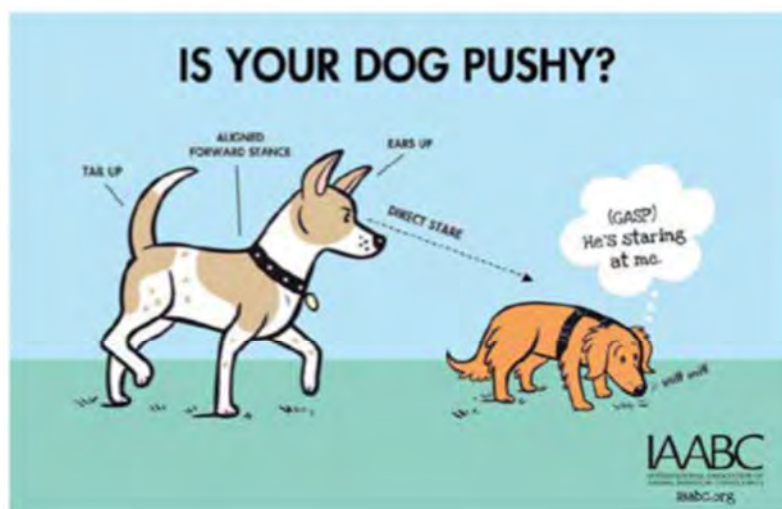


DOG PARK SAFETY PROJECT

This project is by The International Association of Animal Behaviour Consultants (IAABC)

The Dog Park Safety Project provides a series of posters to promote safety in dog parks and in dog play. The posters (JPEG format) can be download from IAABC's Facebook site. Drawings by Lili Chin.

Download poster here:
www.facebook.com/iaabcorp/photos/?tab=album&album_id=10154607479924126



DOGS IN NEED OF SPACE (DINOS)

The poster below has been produced by Jessica Dolce and Dogs in Need of Space. The Dino's website also provides some great messages about responsible and respectful dog etiquette for off-leash dogs.

Here is an excerpt from the DINOS webpage:

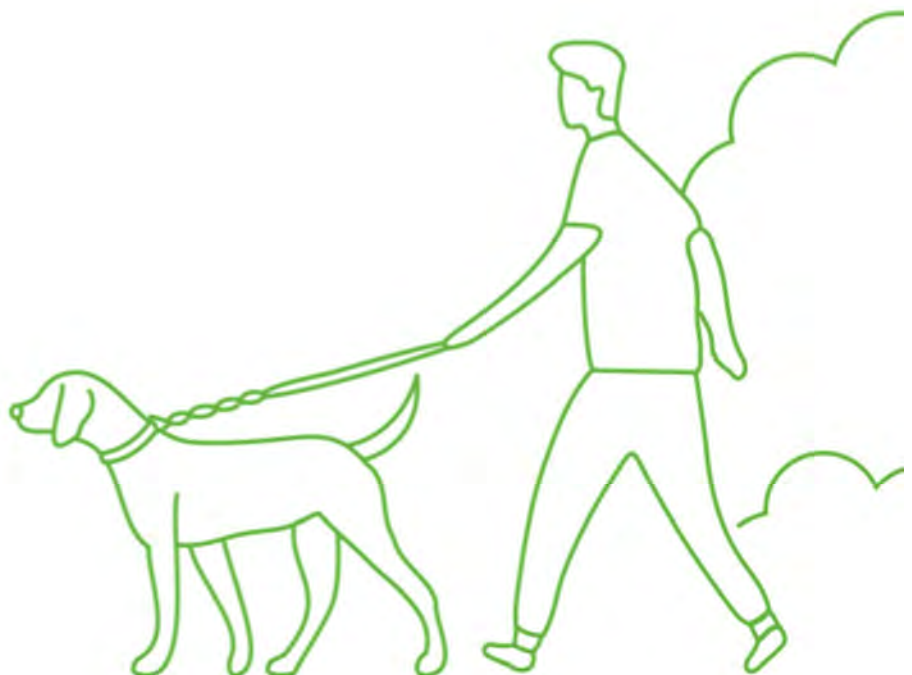
"The best way to approach any unfamiliar dog is by following these easy steps:

- » Obey Leash Laws and Have Your Dog Under Control (even if your dog is friendly!)
- » Always Ask Permission Before Approaching an Unfamiliar Dog
- » Wait for a Response
- » Allow Dogs Enough Space to Pass.

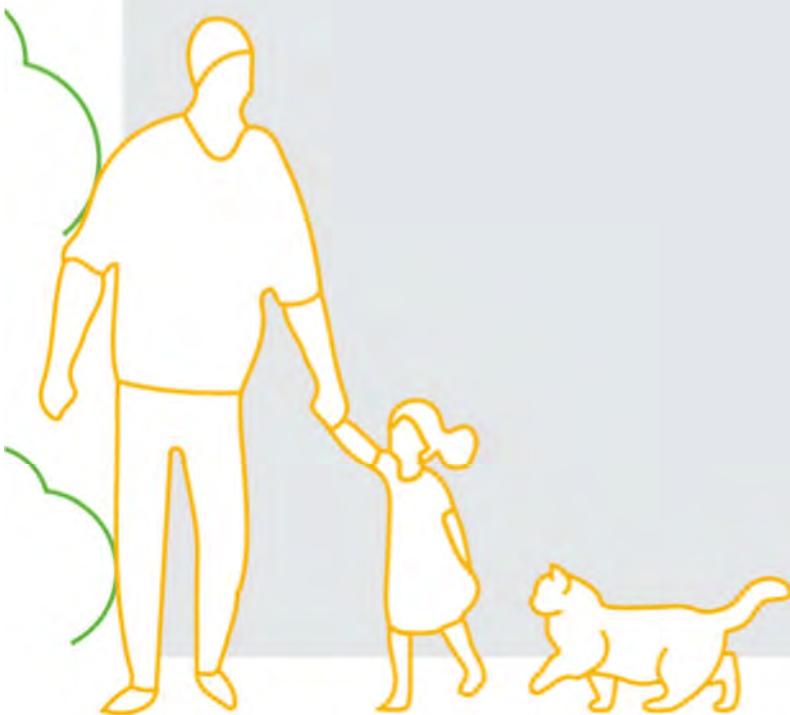
By having your dogs under control and asking permission first, you'll be responsible, respectful, and safe!

Together we can create safe, compassionate communities for people and their pets to enjoy. Responsible dog owners do not leave dogs unattended, allow them to roam loose (unless they are at a designated off leash area), and they abide by leash laws in order to properly manage their dogs while out in public. Responsible dog ownership allows everyone, including children and senior citizens, to have safe, equal access to public spaces."

(DINOS website, 2020).



APPENDICES



APPENDIX A: COMMUNITY ENGAGEMENT

Comprehensive community engagement was undertaken in the preparation of this Plan. The community engagement sought input from the general community on a range of animal management issues.

The community engagement opportunities included:

- » Survey #1: Online community survey on dog and cat management topics (14 April – 5 May 2020)
- » Survey #2: Online community survey on dog access in parks and reserves (14 July – 18 August 2020)
- » Staff workshops
- » Elected Member briefing
- » Social media campaign.

The community was notified about the engagement activities by the following strategies:

- » Social media i.e. Facebook, Instagram, Twitter
- » Stakeholder emails
- » Project Web page
- » Signage in parks and reserves.

The following interactions were recorded during the preparation of this Plan:

- » 223: Survey #1: April-May 2020, completed surveys
- » 326: Survey #2: July – August 2020, completed surveys
- » 1: Formal submission from Cats Inc.



APPENDIX B: CURRENT ON-LEASH, DOG EXERCISE (OFF-LEASH) & DOG PROHIBITED AREAS

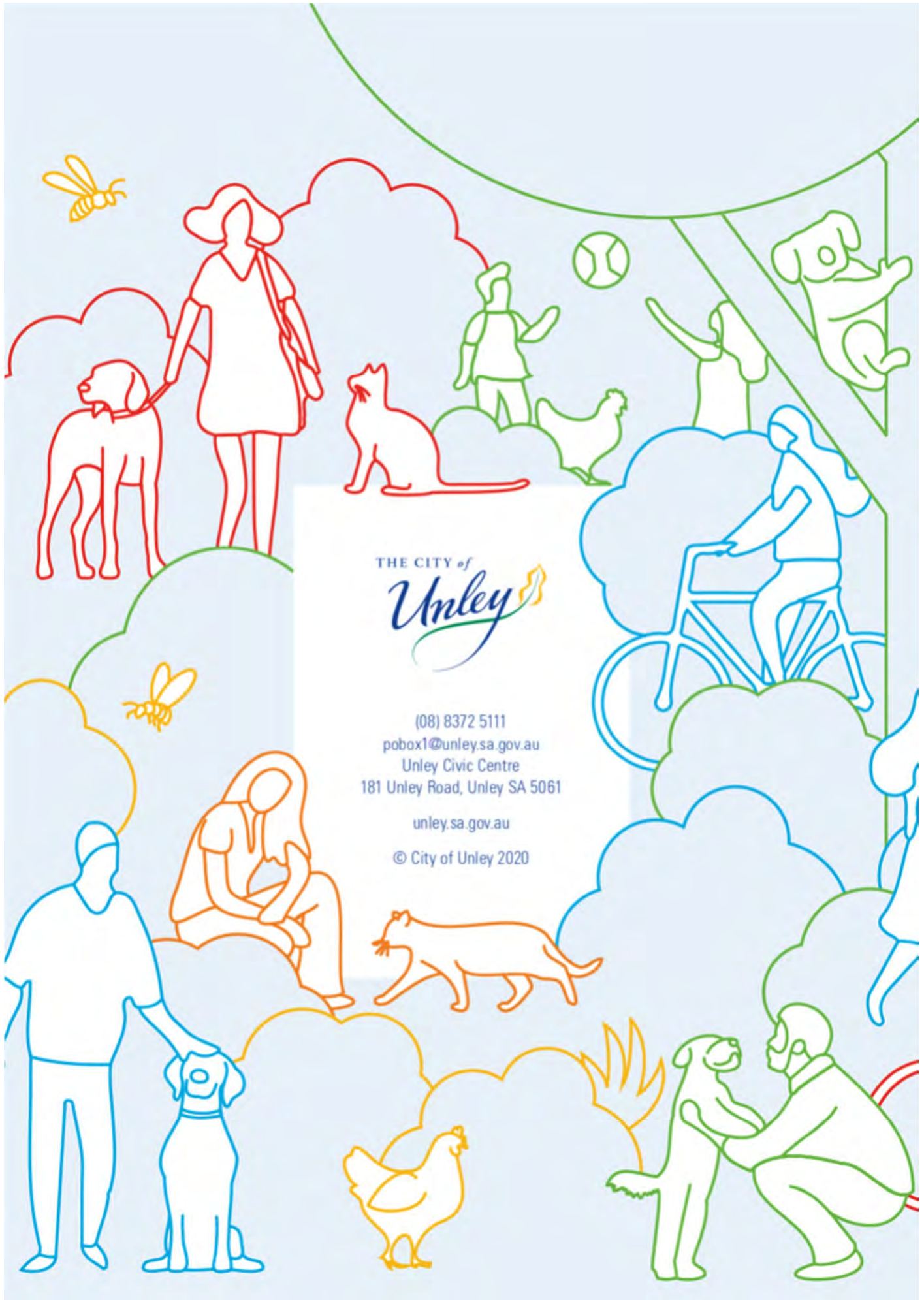


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DOG PROVISION	PARK/RESERVE	SUBURB
Dog Exercise (Off-leash) at all times (with no restrictions at all)	None	N/A
Dog Exercise (Off-leash) at all times (except during organised sport activities)	Goodwood Oval	Millswood
Time-share arrangement	Orphanage Park	Millswood
	Unley Oval	Unley
	Ridge Park	Myrtle Bank
Dog Exercise (Off-leash) between 5 pm – 10 am Daily	Everard Park Reserve	Everard Park
Time-share arrangement	Page Park	Clarence Park
	Forestville Reserve (Unley swimming centre)	Forestville
	Village Green	Unley
	Fullarton Park (Community Centre)	Fullarton
	McLeay Park	Parkside
	Howard Florey Reserve	Parkside
	Fraser Reserve	Myrtle Bank
	Wayville Reserve	Wayville
	North Unley Play Park	Goodwood
Dog Exercise (Off-leash) daily between 5 pm – 10 am Daily and on-leash at all other times	Soutar Park	Goodwood
Different zones in one park	Heywood Park	Unley Park
	Scammell Reserve	Myrtle Bank
Dog Exercise (Off-leash) at all times (except during organised sport activities and no dogs allowed)	Millswood Park & Millswood Sporting Complex	Millswood
Different zones in one park		

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DOG PROVISION	PARK/RESERVE	SUBURB
On-leash at all times	Charles Lane/Walk (linear trail)	Parkside
	Morrie Harrell Playground	Unley
	Soldiers Memorial Gardens	Unley
	Haslop Reserve	Malvern
	Leicester St Playground	Parkside
	Henry Codd Reserve	Parkside
	Windsor St Linear Park	Unley
	Ron Praite Walk & Culvert St (linear trail)	Unley
	Fern Ave Reserve	Fullarton
	Katherine St Reserve	Fullarton
	Hackett Reserve	Parkside
	Yeo Ave Reserve (Highgate Tennis Courts)	Highgate
	Albert Street Corner	Goodwood
	Simpson Parade Reserve (linear Trail)	Goodwood
	Palmer Ave Reserve	Myrtle Bank
	Ferguson Ave Reserve (linear Trail).	Myrtle Bank
	Wilberforce Walk (linear trail between Ethel and Third Ave	Everard Park
	Kings Park Reserve	Kings Parks
Dogs prohibited at all times	Princess Margaret Playground	Black Forest
	Dora Gild Play Park	Clarence Park
	Goodwood Community Centre	Goodwood
	Unley Park Sports Complex	Unley Park



DECISION REPORT

REPORT TITLE:	DRAFT LIVING WELL PLAN
ITEM NUMBER:	4.3
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	MARCIA MUDGE
JOB TITLE:	TEAM LEADER COMMUNITY & CULTURAL DEVELOPMENT
ATTACHMENTS:	1. LIVING WELL - UNLEY'S PLAN FOR HEALTH AND WELLBEING

1. **EXECUTIVE SUMMARY**

This report seeks Council's endorsement of the draft Living Well Plan, the City of Unley's Plan for public health and wellbeing, for the purpose of community consultation.

The draft Living Well Plan is aimed at ensuring the City of Unley is prepared to address emerging health issues and trends in our community, and aligns with the South Australian Government's vision for a 'healthy, liveable and connected community for all South Australians'.

The draft Living Well Plan is Council's second Health and Wellbeing Plan, developed to meet the requirements of the South Australian *Public Health Act 2011* (the Act). Under the Act, local councils are required to prepare and maintain public health plans.

Informing many of Council's functions and activities, this draft Living Well Plan is the lead document to guide the implementation of actions in our capacity as a local public health authority.

The key components of this Plan have been developed with input from community members, key stakeholders and staff through an initial engagement process.

The draft Living Well Plan is now presented to Council for endorsement in order to proceed to community consultation.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The draft Living Well Plan as set out in Attachment 1 to this Report (Item 4.3, Council Meeting, 23/11/2020) be endorsed for the purpose of community consultation.
3. Following the completion of community consultation a final Living Well Plan be presented to Council for endorsement

3. RELEVANT CORE STRATEGIES/POLICIES

Council's Community Plan and 4 Year Delivery Plan

1. Community Living

1.1 Our Community is active, healthy and feels safe.

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

2. Environmental Stewardship

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

The Living Well Plan provides strategies to guide Council's actions in our capacity as a local public health authority under the *Public Health Act 2011* (the Act). The Living Well Plan links to Council's Active Ageing Strategy, Living Young Action Plan, Living City Open Space Strategy and the City of Unley Walking and Cycling Plan 2016-2021.

4. BACKGROUND

The draft Living Well Plan is Council's Health and Wellbeing Plan, and has been developed to meet the requirements of the Act. Under the Act, councils are required to prepare and maintain public health plans, building upon the State's vision for a 'healthy, liveable and connected community for all South Australians'.

In fulfilling requirements of the Act (Section 51), the Cities of Unley and Mitcham developed a Regional Plan for Public Health and Wellbeing, which was adopted by Council at its meeting on 11 August 2014 (Item 1220/14).

It is a requirement of the Act (Section 52) that Council provides an update on the progress of implementation of the Plan to SA Health biennially. Previous progress reports have been provided to SA Health to meet this requirement.

Section 51(19) of the Act requires that once prepared and in place, the plan must be reviewed at least once in every five years. This first review has now been completed as the inaugural Living Well plan has now been in place for five years.

This new plan is also required to incorporate changes to the updated State Public Health Plan (2019-2024).

The current State Public Health Plan priorities are:

- Promote: build stronger communities and healthier environments.
- Protect: against public and environmental health risks and respond to climate change.
- Prevent: chronic disease, communicable disease and injury.
- Progress: strengthen the systems that support public health and community wellbeing.

This update to the Living Well Plan has been conducted separately from the City of Mitcham by mutual agreement as the first iteration demonstrated the differences in approaches and community needs in relation to addressing and reporting public health progress and outcomes.

5. DISCUSSION

About the Draft Living Well Plan

The draft Living Well Plan recognises local public health issues and sets actions against the four identified priorities of the State Public Health Plan.

The Act recognises Council as the local public health authority for its area, with a role to lead and coordinate actions for our local community, deliver services and initiatives, and to advocate, regulate and partner as appropriate. This State Public Health Plan does not imply that Council's area of responsibility should increase to encompass all aspects of public health. Rather, it is acknowledged that protecting, promoting and improving public health requires the effort and interventions of local, State and Commonwealth governments, along with non-government and private providers.

The draft Living Well Plan is aimed at ensuring that Council provides every opportunity to realise a healthy community. It encourages a community that is active, connected, safe and equitable and embraces healthy living and wellbeing. The Plan provides a foundation for collaboration and partnerships for strengthening community health and wellbeing. The draft Living Well Plan is provided for Council's consideration.

Attachment 1

How the Draft Living Well Plan was Developed

The draft Living Well Plan has been developed through:

- A comprehensive analysis of demographic data and health and liveability statistics which inform the 'State of Health' of the City of Unley (Part B of the draft Living Well Plan);
- A review of the National, State and Regional policy content to ensure alignment between the City of Unley's draft Living Well Plan and broader health priorities;

- An initial community survey conducted through 'Your Say Unley', with 134 responses received;
- Community consultation at the Unley Library and Fullarton Park Community Centre;
- Engaging the professional expertise of Council Officers to explore how health and wellbeing can be promoted through various functions;
- A review of Council's Community Plan and corporate strategies; and
- Consultation with SA Health and key partners and stakeholders.

Overview of the Draft Living Well Plan

The aim of the update to the draft Living Well Plan is to review Council's priorities for promoting public health and wellbeing. Consideration has been given to the *State of Health* of our area; emerging trends and priorities since the 2014 plan; and in consideration of the 2019-2024 State Public Health Plan priority areas.

The draft Living Well Plan is presented in 4 parts:

- Part A: Outlines the purpose and principles of the draft Living Well Plan.
- Part B: Summarises our local State of Health.
- Part C: Provides strategic directions for Living Well in Unley.
- Part D: Outlines a plan for implementation and reporting.

In particular, the Plan outlines Council's existing commitments and initiatives for health and wellbeing, identifies gaps and recommends strategies for future consideration, collaboration and implementation.

The draft Living Well Plan is a strategic document that guides Council's work to maintain and improve the health and wellbeing of our community. It brings together and recognises the important contribution Council makes to community health, and guides our actions over the next five years with a focus on creating the conditions and environments that enable health and wellbeing at every stage of life.

This supports our Community Plan vision of:

'A City that is recognised for its enviable lifestyle, environment, business strength and civic leadership'.

The draft Living Well Plan addresses four focus areas for community health and wellbeing in the City of Unley:

1. An Engaged and Purposeful Community
2. A Healthy and Active Community Inside and Out
3. A Safe Community
4. An Inclusive and Connected Community

The majority of actions outlined in the plan are ongoing, existing activities of Council and therefore there is no additional cost or resourcing required to fulfill these commitments. There are also a small number of actions listed as “Development Needed”, which acknowledges existing initiatives requiring enhancement, as well as entirely new actions proposed.

Next Steps

Following Council’s endorsement, community engagement on the draft Living Well Plan will be undertaken for three weeks in December 2020, with feedback provided informing the finalisation of the Plan for Council’s consideration.

Following final endorsement of the Plan, a staff project team will be established to oversee implementation, evaluation and reporting on the Plan. Priority tasks for the project team are to develop an action implementation plan, agree on measures and set up formal partnerships. The project team will also need to report biennially to SA Health on the progress of regional public health planning. The first report will be made in 2022.

The next formal review of the Living Well Plan is required to occur in 2025/26.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The draft Living Well Plan as set out in Attachment 1 to this Report (Item 4.3, Council Meeting, 23/11/2020) be endorsed for the purpose of community consultation.
3. Following the completion of community consultation on the draft Living Well Plan, a final Living Well Plan be presented to Council for endorsement.

This option provides endorsement of the draft Living Well Plan for the purpose of community consultation.

The draft Living Well Plan includes updated priority areas and meets Council’s requirement as a local public health authority.

A final version of the draft Living Well Plan, including a report on the results of the community consultation, will be presented for Council’s endorsement.

Following this, a cross organisational staff “Living Well Project Team” will be established to implement the actions endorsed in the Plan.

Option 2 –

1. The report be received.
2. Subject to the following amendments and/or additions, the draft Living Well Plan as set out in Attachment 1 to this Report (Item 4.3, Council Meeting, 23/11/2020) be endorsed for the purpose of community consultation.
 - Amendments requested to be inserted here
 - Amendments requested to be inserted here
3. The CEO be authorised to make editorial or formatting amendments to the draft Living Well Plan if required to finalise the document for community consultation.
4. Following the completion of community consultation, a final Living Well Plan be presented to Council for endorsement.

Council may wish to request amendments and/or additions to the draft Living Well Plan. These changes can be incorporated for the purposes of the community consultation, without the need to come back to Council for further consideration. A final version, including a report on findings of the community consultation and any modifications made, will be presented for Council's consideration.

Should Council wish to amend the draft Living Well Plan, consideration should be given to the context of the Plan, the requirements of both the South Australian *Public Health Act 2011* and the State Public Health Plan, the role of local government in providing for community health and wellbeing, potential financial impacts and constraints and project timeframes.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The development of the draft Living Well Plan has been undertaken within the approved operating budget for 2019/20 and 2020/21. The cost of ongoing implementation will be built into existing programs and managed and approved through Council's Annual Business Plan and Budget process. Note that there are no increased costs to Council in accepting the recommendation.

8.2 Legislative/Risk Management

- It is a requirement of the South Australian *Public Health Act 2011* that Council has a public health plan.
- The draft Living Well Plan presented meets the requirements of both the Act and the State Public Health Plan.

- Once endorsed, the Plan will provide the direction and guidance for the implementation of strategies that maintain and improve the health and wellbeing of our community, aligned to State's vision for a 'healthy, liveable and connected community for all South Australians'.

8.3 Staffing/Work Plans

- Staff work plans have been factored into the 2020/21 budget to support the time commitment associated with community consultation for the draft Living Well Plan, as well as the consolidation of feedback and updating of the final document.
- Once Council approves the final Living Well Plan, implementation will occur within staffing resources in the 2020/21 Annual Business Plan and Budget, noting that this can occur within existing staffing numbers and no additional resources are required.

8.4 Environmental/Social/Economic

- The draft Living Well Plan will positively contribute to Council's Community Plan objectives, supporting several environmental, social and economic outcomes and also contributes to the local community's health and wellbeing and sense of place which is supported across a number of Council strategies.

8.5 Stakeholder Engagement

- A community survey with 134 responses and two community workshops were held to obtain initial community input into the draft Plan. Additionally, consultation has been conducted with Council staff and stakeholders at SA Health.
- Once endorsed for community consultation, the following will occur:
 - An online feedback portal through Your Say Unley website.
 - Social media campaign to encourage interaction with Your Say Unley feedback portal.
 - The draft Plan will be on display at Council's Civic Centre.
 - Email the draft Plan to the primary care representative body, Adelaide Primary Health Network (PHN), Council volunteers database and community database to encourage engagement with the Your Say Unley feedback portal.
 - Once community consultation feedback has been incorporated, the draft Living Well Plan will be provided again to the Minister for Health, Chief Public Health Officer, Central Adelaide Local Health Network, Southern Adelaide Local Health Network and Women's and Children's Local Health Network for feedback. Following endorsement by Council, this the final plan will be formally submitted to the Chief Public Health Officer.

9. REPORT CONSULTATION

Detailed consultation has been undertaken with key internal stakeholders during the development of this Plan. This included representatives across the Community Connections, Community and Cultural Facilities, Operations, City Design, Strategic Assets, and Planning teams.

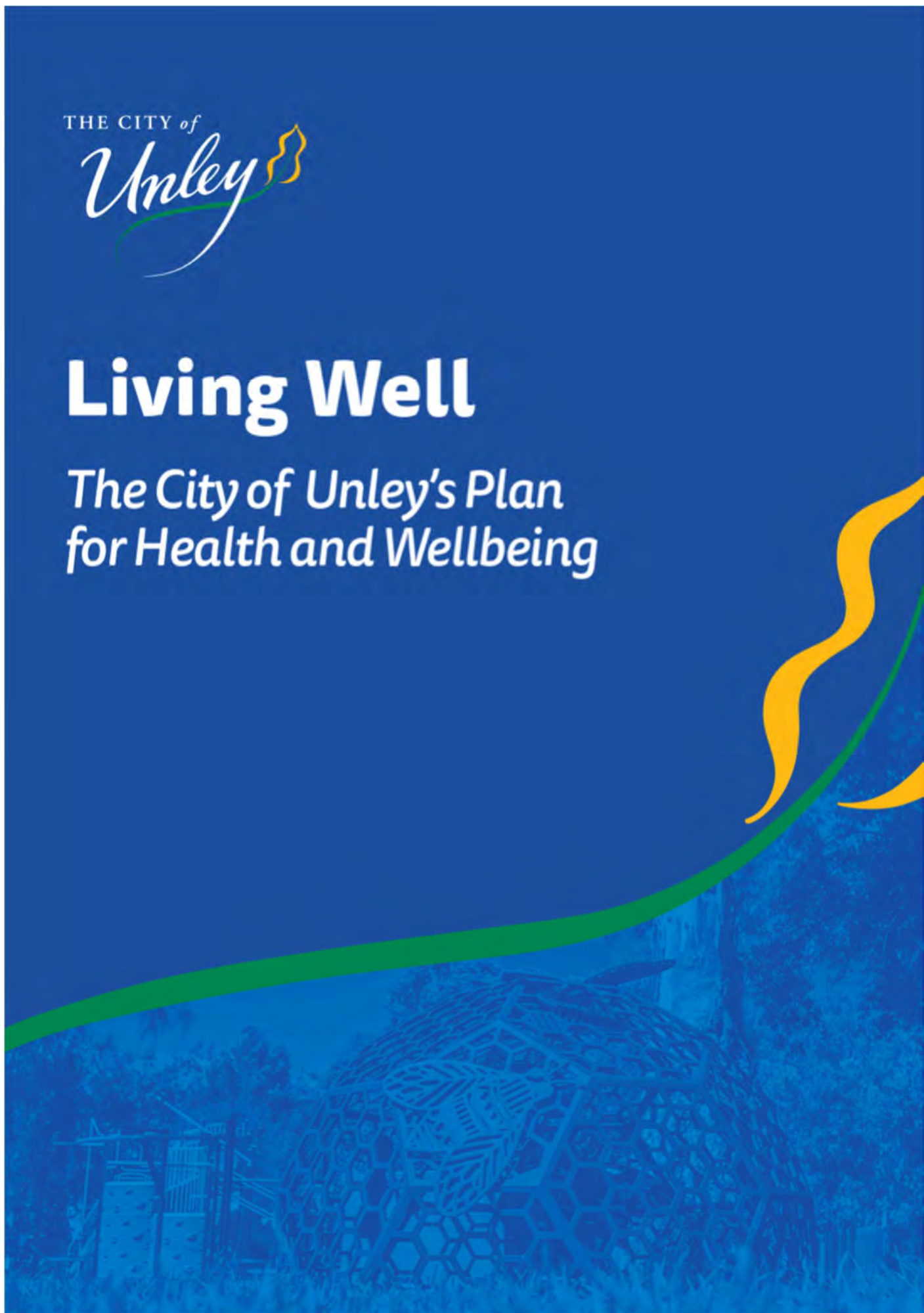
10. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services
Mandy Smith	Manager Community Development & Wellbeing



Living Well

*The City of Unley's Plan
for Health and Wellbeing*





Mayor's Statement

I am delighted to present Living Well, the City of Unley's Plan for public health and wellbeing. This plan responds to emerging health issues and trends in our community, and aligns with the state's vision for a 'healthy, liveable and connected community for all South Australians'.

The City of Unley is committed to playing a key role in shaping our local environment and providing council services for the health and wellbeing of our community. Living Well articulates the actions Council will take to maintain and improve health for all people who live, work, study and play in the City of Unley. We embrace this opportunity to promote healthy living through our direct roles and partnerships with others.



During the development of the Living Well Plan, Council and our community have faced the global Coronavirus pandemic. This period has highlighted the crucial role we play in promoting and protecting the health of our community, and I am especially proud of our community and staff for their work in developing this plan during this time.

Living Well addresses our current and emerging public health challenges and provides us with a framework for action for the next five years. We are committed to building our capacity, as well as working with our community, to address our four focus areas for living well:

1. An engaged and purposeful community
2. A healthy and active community inside and out
3. A safe community
4. An inclusive and connected community

Mayor Michael Hewitson AM

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Introduction

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Context

Good health enhances quality of life, increases our capacity for learning, and strengthens families and communities¹. The City of Unley community values its health and wellbeing, and feeling safe². Council plays a vital role in supporting these values. We aim to promote health through our functions and services, and in our capacity as a local public health authority under the SA Public Health Act 2011³.

Living Well, Council's second Public Health and Wellbeing Plan, has been developed to meet the requirements of the SA Public Health Act 2011 (the Act). Under the Act, local councils are required to prepare and maintain regional public health plans for their areas, building upon the state's vision for a 'healthy, liveable and connected community for all South Australians'.

In developing Living Well, the City of Unley recognises that health and wellbeing means different things to different people, and priorities may differ as people transition through life stages and circumstances.

We've adopted the following commonly accepted definitions:

Public Health: The health of individuals in the context of the wider community³.

Health: A complete state of physical, mental and social wellbeing, not merely the absence of disease or illness⁴.

Wellbeing: The condition or state of being well, contented and satisfied with life. Wellbeing has several components, including physical, mental, social and spiritual. Wellbeing can be used in a collective sense to describe how well a society satisfies people's wants and needs⁵.



¹ Adelaide Statement on Health in All Policies. WHO, Government of South Australia, Adelaide 2010

² Your Say Survey Results 2020

³ South Australian Public Health Act 2011

⁴ World Health Organisation

⁵ Measuring progress, Cited 1998. Department of Human Services Environments for Health. Municipal Public Health Planning Framework. Victorian Government. Melbourne, 2001

Overview

Living Well is a strategic document that guides Council's work to maintain and improve the health and wellbeing of our community. It brings together and recognises the important contribution Council currently makes to community health, and guides our actions over the next five years with a focus on creating the conditions and environments that enable health and wellbeing at every stage of life.

In 2014, Council developed and endorsed its first Living Well Public Health and Wellbeing Plan in partnership with the City of Mitcham. This second iteration of the plan has been prepared independently and solely focused on the City of Unley. The aim of this second plan was to review Council's priorities for promoting public health and wellbeing with consideration of the state of health in our area, emerging trends and priorities since the 2014 plan, and in consideration of the 2019-2024 State Public Health Plan priority areas of:

- **Promote:** Build stronger communities and healthier environments
- **Protect:** Protect against public and environmental health risks and respond to climate change
- **Prevent:** Prevent chronic disease, communicable disease and injury
- **Progress:** Strengthen the systems that support public health and wellbeing.

This new Living Well Plan supports our Community Plan vision of:

'A City that is recognised for its enviable lifestyle, environment, business strength and civic leadership' and addresses the four focus areas for community health and wellbeing in the City of Unley.

Objectives and actions are listed under each focus area, providing the framework for our health and wellbeing action with a line of sight to Council's Community Plan and relevant Council strategies: Living Active – Sport and Recreation Plan, Living Young Action Plan, Living City Open Space Strategy, Active Ageing Strategy, Environmental Sustainability Strategy, Traffic Pedestrian and Cycle Plans, Asset Plans, Tree Strategy, the (draft) Cultural Plan, and the (draft) Disability Access and Inclusion Plan.

Figure 2 City of Unley Strategic Planning Framework and Vision⁶

Our Vision

Our City is recognised for its enviable lifestyle, environment, business strength and civic leadership.

Our Strategic Planning Framework



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The Living Well Plan is structured as follows:

- **Part A – Introduction:** An introduction and overview to the background and structure of the Living Well Plan.
- **Part B – Our Local State of Health:** An overview of the City, demography and the state of health as it relates to each of the four focus areas of the Living Well Plan.
- **Part C – Strategic Directions for 'Living Well' in Unley:** Objectives and actions for the four Living Well focus areas, demonstrated alignment to our Community Plan, the State Public Health Plan, and relevant Council strategies.
- **Part D – Implementation and Reporting:** Guidance on implementation strategies, which apply across the suite of actions in the plan, and a guiding framework for reporting on plan progress.



Role of Local Government

Council plays many roles in the planning and delivery of community health and wellbeing and can influence the local social, economic and natural and built urban environments that are critical to promoting healthier lifestyles. Various Council functions shape our local environment and play a role in protecting and promoting health and these include:

- Community services, activities and events to promote socially inclusive and vibrant communities
- Libraries for community education and information sharing
- Urban and infrastructure planning functions to promote environments for physical activity and access for people of all ages and abilities
- Environmental health functions and services such as immunisation and public health management to provide education, support safe environments and control and support the community to stop the spread of infectious diseases

A range of stakeholders play a role in shaping health and wellbeing in the City of Unley. This plan recognises the scope of the role of local government in promoting and supporting community health and wellbeing. The role of Council will be dependant upon the significance of the issue, available resources and funding, and legislative responsibilities. Living well is a responsibility of everyone in the community and Council and others have a role to play in this.

The role of Council has been defined within this plan by the following categories:

Coordinate: Council has a lead role in project management and program/service delivery. It is a core role and function of Council. Council has direct legislative responsibilities.

Facilitate: Council can facilitate public health outcomes through partnerships, consultation, information provision or community support.

Advocate: The action is outside of the scope of Council's role. Council will advocate on behalf of the community to the responsible agency or government department.

No role: There are instances where Council does not have a role to play.

Council public health plans cannot address all public health issues, rather they are a first step to articulating key public health issues to be managed within the scope of current functions.

While councils are the local public health authority under the Act, they are not solely responsible for addressing public health priorities in their community. Public health planning provides a mechanism for councils to adopt a variety of roles for addressing public health matters for their communities.



Developing the Living Well Plan

Living Well recognises and builds upon the current activities of the Council that influence public health and wellbeing. The plan has been developed through:

- A comprehensive analysis of demographic data, and health and liveability statistics which inform the 'state of health' of the City of Unley (Part B of the plan)
- A review of the national, state and regional policy content to ensure a line of sight between Unley's plan and broader health priorities
- A community survey through 'Your Say Unley'
- Engaging the professional expertise of Council officers to explore how health and wellbeing can be promoted through various functions
- A review of Council's Community Plan and corporate strategies
- Consultation on the draft plan with the City of Unley community, the Chief Public Health Officer, and key partners and stakeholders

Guiding Planning Concepts

Living Well embraces four key concepts.

Population Health Approach

Population health aims to improve the health of the entire population whilst reducing health inequities. It acts upon the broad range of social, economic, environmental and physical factors and conditions that influence our health – collectively known as the 'social determinants of health'.

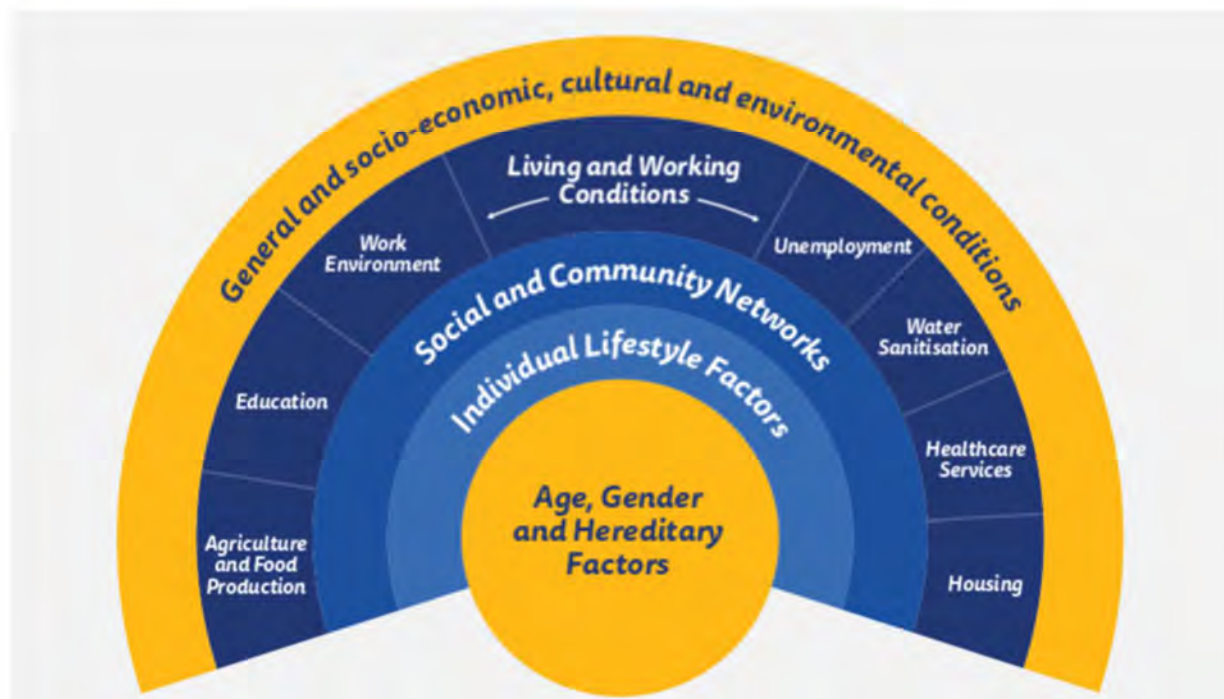
Living Well acknowledges the range of factors that impact on the health and wellbeing of individuals and communities. Figure 1 shows the array of determinants of health and how they relate to each other⁷.

Figure 1 Framework for the determinants of health⁸

Health in All Policies

Health in All Policies is an approach by the South Australian Government, underpinned by an assumption that health is not merely the product of health care activities, but is influenced by a wide range of sectors. The Health in All Policies initiative works across government to better achieve public policy outcomes.

A Health in All Policies approach in the local government context can incorporate a number of strategies to improve community health and wellbeing, and strategically link areas not traditionally recognised as delivering 'public health' value. In this approach, local government contributes to public health outcomes using its sphere of control to integrate health objectives and outcomes within policy and planning⁹.



⁷ State Public Health Plan 2019–2024, Department for Health and Ageing, Government of South Australia

⁸ The determinants of health, World Health Organisation.

⁹ Guide to Regional Public Health Planning: A resource to assist in the preparation and maintenance of a regional public health plan. Draft for Consultation 2019, Local Government Association of SA

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Council is committed to Health in All Policies through integrating health considerations across functional areas. There is a role for all staff to play in supporting the health and wellbeing of our community.

Life-Course and Place-Based Approaches

The Life-Course approach considers the assumption that, throughout life, individuals are likely to experience multiple changes in health, and these changes may be influenced by the places in which people spend their time. A deep understanding of the interaction between place and life-stage on health and wellbeing can be used to design and deliver both place-based and life-stage-specific initiatives that address the key pillars of active ageing including health, lifelong learning, participation and security.

Diversity and Inclusion

Public health action is strengthened when the needs of people of all ages, gender, cultural background, economic status, and other differences are considered.

Inclusion occurs when a diversity of people feel valued and respected, have access to opportunities and resources, and can contribute their perspectives and talents to their community.



PART B

Our Local State of Health



The State of Health data, beginning with an overview of the City and its demography, then exploring the state of health as it relates to each of the four focus areas of the Living Well Plan.

State of Health data has been obtained from various sources including the City of Unley Population Health Profile which details Council data for a selection of indicators of public and population health and their determinants, drawn largely from data published for Local Government Areas (LGAs) and Population Health Areas (PHAs) by the Public Health Information Development Unit (PHIDU)¹⁰.

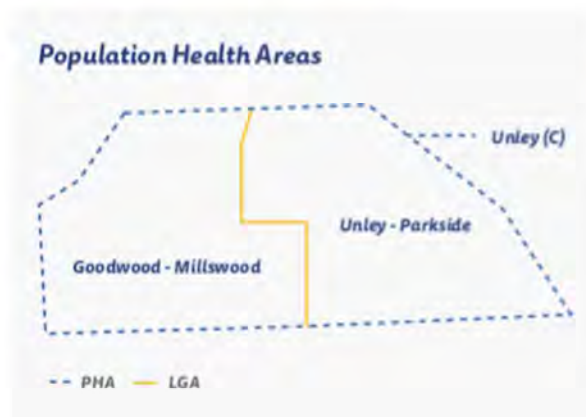
¹⁰ Population Health Profile-City of Unley 2019, Public Health Information Development Unit (PHIDU)

Our City: A General Overview

Located four kilometres south-east of Adelaide's CBD, the City of Unley has a land area of 14.4 square kilometres. The City is mostly residential and includes some commercial and industrial areas. Its population is over 39 000 and, based on estimates¹¹, it is expected to increase by approximately 7000 by 2040. Population movement has been significant, as indicated by an estimated 40% of people who had a different address nine years ago, in 2011.

The City of Unley is engaged in quality urban design that maintains and enhances the distinctive character of spaces and places, including buildings, pedestrian amenity, parking and housing. The City is also noted for its bike and walking trail infrastructure, encouraging the use of active transport to access services and amenities, and enjoy tree-lined streets, parks and open spaces.

Figure 3: Population Health Areas



Socio-Economic Profile of our Community

The region has two Population Health Areas (PHA), Unley-Parkside, and Goodwood-Millswood (Figure 3).

Achieving an overall 'Socio-Economic Indexes for Areas (SEIFA)'* score of 1066, the City of Unley ranks relatively highly, with scores of 1068 for the Goodwood-Millswood area and 1065 for the Unley-Parkside area. This is above the metropolitan Adelaide score of 989, indicating that the population in the City of Unley is relatively advantaged socio-economically, in comparison to metropolitan Adelaide, and Australia overall.

*The SEIFA score measures the relative level of socio-economic disadvantage based on a range of Census characteristics. In South Australia, people living in the most disadvantaged areas were two times more likely to die from avoidable causes than people living in the most advantaged areas¹².

Demographic Profile

The City of Unley has a mixed aged group similar to that of metropolitan Adelaide. In 2016, the median age for the City of Unley was 41, which is older than the Greater Adelaide median age of 39. In 2011, the median age for the City of Unley was 39, suggesting the population is ageing¹³. Overall however, the population is still relatively young, with 80.9% under 65 years and 35.5% under 30 years¹⁴.

¹¹ The 30-Year Plan for Greater Adelaide 2017 Update, Government of South Australia.

¹² State Public Health Plan 2019-2024, Government of South Australia-SA Health

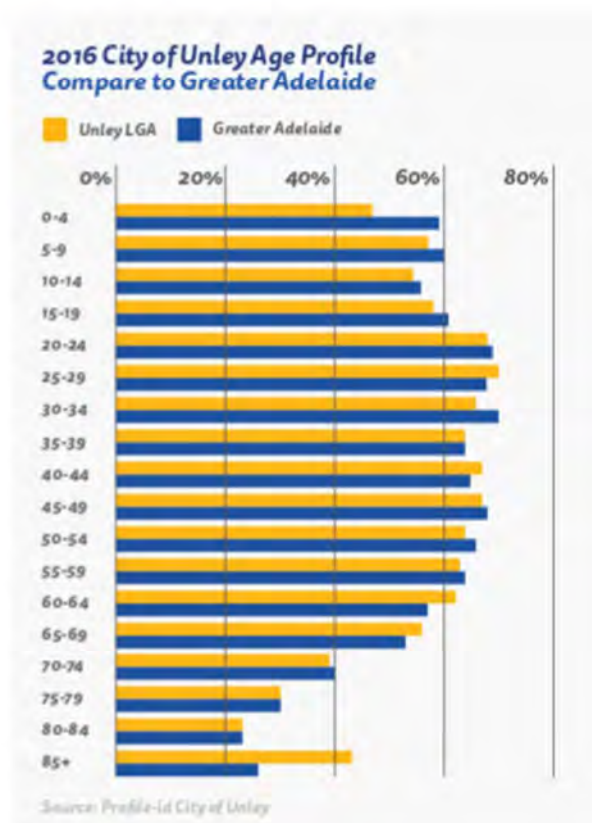
¹³ Community Profile, City of Unley, 2018

¹⁴ Census for Unley, Australian Bureau of Statistics (ABS), 2016.

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- Median Age: 41 years¹⁵
- Highest percentage of male/ females by age group: 20-29 years (at 13.8%)¹⁶
- Age profile¹⁵:
 - Babies and pre-schoolers 0-4yrs 4.7%
 - Primary schoolers 5-11yrs (7.9%)
 - Secondary schoolers 12-17yrs (6.6%)
 - Tertiary education and independence 18-24yrs (9.4%)
 - Young workforce 25-34yrs (13.5%)
 - Parents and homebuilders 35-49yrs (19.8%)
 - Older workers and pre-retirees 50-59yrs (12.7%)
 - Empty nesters and retirees 60-69yrs (11.9%)
 - Seniors 70-84yrs (9.2%)
 - Elderly aged 85 years and over (4.3%)

Figure 4: City of Unley Age Profile¹⁶

¹⁵ Community Profile. City of Unley.

¹⁶ Census for Unley. Australian Bureau of Statistics (ABS), 2016.

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Household Composition

Nearly 28% of households are composed of couples with children, while 29% are lone-person households.

- One-parent families: 7.8% (less than Greater Adelaide at 11.1%)¹⁷
- Couples with children: 28%¹⁷
- Couples without children: 24.4% of households (similar to Greater Adelaide at 24.8%)¹⁷
- Lone persons: 29% (more than Greater Adelaide at 26.2%)¹⁷

Levels of Employment, Wealth and Housing

Wealth is an important determinant of health and wellbeing, and has an impact in either a direct way, such as access to health services and healthy food, or an indirect way such as lower education, living and working conditions. At the time of the 2016 Census, the City of Unley is characterised by low unemployment, however noting this may have changed due to the impacts of COVID-19 on employment. The main occupation categories for people aged 15 years and over are professionals (37.6%), managers (17.4%), clerical and administrative workers (13.1%), and community and personal service workers (9.6%)¹⁸.

- Young people learning and earning: 92% (Greater Adelaide: 87%)¹⁷

The City of Unley has a relatively high proportion of high-income households, with 28.2% earning \$2500 per week or more (Greater Adelaide: 16.7%). However, there are indications of potential financial stress.

- 17.0% of households are earning less than \$650 per week (Greater Adelaide: 20.6%)¹⁷
- 7.4% of children younger than 16 years are in low-income families (Greater Adelaide: 23%)¹⁹

- 4.7% of homeowners in Unley-Parkside region experience mortgage stress and 4% in the Goodwood-Millswood region^{19 20}
- 23.7% of residents experience rental stress (Greater Adelaide: 29.7%)^{19 20}
- 18% of people are receiving government support as their main source of income (Greater Adelaide: 31%)¹⁹
- 5.2% are Healthcare Card holders (Greater Adelaide: 8.4%)¹⁹
- 2.6% of the population aged 16-64 years are receiving an unemployment benefit (Greater Adelaide: 6.3%)¹⁹
- 48.1% of elderly people receive the Aged Care Pension (Greater Adelaide: 67.9%)¹⁹
- 3.8% of the population receive the Disability Support Pension (Greater Adelaide: 6.3%)¹⁹

¹⁷ idcommunity-City of Unley Community Profile.

¹⁸ Census for Unley. Australian Bureau of Statistics (ABS), 2016.

¹⁹ Population Health Profile-City of Unley 2019. Public Health Information Development Unit (PHIDU)

²⁰ A family or individual is considered to be in mortgage stress if they are in a low income bracket and pay more than 30% of their income on mortgage repayments.

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Addressing gender equity in the workforce is a national priority. The national gender 'pay gap', being the difference between men and women's average weekly earnings is 15.3%, and it has remained stuck between 15% and 19% for the past two decades²¹.

Childhood Health

The data indicates a relatively positive health and wellbeing outlook for children and infants in the City of Unley. This outcome may be partly attributed to the low rates of negative socio-economic influences that children in the City of Unley experience, which can impact on health and wellbeing:

- Children living in low income, welfare-dependent families: 7% (Greater Adelaide: 23%)²²
- Children aged 16 years not participating in full-time secondary education: 4.1% (Greater Adelaide: 12%)^{22 23}
- University admissions in Goodwood-Millswood and Unley-Parkside: 36% and 47% respectively (Greater Adelaide: 32%)²²

However, 14.1% of children in the Unley region were assessed in their first year of school as developmentally vulnerable on one or more domains of the Australian Early Development Census (AEDC) (Metropolitan Adelaide: 23%), and of these, 19.8% live in Goodwood-Millswood region and 8.9% in Unley-Parkside region.

The AEDC measures the development of children in their first year of full-time school across five domains of early childhood development: physical health and wellbeing, social competence, emotional maturity and language and cognitive skills. The AEDC domains have been shown to predict later health, wellbeing and academic success.

²¹ humanrights.gov.au/our-work/education/facts-facts-gender-equality-2018

²² Population Health Profile-City of Unley 2019. Public Health Information Development Unit (PHIDU)

²³ The indicator for 16 year old children not participating in full-time secondary education is not intended as an indicator of educational participation; it is included because young people completing Year 12 (and who would be still at school at age 16) are more likely to make a successful initial transition to further education, training and work than early school leavers

Focus Area 1: An Engaged and Purposeful Community

Social and Civic Engagement

The City of Unley is doing well in regards to the provision of health and wellbeing services. Most respondents in the Your Say Survey 2020 agreed that they can access the health and wellbeing services and programs they need.

Volunteering in the City of Unley is strong:

- 25.5% of people aged 15 years and over participating (8080 people) compared with 19.5% for Greater Adelaide²⁴.
- Of those surveyed, 57% of people said that they would like to contribute more to the local community and equally receive more feedback about decisions that affect them²⁵.
- Young people in the City of Unley also said that they would like more support in volunteering²⁶.

Engagement in Mental Health and Wellbeing Support

City of Unley residents generally rate their overall health and wellbeing positively and in times of crisis with 94% able to get support. However, poor mental health including depression, anxiety and stress has become one of the biggest threats to overall health and wellbeing in Australia, in particular due to the impacts of COVID-19, with indications that it is also a priority area for attention in the City of Unley²⁷:

- 11% of people rated their wellbeing as fair or poor²⁸.
- 10% of residents reported a high or very high level of psychological distress²⁹.

- 15 people died by suicide between 2011 and 2015 in the City of Unley²⁴.
- 15% of males and 19% of females reported other mental health problems, (rates consistent with state and national averages)²⁴.
- Loneliness was a common theme in Living Well survey responses²⁷.

For young people locally, online methods of learning and participating are highly valued²⁸. However, a recent national survey of young people by Mission Australia, also highlighted that the most important issue to young people was mental health. Indications from interstate suggest that loneliness in particular, is a significant factor that impacts young people²⁹. Local data is not available, however planning should consider the balance between the online interests of young people that can lead to social isolation, with authentic face-to-face social interactions.

In the City of Unley, 145 children and young people were clients of Child and Adolescent Mental Health Support Service between 2015 and 2018, a standardised rate of 547 per 100,000 people. This number is half that of the percentage for Greater Adelaide, however, it still suggests that mental health is a local issue for young people³⁰.

Waste, Water and Energy-Wise Actions

The City of Unley Council is committed to the effective management of waste and the sustainable use of water and energy. In the City of Unley, there is a positive trend towards reducing the amount of waste sent to landfill. Between 2017 and 2019, 5000 tonnes of green organics, 3665 tonnes of recyclables, and 335 tonnes of hard waste were collected by Council³¹. Stormwater is managed through capture, filtration and reuse in parks, gardens and verges³².

²⁴ Population Health Profile - City of Unley 2019, Public Health Information Development Unit (PHIDU)

²⁵ Your Say 2020 Living Well Survey, City of Unley

²⁶ Living City Open Space Strategy - Unley 2015, City of Unley

²⁷ Determined from thematic analysis of the Living Well Survey responses.

²⁸ Mission Australia Youth Survey

²⁹ Young Australian Loneliness Survey

³⁰ A family or individual is considered to be under rental stress if they are in a low income bracket and pay more than 30% of their income on rent.

³¹ City of Unley Annual Report 2017-18

³² Greening Unley 2016-2020, Environmental Sustainability Strategy, City of Unley

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The Council also aims to reduce its carbon footprint, with energy consumption being a significant strategy. Achievements have been made through a dual-pronged approach of energy-use reduction and an increase in the use of renewable energy sources. Energy-use reduction has been achieved by using LED lighting and improving energy efficiency of buildings. The ongoing promotion of renewable energy in households and businesses – via solar, wind and battery storage – has resulted in an increase of community uptake in renewable energy sources.

The natural environment is noted as the second most important issue for young people nationally³³, and locally, young people are interested in greener technologies and solutions that will help nature, reverse climate change and increasing the number and variety of playgrounds for fun³⁴.

The City of Unley's Tree Strategy recognises the important contribution trees and vegetation make to the City and our community and sets out a vision to ensure the City of Unley remains leafy for future generations through the retention and expansion of our urban forest.



³³ Mission Australia Youth Survey <https://www.missionaustralia.com.au/publications/youth-survey>

³⁴ Living City Open Space Strategy, City of Unley



Focus Area 2: A Healthy and Active Community Inside and Out

Chronic Disease

In the City of Unley, the median age at death was 85 years for males and 88 years for females, indicating people are living longer on average compared to Metropolitan Adelaide overall (80 and 85 years respectively). Premature mortality – i.e. death before 75 years – can occur as a result of factors such as socio-economic position, remoteness and chronic disease.

Premature mortality in the City of Unley was less than the Metropolitan Adelaide rates of 288 deaths per 100,000 for males and 181.4 for females, however there was marked variation between regions³⁵

- 268.8 deaths per 100,000 males in Unley-Parkside region, to 218.6 deaths per 100,000 males in Goodwood-Millswood region³⁵.
- 157.5 deaths per 100,000 females in Unley-Parkside region, to 125.4 deaths per 100,000 females in Goodwood-Millswood region³⁵.

Data shows that premature mortality in Australia is usually caused by chronic diseases, including coronary heart diseases and lung cancer, and it mainly occurs in the 45-74 years age group. Other significant chronic diseases include type-2 diabetes, depression, osteoporosis, stroke and some other cancers.

- City of Unley residents with type-2 diabetes: 3.3% (Metropolitan Adelaide: 4.3%)³⁵.
- Obesity rate in males: 18.8% (Metropolitan Adelaide: 26.6%)³⁵.
- Obesity rate in females: 21.3% (Metropolitan Adelaide: 29.9%)³⁵.

It is important to note that, whilst the rates of chronic disease overall in people in the City of Unley is lower than Metropolitan Adelaide, chronic disease rates are still approaching that of the national average. These national rates are considered too high for good health and wellbeing and therefore are indicated as national health priority areas to be addressed at the local level.

Physical Activity

Chronic disease is largely caused by lifestyle factors such as poor diet and lack of physical activity. Encouragingly, City of Unley survey³⁶ respondents rated physical activity and healthy eating as the top two most important aspects of their health and wellbeing, followed by time in nature. Most people also agreed that they can access indoor and outdoor venues and spaces for sport and exercise; that they highly valued cycling and walking paths; and expressed a desire for a wider range of exercise programs and playgrounds for children. With an increase in medium-density housing in the area however, there is concern that this may put pressure on the availability of outdoor space for exercise. In the elderly community, transport and well-kept pathways will aid mobility and facilitate activity.

Due to the central location of this Council area, there is opportunity to promote the ease / accessibility of walking to work (within Unley or CBD adjacent) as well as walk / ride to public transport (tram, train and bus) as an important part of daily physical activity and this could extend to walking / riding to school. Access to parklands and relative close proximity to beaches and national parks is also an opportunity for community physical activity, with many only half an hour from the City of Unley.

- Adults in the City of Unley engaging in no or low levels of physical activity: 60.2%³⁵.

³⁵ Population Health Profile-City of Unley 2019, Public Health Information Development Unit (PHIDU)
³⁶ Your Say 2020 Survey, City of Unley

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Healthy Eating

Data for the City of Unley suggests people have relatively good eating habits, indicated by 53% of adults and 71.3% of children eating the suggested amounts of fruit. However, across the state, 89% of children aged 2-17 are not eating the recommended amount of vegetables³⁷. Local data shows 4.4% of children aged 2-17 are obese. These trends warrant a continued local effort to support good nutrition from birth through to older age³⁸.

Health Checks and Immunisation

The provision of health checks through local service providers and immunisation programs by councils can help identify early warning signs of chronic disease, and assist with the prevention of infectious disease that can lead to hospitalisation and even early death. Participation in immunisation programs in the City of Unley is high with 94.8% at 1 year of age and 93.3% at 5 years of age³⁸.



³⁷ South Australian Monitoring and Surveillance System Annual Report Children – 2017

³⁸ Population Health Profile-City of Unley 2019, Public Health Information Development Unit (PHIDU)

Focus Area 3: A Safe Community

A community's health and wellbeing can be impacted – both directly and indirectly – by a range of environmental and social factors.

Community Perceptions of Safety in The City of Unley.

In the City of Unley, it was estimated that almost two thirds, or 64.9% of the population felt safe walking alone in the local area after dark, compared to 49.7% in Metropolitan Adelaide. However, this suggests that a third may not. In local surveys, perceptions about the safety of footpaths was a repeated theme, particularly amongst the elderly.

Monitoring and Reporting of Environmental Health Risks

Councils have a role in protecting people from environmental hazards that may cause disease, illness or injury. These hazards include physical, chemical and biological agents that the community may come into contact with through our air, water, soil and food. Council's Environmental Health Officers undertake a variety of routine and complaint-based inspections to ensure that businesses and services are monitored for compliance with standards outlined in relevant state Acts and Regulations. These environmental health services ensure a high level of public health is maintained.

Data shows that the City of Unley is maintaining standards of environmental health (Table 1)

Table 1 – Environmental Health Data

Category	Data and Facts for the 2018-19 Period
Legionella Control	Inspections and controls of the public swimming pool and spa did not reveal any public health risk No Legionella risk was identified in the cooling water systems and the warm water systems tested.
Environmental Nuisance	General complaints totalling 117 were received in 2018-19. Of these: Nearly half of complaints related to noise Air pollution and odours, followed by general water quality and rats, were the other main nuisances reported in the community ²⁰ .
Domestic Squalor	Six severe domestic squalors were investigated.
Food Safety	Council undertook 282 routine food safety inspections of food businesses Council undertook 22 food safety audits Eight food safety enforcement actions were undertaken.

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Public Health Emergencies

During public health emergencies – e.g. pandemics – the whole community must work together to play their part in maintaining personal and population health, wellbeing and safety. Council may take a leadership role in protecting the community through health promotion, service and program provision and/or a supporting role that ensures that state and national directives are implemented locally.

During the COVID-19 pandemic, Council played an important role in the protection, education and promotion of public health in the community. As the public health emergency unfolded, Council followed Government directives to ensure the safety of the community including the closure of public buildings and playgrounds, compliance education, support and inspections of businesses operating under restrictions and implementation of physical distancing and hygiene measures as required. Council's additional role was that of an education and advisory service to ensure the community as a whole understood and implemented actions to stop the spread of COVID-19.

It is important to note the link between public health emergencies such as the COVID-19 pandemic and significantly increasing numbers of people in the community experiencing depression and anxiety as by-products of a prolonged pandemic response, which develop due to factors such as isolation, fear and loss of employment.

Climate Change

The health of the natural environment and of humans is intrinsically linked, with both people and ecosystems being highly vulnerable to even modest levels of climate change. Communities are already experiencing the effects of climate change, thus increasing the importance of this area of public health protection.

Expected regional changes to the environment by 2050 if the global emission stays high⁴⁰:

- 1.6°C increase in average annual maximum temperature with a 1.5 to 1.6°C increase in average maximum temperature in summer and autumn, and 2.0°C in winter and spring
- The frequency of two or more days over 35°C will more than double
- 7% reduction in average annual rainfall, with a 21% reduction in spring rainfall
- 10% increase in extreme daily rainfall
- Days of extreme fire risk will increase five-fold by 2070

The individual and cumulative effects of these regional changes will significantly change the lifestyle and quality of life for residents within the City of Unley. Your Say survey results show that the majority of respondents do not have a climate emergency plan for their household and may not understand the need for this, and many do not know where to get information. Many respondents want more information on how to be better prepared for climate emergencies. Whilst people wanted more information on the types of emergencies that they may expect in the City of Unley, the perception was that the main threat was from heat and flooding. A repeated theme in the survey was a strong desire for more trees to provide shade.

The Resilient East partnership between the City of Unley, seven other partner councils and the State Government, will continue to be important for the ongoing development and delivery of the Resilient East Climate Change Adaptation Plan that includes priority actions such as:

- Increasing vegetation to help lower the overall temperature of the City
- Improving stormwater management and built environment strategies
- Reducing the City's carbon footprint
- Promoting active and public transport

40 Resilient East, Regional Climate Change Adaptation Plan, 2016.

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- Reviewing and developing responsive emergency management plans
- Increasing community awareness regarding climate hazards, especially for vulnerable groups.

Smoking, Alcohol and Other Drugs

Smoking is the leading preventable cause of death and disease in Australia and is therefore a national health and wellbeing priority.

- 9.4% of the population 18+yrs in the City of Unley are smokers⁴¹

Harm from alcohol constitutes 4.5% of the overall disease burden in Australia and illicit drug use 2.3%⁴² and therefore, reducing harm to the community from alcohol and other drug use constitutes a national health and wellbeing priority to be addressed at the local level.

- 13 community sporting clubs in The City of Unley are accredited with Goodsports, a program to promote family-friendly clubs and minimise harm caused by alcohol and other drugs⁴³
- According to the 2016 National Drug Strategy Household Survey, 15.6% of Australians had used an illicit drug in the last 12 months. The South Australian percentage was no different at 15.7%⁴⁵.

Council plays a key role in working with the South Australian Police to respond to notifications of clandestine drug laboratories within the area.

Domestic and Family Violence

Everyone has a right to be safe and to be treated with respect, however domestic and family violence have become national health and wellbeing priorities due to alarming levels across Australia⁴⁶.

Domestic and family violence is defined as behaviour that 'coerces, controls or causes a person to be afraid'⁴⁷ and can relate to different types of harm including physical, emotional, financial and psychological and other types.

Domestic and family violence can happen in many kinds of relationships such as between partners, siblings, an elderly person, or person with a disability and their carer, between a 'friend of the family' and a child, and other relationships. Whilst both men and women can be the victims of violence, the majority is perpetrated by men towards women, with intimate partner violence causing more illness, disability and deaths than any other risk factor for women aged 25-44⁴⁸. This is also true for vulnerable groups such as Aboriginal women, women with disability and elderly women. National statistics relating to elder abuse indicate a range of between 2.2% and 5.4% of persons aged over 65⁴⁹. The City of Unley has a role to play in supporting the national effort to create awareness about domestic and family violence and elder abuse, strengthen gender equity as a preventative measure, and recognise the additional risk in our vulnerable populations.

“

The true measure of any society can be found in how it treats its most vulnerable members.

- Mahatma Gandhi

”

41 Population Health Profile-City of Unley 2019, Public Health Information Development Unit (PHIDU)

42 Department of Health 2017 National Drug Strategy 2017-2026, Commonwealth of Australia

43 Australian Burden of Disease Study 2011. Impact of alcohol and illicit drug use on the burden of disease and injury in Australia

44 Data supplied by Goodsports

45 National Drug Strategy Household Survey 2016.

46 The National Plan to Reduce Violence against Women and their Children 2010-2022 (the National Plan) 2010, The Council of Australian Governments.

47 National Legal Aid 2019

48 aihw.gov.au/reports/domestic-violence/family-domestic-sexual-violence-in-australia-2018/contents/summary

49 aifs.gov.au/publications/elder-abuse

Focus Area 4:

An Inclusive and Connected Community

Having access to programs, services, amenities and the natural environment, as well as being able to contribute to the life of the community, are factors that support wellbeing. Some groups within the community do not have the same access to these opportunities as others, due to their life circumstances – they are considered vulnerable to poor health and wellbeing outcomes. These vulnerable groups include people of culturally and linguistically diverse background (CALD), Aboriginal and Torres Strait Islander people, members of the LGBTQI+ community, people living with disability or dementia, carers, and people with lower incomes.

Cultural Diversity

Cultural diversity creates a rich and inspiring social environment that benefits health and wellbeing. There is an increasing number of residents in the City of Unley born in non-English speaking countries (25%), suggesting the City is becoming more multicultural. The three largest ancestries in the City of Unley are English, Australian and Irish, with a significant proportion of the immigrant population also coming from China, India, Greece and Italy⁵⁰. The ability of people arriving from overseas to adapt and thrive in their new environment can be impacted by their proficiency in the local language and, in the City of Unley, 2.3% of residents born overseas reported a poor proficiency in English. Acceptance and understanding are key factors in social cohesion, and it is notable that 3.5% of people in the City of Unley disagree or strongly disagree with acceptance of other cultures⁵¹.

Aboriginal and Torres Strait Islander Health and Wellbeing

The City of Unley is home to 161 people who identify as Aboriginal and Torres Strait Islander. Improving the health of Aboriginal and Torres Strait Islander people is a national priority in order to address the gap in health and life expectancy between Indigenous and non-Indigenous Australians⁵².

People with Disability

For people with disability, participation in all aspects of community life can be challenging. In the City of Unley, 3.5% of people report having a profound or severe disability, and amongst the 65 years and over age group, the proportion is 11%⁵³.

Older Adults

The City of Unley has a strong strategic direction and position around active ageing and ageing in place. Older people have access to a range of services, including services that support them to maintain their independence and remain living at home. In the City of Unley, 44.1% of older people accessing Home Care Services lived alone, notably above the level in Metropolitan Adelaide (37.4%). Some suburbs, such as Myrtle Bank and Kings Park have very high percentages of residents over 70 years⁵⁴.

⁵⁰ Idcommunity – *City of Unley Community Profile*.

⁵¹ *Population Health Profile-City of Unley 2019*, Public Health Information Development Unit (PHIDU)

⁵² health.gov.au/health-topics/aboriginal-and-torres-strait-islander-health

⁵³ *City of Unley Community Profile 2018*

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Carers

Almost one in eight people in the City of Unley i.e. 12.0% of the population aged 15 years and over, provided unpaid assistance to other people who need support because of a disability, a long-term illness or problems related to ageing. This number is consistent with the level in Greater Adelaide overall.

Carers are an integral part of Australia's health system, however, they may also experience a sense of isolation or hardship, or experience poor mental health and wellbeing as a result of compromising other aspects of their life, such as work, study and personal time, in order to provide care and support to another person.

Access to Transport and Internet

In the City of Unley, 8.8% of people don't have cars, and 14% did not access the internet at home. There is opportunity to explore ways to encourage alternate transport, and growth in walking and cycling trends across and through the City of Unley.



Connecting with Nature (Vitamin N!)

In recent surveys⁵⁴, contact and connection with nature was the third most important aspect of health and wellbeing highlighted by respondents, with 96% of survey respondents feeling 'a little, through to very connected to nature'. The City of Unley's Tree Strategy recognises the important contribution trees and vegetation make to the City and our community and sets out a vision of keeping Unley leafy for future generations. The establishment of wildlife boxes within parks and reserves, and native biodiversity corridors including Windsor Street, Ron Praise Walk, and Charles Walk areas support nature connection and biodiversity. The Council also encourages connection to nature through supporting residential garden development, planting of street verges, and local food production, including the establishment of fruit tree orchards in Morrie Harrell Reserve, Fullarton Park, Princess Margaret Playground, Soutar Park, Henry Codd Reserve⁵⁵ and Orphanage Park.

⁵⁴ Your Say 2020 Survey, City of Unley

⁵⁵ Greening Unley 2016-2020, Environmental Sustainability Strategy, City of Unley

PART C

Strategic Directions for 'Living Well' in the City of Unley

Focus Area 1:

An Engaged and Purposeful Community

An engaged community is one in which people participate in programs and services, form positive neighbourhood, social and business networks, share leadership and skills, and contribute to the community and the natural environment in meaningful and purposeful ways. Councils have a role in providing and supporting these opportunities, as these supportive factors contribute to community resilience – i.e. an ability to face life with confidence, find support, work together and bounce back in tough times. Resilience is strongly linked to wellbeing and positive mental health⁵⁶. For the purposes of this report, community organisations can encompass a wide range of groups including for example sporting, spiritual, multicultural, recreational across all ages and backgrounds.

Objectives for Focus Area 1

- 1.1 Strengthen local neighbourhood, social and business networks as well as lifelong learning opportunities
- 1.2 Increase understanding within Council and the community of mental health and illness, as well as support options
- 1.3 Encourage actions for our community to be energy-wise
- 1.4 Provide opportunities for civic participation in shaping our City
- 1.5 Support and celebrate volunteering

Key Considerations for Action in the City of Unley

- Continuing to build strong networks in the City of Unley by encouraging residents, students, businesses, workers and visitors to contribute to, and participate in the life of the community,
- Local and national rates of poor mental health and illness justify an ongoing role for Council in recognising people who need support, and seeking to minimise or remove barriers to getting help. This may include building capacity in Council staff, creating stronger networks with specialist service providers, and normalising help-seeking behaviour in the community.
- There is an ongoing need for local services and initiatives that reduce social isolation and loneliness. Consideration should be given to the balance of online initiatives and authentic face-to-face opportunities.
- It continues to be a high priority of Council to reduce its carbon footprint and support the community to adopt new behaviours relating to design, transport, resources, water and energy-wise usage.
- Opportunities for community leadership and innovation in the planning, design and activation of local parks and other open public spaces, as well as local streetscape areas is valued by the community.
- The community would like to be informed of decisions that affect them and have a greater opportunity to contribute to decision making in their areas of interest and expertise. Clear communication and feedback about the outcomes of consultations is also a very high priority for the community.
- Rates of volunteering in the City of Unley remains high with an ongoing desire for opportunities to contribute to the community in meaningful and purposeful ways.

which is of increasing importance to build resilience in challenging times.

⁵⁶ [South Australian Health and Medical Research Institute.](#)

Focus Area 1:

An Engaged and Purposeful Community

Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 1.1: Strengthen local neighbourhood, social and business networks as well as lifelong learning	1.1.1 Enable people of all ages to participate in programs that balance online and in-person social contact	Implemented and ongoing	Facilitate	Living Young Action Plan 2018-2021; Active Ageing Strategy; Unley Libraries Strategic Plan; Living City Open Space Strategy Unley, Draft Cultural Plan
	1.1.2 Build and maintain social networks to reduce loneliness and isolation, particularly as a result of COVID-19. Support social connections in a format that is suitable to the person and enable lifelong learning – including key health and wellbeing promotion topics – particularly in older people	Implemented and ongoing	Facilitate	
	1.1.3 Highlight pre-schoolers as part of the next Living Young Action Plan review	Implemented and ongoing	Facilitate	
	1.1.4 Strengthen networks that support businesses and create opportunities for cross-sectoral connection (e.g. business and community organisations)	Implemented and ongoing	Facilitate	
	1.1.5 Maintain indoor and outdoor environments for social connection, activities and relaxation	Implemented and ongoing	Facilitate	

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Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 1.2: Increase understanding within Council and the community of mental health and illness, as well as support options	1.2.1 Develop the capacity and skills in Council staff and the community to recognise and assist people with poor mental health conditions – across ages and backgrounds – and increase the knowledge base for referral pathways, noting increases in anxiety and depression in the community due to COVID-19	Implemented and ongoing	Facilitate	Living Young Action Plan 2018-2021; Active Ageing Strategy
Objective 1.3: Encourage actions for our community to be energy-wise	1.3.1 Strengthen whole-of-community participation – Council, business, community organisations, households – in environmental care and resource, water and energy-wise actions	Implemented and ongoing	Facilitate	City of Unley Environmental Sustainability Strategy 2016-2020; City of Unley Tree Strategy; Waste Management Strategy
Objective 1.4: Provide opportunities for civic participation	1.4.1 Support a range of flexible civic participation and volunteering opportunities across all ages and backgrounds. Coordinate programs that promote and develop community leadership and innovation. Support community volunteering by providing expert knowledge and guidance.	Implemented and ongoing	Coordinate	Living Young Action Plan 2018-2021; Active Ageing Strategy, Volunteer Policy
Objective 1.5: Support and celebrate volunteering	1.5.1 Acknowledge and celebrate the contribution of volunteers in City of Unley programs and services.	Implemented and ongoing	Facilitate	Volunteer Policy

Focus Area 2:

A Healthy and Active Community Inside and Out

Eating well, being physically active and getting enough sleep are important factors that maintain and allow for good health and wellbeing over the life-course. When these habits become unhealthy, the risk of premature mortality and chronic disease increases. Councils can support healthy habits by providing opportunities for exercise at local facilities or outside in nature, enabling community gardens to help the community to understand where our food comes from, and promoting access to good quality fresh food. The provision of immunisation programs to prevent communicable disease, and promotion of other health check and hygiene programs are ways that councils can help reduce the risks of illness and prevent an overburdened health system.

Objectives for Focus Area 2

- 2.1 Enable a diverse range of indoor and outdoor physical activity options
- 2.2 Support healthy eating habits and the activation of urban food systems
- 2.3 Engage the community in immunisation services, health checks and health education programs
- 2.4 Encourage the use walking and cycling as regular modes of transport in the City of Unley

Key Considerations for Action in the City of Unley

- Physical activity was indicated as the most important factor in health and wellbeing by the majority of recent survey participants in the City of Unley, followed by healthy eating. Rates of obesity across ages and healthy eating indicators highlight the ongoing need for a continued effort to enable physical activity and healthy eating within the community across all ages.
- Community members value cycling and footpaths for active transport, recreation, relaxation and access to nature. A desire for safer foot and cycle paths was a repeated theme in survey responses, particularly amongst older members of the community.
- Contact with nature is highly valued by the community, emphasising an ongoing need to provide access to quality outdoor places for exercise. Additionally, more street trees to provide shade was a repeated theme.
- A desire was expressed for more varied exercise programs to be delivered, including programs that cater to new parents and skate parks for older children.
- Participation in immunisation programs in the City of Unley is high, and Council will continue to have a role in health promotion and protection relating to communicable diseases.

Focus Area 2:

A Healthy and Active Community Inside and Out

Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 2.1: Enable a diverse range of indoor and outdoor physical activity options	2.1.1 Maintain and promote opportunities and environments that increase physical movement and reduce sedentary behaviours, with flexibility to cater for all ages and lifestyles	Implemented and ongoing	Facilitate	Living Young Action Plan 2018-2021; Active Ageing Strategy; Living City Open Space Strategy Unley; City of Unley Walking and Cycling Plan 2016-2021
	2.1.2 Partner with local sporting and community organisations to promote and encourage opportunities for movement	Implemented and ongoing	Facilitate	
Objective 2.2: Support healthy eating habits and the activation of urban food systems	2.2.1 Promote good nutrition across ages, through the provision of information and programs available through Council and community facilities	Implemented and ongoing	Facilitate	Food Security Strategy 2011, Active Ageing Strategy
Objective 2.3: Engage the community in immunisation services, health checks and health education programs	2.3.1 Deliver Council's community and school immunisation service contract	Implemented and ongoing	Coordinate	SA Public Health Act 2011
	2.3.2 Promote available health check and education programs for all ages	Implemented and ongoing	Facilitate	
Objective 2.4 Encourage the use walking and cycling as regular modes of transport in the City of Unley	2.4.1 Implement actions in the City of Unley Walking and Cycling Plan 2016-2021	Implemented and ongoing	Facilitate	City of Unley Walking and Cycling Plan 2016-2021

Focus Area 3: A Safe Community

A safe physical, social and emotional environment where people can live, work, study and play has a direct impact on health and wellbeing. Feeling safe can be undermined by fear of harm, and the whole community has a role in creating respectful social environments, hygienic service environments (e.g. pools and food outlets), and being alert to hazards posed by the built and natural environment.

Councils have a responsibility to protect public health and mitigate safety risks relating to a number of regulated social and environmental factors, including in the response to a public health pandemic. Some of these mitigation activities include maintaining the state of repair of physical infrastructure, including street lighting and footpaths, monitoring and compliance relating to legislated health standards of swimming pools, food businesses and other entities, creating environments that minimise actual or perceived crime levels, and providing smoke and alcohol-free community environments.

In the home context, family and domestic violence (i.e. violence perpetrated by a family member or from someone such as a carer or friend) have emerged as hidden but nationally prevalent threats to safety, health and wellbeing, which are known to affect people of all ages and backgrounds. Council has a leadership role in cultivating respectful and aware communities to help prevent abusive behaviour. Climate change has also emerged as a significant focus of public health protection with an increase in extreme weather events and other emergencies that may impact on the safety of the community, especially vulnerable groups such as older adults and lower-income residents. Councils have a role in helping to mitigate and adapt to climate change and helping to inform and prepare the community on ways to stay safe in emergencies that impact on public health and safety.

Objectives for Focus Area 3

- 3.1 Protect the community against social and environmental health risks
- 3.2 Take steps to address climate change and increase the preparedness of the community including making our city, its streets, parks and public spaces more resilient to a changing climate

- 3.3 Promote a 'smoke free' City of Unley
- 3.4 Bring awareness to family and domestic violence, and cultivate communities of respect and gender equity
- 3.5 Increase perceptions of safety in natural and built places through inclusive public parks and other spaces, as well as safer and more accessible local streets

Key Considerations for Action in the City of Unley

- Council has an ongoing responsibility to undertake a range of environmental health monitoring activities where inspection frequencies are prescribed in guidelines or informed through public health risk assessment.
- Council's Authorised Officers, under the South Australian Public Health Act 2011, perform vital health protection and education functions.
- With an increase in emergency-level events that affect public health in the City of Unley, there is a need for Council to continue to ensure that robust plans relating to emergency preparedness, response and recovery, are in place to ensure a continuity of those Council functions that maintain public health and safety. Council has an ongoing leadership role in supporting the community to be prepared for different emergencies.
- Reducing the opportunity for harm to the community from smoking, alcohol and gambling are ongoing national priorities.
- In the City of Unley, the percentage of people who may not feel safe walking at night justifies an ongoing need to implement strategies that improve actual and perceived levels of safety in built and natural environments.

Cultivating gender equity and a culture of respect to all people is an ongoing national priority towards reducing domestic violence. In the City of Unley, preventing elder abuse and abuse to people with disability may also be particularly relevant.

Focus Area 3: A Safe Community

Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 3.1: Protect the community against social and environmental health risks	3.1.1 Carry out routine environmental health and public safety regulation in accordance with the SA Public Health Act 2011 and performance frameworks for risk assessment, inspection and enforcement	Implemented and ongoing	Coordinate	Risk informed inspection schedule within Pathways
	3.1.2 In accordance with Council powers through local Authorised Officers under the SA Public Health Act 2011, take effective action during a public health emergency, such as a pandemic. As per the Principles of the Act, members of the community have a right to be protected from the transmission of a notifiable condition.	Implemented and ongoing	Coordinate	Risk informed inspection schedule within Pathways
	3.1.3 Carry out routine food safety regulation in accordance with the Food Act 2001 and performance frameworks for risk assessment, inspection and enforcement	Implemented and ongoing	Coordinate	
	3.1.4 Community education for proper operation of wood heaters, backyard fire pits, outdoor pizza ovens and coffee roasters to minimise harmful wood smoke	Implemented and ongoing	Coordinate	

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Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 3.2: Take steps to address climate change and increase the preparedness of the community including making our city, its streets, parks and public spaces more resilient to a changing climate	3.2.1 Participate in regional and local climate adaptation projects and emergency management planning	Implemented and ongoing	Facilitate	Tree Strategy 2020; Resilient East, Eastern Adelaide Zone Emergency Management Plan; Brownhill Keswick Creek Stormwater Project, City of Unley Environmental Sustainability Strategy 2016-2020, Green Infrastructure Strategic Directions
	3.2.2 Lead by example and promote actions being taken by Council to address climate change and mitigate the impacts (e.g. Tree Strategy)	Implemented and ongoing	Facilitate	
	3.2.3 Provide information to the community about how to be climate-ready and prepare for emergencies	Implemented and ongoing	Facilitate	
	3.2.4 Consider resilience to climate change in the design of our city, its streets, parks and public spaces	Implemented and ongoing	Facilitate	

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Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 3.3: Promote a 'Smoke Free' City of Unley	3.3.1 Promote a 'smoke free' City of Unley by ensuring Council events are 'smoke free' and encourage community events to be 'smoke free'	Implemented and ongoing	Facilitate	SA Public Health Act 2011
Objective 3.4: Bring awareness to family and domestic violence, and cultivate communities of respect and gender equity	3.4.1 Increase awareness in the community about domestic and family violence, including elder abuse and abuse to people with disability, and provide information about where to seek help, noting potential for increases due to effects of COVID-19	Implemented and ongoing	Advocate, Facilitate	Draft Cultural Plan
	3.4.2 Provide training to relevant staff and volunteers that allows them to recognise and respond to suspected family or domestic violence	Development needed	Facilitate	
	3.4.3 Explore strategies to promote gender and cultural equity within Council and throughout the community	Development needed	Facilitate	
Objective 3.5: Increase perceptions of safety in natural and built places through inclusive public parks and other spaces, as well as safer and more accessible local streets	3.5.1 Consider safety and inclusivity in the design of our city, its streets, parks and public spaces	Implemented and ongoing	Facilitate	The Living City Open Space Strategy Unley; Active Ageing Strategy

Focus Area 4:

An Inclusive and Connected Community

Inclusion occurs when a diversity of people feel valued and respected, have access to opportunities and resources, and can contribute their stories, perspectives and talents to their community. Some people miss out on opportunities and resources because of barriers, such as not speaking the language, financial strain, their gender, or poor mobility. Council has a leadership and advocacy role in ensuring that these inequities are recognised and addressed so that everyone can feel included, valued and safe. Feeling included creates a sense of connection and belonging – both of which are at the heart of wellbeing. As well as feeling connected to each other, feeling connected to nature is also an important aspect of wellbeing and can lead to higher levels of care for the natural world.

Objectives for Focus Area 4

- 4.1 Ensure diversity is valued, and inclusion is considered across all plans and actions of Council
- 4.2 Recognise the health needs of Aboriginal and Torres Strait Islander people, and celebrate heritage and living culture
- 4.3 Recognise vulnerability and disadvantage across plans and actions of Council
- 4.4 Cultivate environmental stewardship and urban nature connection
- 4.5 Expand access to alternative modes of transport and support an expanded and more efficient network

Key Considerations for Action in the City of Unley

- The City of Unley is a diverse community with a number of vulnerable groups. Continuing to provide and support activities that promote people of all backgrounds to feel part of the broader community and local neighbourhood is a high priority. Particular consideration may be given to:

- Promoting social cohesion, tolerance and the value of cultural diversity
- Providing low-cost programs for vulnerable people, including those receiving government pensions and other supports
- Ensuring different methods of communication are utilised by Council so that people of all cultural and linguistic backgrounds, ability and age can access information, services and social opportunities
- Supporting people with disabilities and their carers to be safe, healthy and able to participate in all aspects of community life
- Supporting health and wellbeing of lesbian, gay, bisexual, trans, intersex, queer and other sexuality, gender, and bodily diverse people and communities
- Ensuring diversity and flexibility in programs and services so that all age groups and lifestyles are catered for as much as possible.
- It is a national priority to reduce the inequality in health outcomes between Aboriginal and Torres Strait Islander people and the rest of the Australian population, by giving specific consideration to the health and wellbeing needs of these members of the community. The City of Unley is home to 161 residents who identify as Aboriginal.
- Being out in contact with nature was named as one of the most important aspects of health and wellbeing by survey respondents in the City of Unley, however, the majority felt 'only a bit' connected. Providing different opportunities for people to interact with, and appreciate nature in different ways, could increase a sense of connection and overall wellbeing.

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Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 4.1: Ensure diversity is valued, and inclusion is considered across all plans and actions of Council	4.1.1 Develop a 5 Year Cultural Plan by June 30, 2021 that considers aspects of diversity such as culture, gender, LGBTIQ+ and all-abilities, and apply this lens across Council functions	Development needed	Facilitate, Advocate	Draft Cultural Plan
Objective 4.2: Recognise the health needs of Aboriginal and Torres Strait Islander people, and celebrate heritage and living culture	4.2.1 Promote SA Government engagement strategies relating to physical health and chronic disease for people who identify as Aboriginal and Torres Strait Islander in the City of Unley	Implemented and ongoing	Facilitate	Draft Cultural Plan
	4.2.2 Develop targeted opportunities for people who identify as Aboriginal and Torres Strait Islander in the City of Unley, to inform and actively participate in projects relating to Aboriginal culture and heritage	Development needed	Facilitate	
	4.2.3 Continue to recognise and acknowledge Aboriginal history, heritage and connection to country	Implemented and ongoing	Facilitate	
Objective 4.3: Recognise vulnerability and disadvantage across plans and actions of Council	4.3.1 Monitor data as it relates to vulnerability and disadvantage within the City of Unley and apply this lens across Council functions	Development needed	Advocate, facilitate	All

LIVING WELL - The City of Unley's Plan for Health and Wellbeing



Objectives	Actions	Status	Council Role	Related action plans and strategies
Objective 4.4: Cultivate environmental stewardship and urban nature connection	4.4.1 Maintain opportunities for contact with nature (e.g. nature playgrounds, verges, community gardens, nature reserves and green corridors)	Implemented and ongoing	Facilitate, Advocate	City of Unley Environmental Sustainability Strategy 2016-2020, Food Security Strategy 2011
	4.4.2 Incorporate opportunities for mindful engagement with nature in neighbourhoods, at parks, gardens and in nature programs	Implemented and ongoing	Facilitate	Draft Cultural Plan
4.5 Expand access to alternative modes of transport and support an expanded and more efficient network	4.5.1 Implement actions in the City of Unley Walking and Cycling Plan 2016-2021	Implemented and ongoing	Facilitate, Advocate	City of Unley Walking and Cycling Plan 2016-2021



PART D

Implementation and Reporting

Improving community health and wellbeing will be achieved through implementation of the actions detailed in Section C of this plan. These actions aim to maintain, grow and improve the healthy habits and supportive systems and environments that lead to success, and focus on improving health and wellbeing.

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Implementation

Council will guide the implementation of the actions outlined in this plan through the following implementation strategies:

- Information provision and awareness raising
- Programs, services and supports
- Administrative and/or governance systems that enable positive outcomes (e.g. policy, partnerships, staff training, Council leading by example and community input and feedback)
- Environments – built and natural – that are accessible, inclusive, and support health and wellbeing.

These implementation strategies will be applied within a number of settings for health and wellbeing deemed relevant to the action:

- Home and neighbourhood
- Broader community spaces and places
- Within Council

All implementation strategies will take into consideration diversity and inclusion principles, to ensure the needs of people of all ages, genders, cultural backgrounds, economic status are considered.

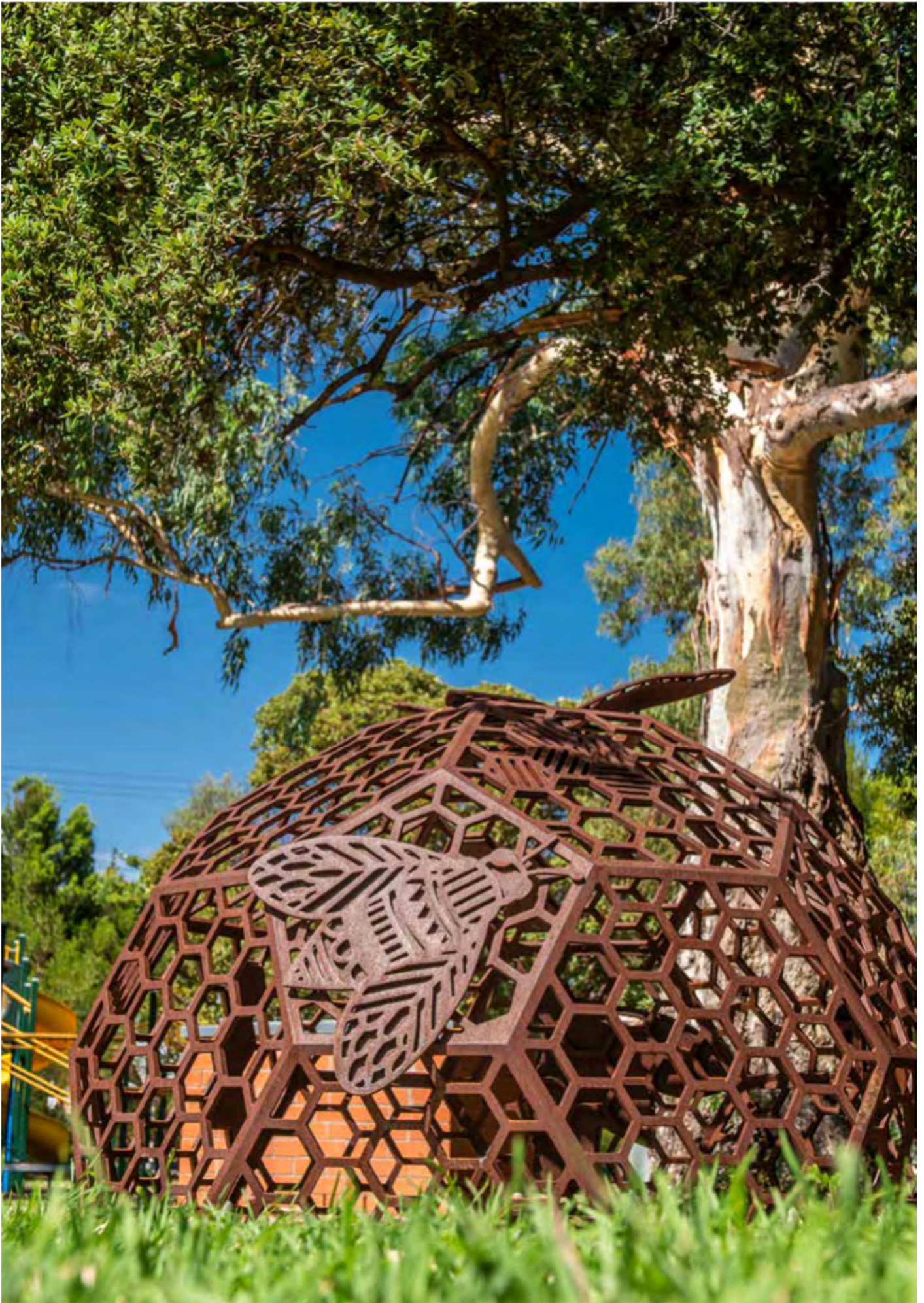
Measuring Success

Following final endorsement, a City of Unley staff project team will be established to oversee implementation, evaluation and reporting on the Plan. Priority tasks for the project team are to develop an action implementation plan, guide integration within current Council strategies, agree on measures/timeframes and set up formal partnerships if required. Council will measure community health and wellbeing and the success of this plan in the future through biennial Community Health and Wellbeing surveys to measure how people feel about their health, population health data comparisons using data from the Public Health Information Development Unit and successful

implementation of actions within this plan, within agreed timeframes. The project team will also need to report biennially to Council and SA Health on the progress of regional public health planning for the five-year lifespan of this plan. The first report will be made two years from the final endorsement of the Draft Living Well Plan.

Reporting

This Living Well - City of Unley's Health and Wellbeing Plan articulates the things Council will do, and the way it will work to maintain and improve health and wellbeing outcomes for all people who live, work, study and play in the City of Unley. Reporting is required biennially by the South Australian Public Health Act 2011 to understand effectiveness, identify areas for improvement and learning, and enhance the evidence for current and future work. Reporting will also ensure alignment to the overarching Strategic Management Plans of Council (e.g. Community Plan and Four Year Delivery Plan), endorsement by the Executive Management Team and appropriate allocation of resourcing.





08 8372 5111
pobox1@unley.sa.gov.au
unley.sa.gov.au

Prepared by Healthy Environs
for the City of Unley
Date of Issue: November 2020

DECISION REPORT

REPORT TITLE:	COMMUNITY GRANTS PROGRAM - ALLOCATION OF FUNDING SEPTEMBER 2020 (ROUND 1 OF THE 2020/21 FUNDING)
ITEM NUMBER:	4.4
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	MATTHEW IVES
JOB TITLE:	COORDINATOR CULTURAL DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. COMMUNITY GRANTS FUNDING GUIDELINES2. ASSESSMENT MATRIX3. PROPOSED FUNDING ALLOCATIONS

1. **EXECUTIVE SUMMARY**

This report seeks endorsement of the recommendations for funding under the Community Grants Program for Round 1 of the 2020/21 financial year.

The Community Grants Program provides Council funding to support the provision of programs, projects and activities for the local community to participate in a wide range of recreational, cultural, community and environmental initiatives. A total of \$77,452 was endorsed in the 2020/21 annual budget to be distributed across two community grant funding rounds in the financial year. It is usual practice to split the annual budget between the two funding rounds (approximately \$38,000 per round).

This report outlines the recommendations made by the Administration from the applications received in Round 1. A total of 27 applications were assessed with a total funding request of approximately \$84,000. After assessment, funding of \$43,410 is recommended for allocation in this round, to be distributed among 18 applicants. Following consideration by a working group made up of five Elected Members comprising Councillors Boisvert, Hughes, Palmer, Russo and Sheehan, the recommended funding allocations are now presented directly to Council for endorsement.

2. **RECOMMENDATION**

That:

1. The report be received.

2. Funding of \$43,410 be awarded under Round 1 of the 2020/21 financial year for the Community Grants Program as follows:
- \$3,420 to Adelaide Showgrounds Farmers' market for free kids' club workshops.
 - \$4,000 to Bertram Hawker Kindergarten for online specialist sessions to parents with children at Unley based kindergartens and playgroups.
 - \$1,520 to CATS Inc (Cats Assistance to Sterilize) towards their cat management program for the City of Unley, providing low cost desexing.
 - \$3,200 to Christ Church Uniting Wayville for signage and activities assisted with promoting the Healing Garden.
 - \$280 to Clarence Park Community Kindergarten for a dedicated children's street library.
 - \$2,130 to Forestville Hockey Club for equipment and costs associated with the Junior Academy.
 - \$2,400 to Gold Foundation Inc. for training programs for 13-20 year olds with Asperger Syndrome.
 - \$4,000 to Goodwood Community Services for the "Goodwood Together" workshop program.
 - \$1,250 to Goodwood Cricket Club for Flicx Rollout cricket pitch.
 - \$4,000 to Goodwood Saints Club for the "Re-Connect" Project as part of the Club's ongoing Healthy Minds Initiative.
 - \$2,375 to the Italian Folk Ensemble to cover costs associated with the rehearsals and production of CDs on Italian folk culture.
 - \$2,000 to Mrs Sippy to coordinate informal gatherings of neighbours in targeted City of Unley parks.
 - \$2,870 to Probus Club of Unley for a laptop, printer and software.
 - \$2,340 to Salvation Army to facilitate free educational workshops on the use of digital technology to promote individuals and businesses.
 - \$3,190 to Student Robotics Club of South Australia for a 3D printer and accessories and gear drive drill.
 - \$1,255 to The Lady George Kindergarten to complete an Indigenous mural on wall facing the street.
 - \$1,680 to Unley Park Baptist Church for 10-week personal development program for women with disability called "I Am Woman".
 - \$1,500 to Unley Primary School to assist with costs associated with the development of a mural focussing on local themes.
-

3. RELEVANT CORE STRATEGIES/POLICIES

Council's Community Plan and 4 year Delivery Plan:

1. Community Living

1.1 Our Community is active, healthy and feels safe.

Community Grants and Sponsorships Policy

4. BACKGROUND

The Community Grants Program is a distribution of Council grant funding that supports local initiatives to provide opportunities for our local community to participate in a wide range of recreational, cultural, community and environmental activities. Council has facilitated a Community Grants Program annually since 1979.

The purpose of the program is to encourage active citizenship, community capacity building and to support community members to respond to local needs by providing financial assistance to individuals, community groups and organisations that provide projects and programs for residents of the City.

Applications are assessed against the pre-determined criteria and the capacity of the applicants to deliver stated program objectives. Community groups, organisations and businesses are eligible to apply for not-for-profit activities which benefit the residents of Unley. Applicants can be from either within or outside of the City of Unley, so long as the proposed activities benefit City of Unley residents.

An annual budget of \$77,452 has been allocated in 2020/21 for community grants. This funding is distributed over two funding rounds each financial year in September (Round 1) and March (Round 2). Associated guidelines (Attachment 1) outline the funding eligibility and criteria and are provided to all prospective applicants.

In May (Item 4.4, Council Meeting, 25/05/2020), Council endorsed that:

1. *The report be received.*
2. *The cancellation of the March 2020 Community Grants round be endorsed, and applicants be advised that their applications will be reconsidered in September 2020, with savings of \$38,000 returned to the budget to offset loss of income associated with COVID-19 restrictions.*
3. *Subject to the endorsement of the 2020/21 draft Annual Business Plan and Budget, the September 2020 Community Grants round be promoted to encourage applications that focus on supporting local community initiatives responding to the impacts of COVID-19.*

In line with this endorsement, Round 1 September 2020 had a focus on COVID response and recovery and this was reflected in the guidelines.

Attachment 1

Also, in line with the May endorsement, applicants who applied in the March 2020 Community Grants Program Round 2 were contacted and encouraged to re-consider their original applications and re-apply in this round. Eight of the original fourteen applications from the cancelled March round took up this option and have re-applied in this round.

The grants were promoted on Council's website and social media. Information was also circulated to Council's community database.

Assistance, advice and support from Administration is readily offered to all potential applicants during the preparation of submissions.

5. DISCUSSION

Based on a 50% split per round of the total 2020/21 annual budget, a total of approximately \$38,000 was originally available for allocation to community grants for this funding round, with a maximum of \$4,000 available per application. A total of 27 applications were assessed in Round 1, with a total funding request of \$84,064.

Applications were assessed and ranked using an assessment matrix (Attachment 2) based on the mandatory criteria outlined in the Community Grant Guidelines. A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects. Ranking was then used to determine levels of funding, i.e. full or partial.

Attachment 2

The total of 27 applications represented an increase from past rounds, partly due to the cancellation of the March 2020 round coupled with the desire from community groups to respond to the negative impacts of COVID-19. The high number of applications made it an unusually competitive round. The Administration determined to allocate funding to as many eligible projects as possible. The diversity of applications and community groups is similar to applications received in past rounds, namely requests for equipment, workshops, coaching sessions and cultural and environmental activities.

All the applications addressed, to a greater or lesser extent, how their proposed activities would respond to the impacts of COVID-19, a unique assessment criterion for this round of grants.

Due to the increased number of applications received, and to meet the increased demand for COVID-19 response and recovery, approximately \$5,000 has been brought forward from the Round 2 Community Grants Program budget. This will result in a slightly reduced budget being available for the Round 2 process. The funding is within the current overall budget allocation for 2020/21.

An administrative working group comprising Council's Cultural Development Coordinator, Daily Moves Program Coordinator, and Event Management Specialist met on 16 October 2020 to assess the applications and to determine proposed funding of the projects and programs as outlined in Attachment 3.

Attachment 3

The applications and recommendations were then presented for discussion to the Community Grants working group, comprising Councillors Boisvert, Hughes, Palmer, Russo and Sheehan at a meeting on 28 October 2020.

A copy of the Community Grant applications, together with a summary of recommendations for funding, are available in the Elected Members Room.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Funding of \$43,410 be awarded under Round 1 of the 2020/21 financial year for the Community Grants Program as follows:
 - \$3,420 to Adelaide Showgrounds Farmers' market for free kids' club workshops.
 - \$4,000 to Bertram Hawker Kindergarten for online specialist sessions to parents with children at Unley based kindergartens and playgroups.
 - \$1,520 to CATS Inc (Cats Assistance to Sterilize) towards their cat management program for the City of Unley, providing low cost desexing.
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 - \$280 to Clarence Park Community Kindergarten for a dedicated children's street library.
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 - \$2,400 to Gold Foundation Inc. for training programs for 13-20 year olds with Asperger Syndrome.
 - \$4,000 to Goodwood Community Services for the "Goodwood Together" workshop program.
 - \$1,250 to Goodwood Cricket Club for Flicx Rollout cricket pitch.
 - \$4,000 to Goodwood Saints Club for the "Re-Connect" Project as part of the Club's ongoing Healthy Minds Initiative.
 - \$2,375 to the Italian Folk Ensemble to cover costs associated with the rehearsals and production of CDs on Italian folk culture.
 - \$2,000 to Mrs Sippy to coordinate informal gatherings of neighbours in targeted Unley parks.

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- \$2,340 to Salvation Army to facilitate free educational workshops on the use of digital technology to promote individuals and businesses.
- \$3,190 to Student Robotics Club of South Australia for a 3D printer and accessories and gear drive drill.
- \$1,255 to The Lady George Kindergarten to complete an Indigenous mural on wall facing the street.
- \$1,680 to Unley Park Baptist Church for 10-week personal development program for women with disability called "I Am Woman".
- \$1,500 to Unley Primary School for costs associated with the development of a mural focussing on local themes.

This option provides Council support to a broad range of community groups and activities that will make a positive impact in the community. The slight increase in funding allocated in this round will result in a decrease of approximately \$5,000 in community grant funding available in the September round.

Option 2 –

1. The report be received.
2. Subject to the following amendments and/or additions, the funding recommendations as contained in this report are endorsed.
 - Amendments requested to be inserted here
 - Amendments requested to be inserted here

Council may wish to change the funding allocations to reflect alternate funding priorities. However, in making any changes, Council should consider the budget, the guidelines, existing policy and probity of decision-making.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The 2020/21 total annual budget allocation is \$77,452 for Community Grants.
- An amount of \$43,410 is recommended for allocation in the September 2020 (Round 1) funding round, which is approximately \$5,000 more than a 50% split of the total 2020/21 annual budget.
- The remaining \$34,000 will be available as part of the Round 2 process in March 2021.
- Successful applicants will be required to provide a grant acquittal.

8.2 Legislative/Risk Management

- Nil

8.3 Staffing/Work Plans

- The Community Grants process is administered within existing resources.

8.4 Environmental/Social/Economic

- The Community Grants Program represents a positive process to allocate funding to organisations actively engaged in increasing community identity, wellbeing and participation.

8.5 Stakeholder Engagement

- Nil

9. REPORT AUTHORISERS

Name	Title
Marcia Mudge	Team Leader Community & Cultural Development
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager, City Services

Community Grants COVID-19 Response Program September 2020 Guidelines



WHAT IS THE PURPOSE OF THE COMMUNITY GRANTS COVID-19 RESPONSE PROGRAM?

The purpose of the program is to encourage and support community initiatives that respond to local needs, enhance community wellbeing and quality of life and are of benefit to our residents.

In the September 2020 round, emphasis will be placed on supporting initiatives that assist the community to respond and recover from the impacts of the COVID-19 situation. Applicants will need to demonstrate how their project will address the impact of COVID-19 by contributing to positive physical, social and mental wellbeing outcomes.

This may include supporting:

- Community groups and organisations adversely impacted by COVID-19 to adapt and modify programs and approaches in response to changing community need and Government restrictions
- Initiatives that support community members significantly impacted by the COVID-19 situation (e.g. vulnerable groups and those experiencing increased social isolation)
- Initiatives that strengthen community connection and resilience.

Grant funding of up to a maximum of \$4,000 is available. Projects and/or programs that commence prior to 1 December 2020 are not eligible and will not be funded.

Funding is offered twice a year and, for the 2020/21 financial year, applications close in September 2020 and March 2021.

The closing date for the current round is Wednesday 30 September 2020. Late applications will not be accepted.

WHO CAN APPLY?

- Applications will be considered from not-for-profit community groups, organisations and individuals. **However, please note that individuals may only apply under the auspice of a not-for-profit community group or organisation.**
- Applicant organisations do not need to be incorporated but must have a current bank account in the applicant organisation's name. Individuals, community groups and organisations may only submit one application per funding round.
- Applicants must operate within the City of Unley area or be proposing an activity that will take place within the City of Unley area.

WHAT FUNDING IS AVAILABLE?

You may apply for funding of up to \$4,000 in the areas of:

- Recreation (i.e. innovative community recreation and physical activity programs; new equipment, fitness programs new to Unley)
- Art and Culture (i.e. collaborative arts projects between artists and the community, cultural awareness programs, community art projects)
- Community (i.e. new initiatives and/or programs especially targeting disadvantaged or minority groups, learning and skill development, community health and safety programs, new equipment that increases the ability of a group to deliver a service or program to the wider community, promotion of healthy eating and access to healthy food)
- Environment (i.e. community garden projects, environmental awareness and education, streetscape programs in partnership with Council, initiatives that reduce water and energy use, waste, minimise

pollution or improve vegetation)

Other examples of eligible COVID-19 response programs/activities include (but are not limited to):

- Provision of existing services/programs in a new online format
- Provision of support for the community via counselling services, health and wellbeing programs/activities, employment and training programs/activities
- Support for members of the community who are socially isolated such as food programs, wellbeing activities or programs
- Provision of relevant training for members of a group such as: DHS clearances, RSA training, food safety training
- Creative projects to happen in alternate formats, showcasing art and culture for wide audiences to view and profiling City of Unley artists, performers, musicians, community and cultural groups

WHAT IS THE CRITERIA FOR FUNDING?

Your project/program must:

- Meet an identified recreation, cultural, community and/or environmental need in the City that is clearly defined and researched.
- Address the impact of COVID-19 and contribute to positive physical, social or mental wellbeing outcomes.
- Not commence prior to 1 December 2020.
- Be of direct benefit to residents of the City of Unley.
- Encourage active citizenship and participation by the wider community to provide access to a unique and diverse opportunity.
- Have a clearly defined evaluation process.
- Show the ability to obtain additional resources if grant money forms only part of the funding needed. Resources could include fund raising, grants, volunteers, in kind support, use of existing funds, etc.

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, YOU ARE NOT ELIGIBLE TO APPLY.

Will the funding be used for:

- Ongoing salary or salaries (a position created for the length of the project is considered eligible) or associated day-to-day operational costs.
- Reimbursement of moneys already spent or for projects, programs or purchases that have already been completed or costs/expenses that have already been incurred.
- Activities and purposes primarily associated with, and for the benefit of a commercial organisation.
- Renovations or capital works, defined as permanent improvements to a building or grounds that will increase its capital value.
- A purpose or purposes where the core funding responsibility normally rests with the State or Federal Government.

WHAT ELSE?

- All applications must be received on the Council approved Application Form and by the closing date.
- Successful applicants must confirm their intention of accepting the grant and conditions by completing a Grant Acceptance Form, which must be received by Council before any grant funding is made.
- If your project requires additional support, approval or permissions from other areas of Council e.g. Development Applications, traffic management requests, reserve/park hire or environmental health

issues, please ensure you seek advice from the appropriate area of Council prior to submission of your application. This includes SA Government requirements regarding COVID Safe and COVID Management plans and social distancing requirements, please visit <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan> for details.

- You are required to submit a Final Financial Acquittal Report within two months of the project completion. Receipts for purchases must be included. Any applicant not meeting this obligation could be ineligible for future financial support.
- As part of the grant acceptance process, you may be required to attend an evening function to celebrate all community grant funding and to share your project/event with other grant recipients.
- Any changes to the project expenditure must be submitted to Council in writing for approval.
- Successful applicants must acknowledge the City of Unley in any publications or publicity regarding the project.
- Council reserves the right to publish your organisation/ club name on the City of Unley web site.
- If your application is for purchases of \$500 and over, you must submit a minimum of two quotes with your application.
- In-kind volunteer hours are to be calculated at \$47.31 per hour.
- Other in-kind contributions can include donated materials; professional expertise; venue hire; and/or other costs absorbed by the organisation/club.

INSURANCE

All applicants should consider conducting a risk assessment process for their project to address any necessary insurance implications. Organisers should check their current insurance arrangements to determine if any extra cover is required. Applicants should ensure that all staff and volunteers associated with the project have the appropriate mandatory DHS clearances.

WHAT HAPPENS TO MY APPLICATION?

- You will be sent a notification that your application has been received.
- Applications are assessed by the Administration and recommendations submitted to an Elected Member working party prior to presentation to the November 2020 Council meeting for final endorsement.
- You will be notified of the outcome of your application within one week of the Council meeting.
- If your application is successful, prior to payment being made, all additional support, approvals or permissions from other areas of Council must have been obtained, and the Grant Acceptance form must be completed and returned to Council.
- The Council reserves the right to part-fund or refuse an application.

NEED ADVICE?

If you have any questions regarding the program, eligibility of your project or how to apply, please contact the City of Unley on 8372 5111 and ask to speak with the Cultural Development Coordinator.

HOW TO APPLY?

Please ensure that you have completed the below checklist and return the application form and supporting documentation to the City of Unley.

- ☐ I have read the guidelines and, to the best of my knowledge, the organisation is eligible.
- ☐ I have completed all sections and signed the application form.
- ☐ I have attached quotes for the purchase of new items costing \$500 and over.

Post to: Cultural Development Coordinator, Community Grants Program, City of Unley, PO Box 1, Unley SA 5061

Email to: pobox1@unley.sa.gov.au

Hand deliver to: 181 Unley Road, Unley SA

Evaluation Matrix: Community Grants

Criteria	Max Assigned Points	Scoring Guide	Actual Points	Comment
Contributes to positive physical, social or Mental Wellbeing (COVID19 response and recovery)	20	4 - Poorly addressed 12 - Fairly addressed 20 - Well addressed		
Creates a direct benefit to residents of the City of Unley	10	2- Minimal benefit 6 - Considerable benefit 10 - Significant benefit		
Enhances the lifestyle and wellbeing of participants through innovative, learning and/or sustainable opportunities	9	1 - Poorly defined 5 - fairly defined 9 - Well defined		
Provides opportunities to extend the skills of participants and provides access to a unique and diverse opportunity	6	2- Poorly defined 4 - Fairly defined 6 - Well defined		
Applications from groups that are based in the Unley Council area and/ or can demonstrate that a significant proportion of the project participants are Unley rate payers	5	1- Minimal involvement of rate payers 3 - Considerable involvement of rate payers 5 – Based in the Unley area or significant involvement of Unley rate payers		
Demonstrated a need for financial support in undertaking the initiative along with the ability to contribute their own resources be it financial or in kind	3	1- Minimal contribution 2 - Considerable contribution 3 - Significant contribution		
Volunteers are engaged in the initiative	3	2- Some volunteers/ voluntary hours 3 – Significant number volunteers/ voluntary hours		
Has a clearly defined evaluation process	3	1 - Poorly defined 2 - Fairly defined 3 - Well defined		
The ability to obtain additional resources if grant money forms only part of the funding needed.	1	1 - Additional resources identified		
	Total 60		Total	

COMMUNITY GRANTS PROGRAM FUNDING: ROUND 1 – 2020/2021
SEPTEMBER 2020

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Adelaide Showground Farmers Market <i>Offering free kids club at the Farmers market highlighting nature craft, healthy foods, yoga, gardening, sustainable craft and educational demonstrations on Bee keeping and native animals.</i>	\$3,420.10	\$3,420.00	RECOMMENDED FOR FULL FUNDING. Free Community activity supported by volunteers including retirees and physically disabled individuals – builds community while promoting health and wellbeing to local children through fun free recreational activities – previously successful but cancelled with COVID impact. The Applicant is Unley-based.
Bertram Hawker Kindergarten <i>Online sessions to kindergarten and playgroup, from a specialist speech and language person.</i>	\$4,000.00	\$4,000.00	RECOMMENDED FOR FULL FUNDING. Project will focus on the increased need for families to develop ways to be calm and collected and to interact positively by regulating their emotions and behaviour. Project will be promoted across all Unley kindergartens and play groups to parents. The Applicant is Unley-based.
Goodwood Community Services <i>Diverse range of workshops to attract people coming together from different life backgrounds.</i>	\$4,000.00	\$4,000.00	RECOMMENDED FOR FULL FUNDING. “Goodwood Together” will be a project that builds a rhythm of community gatherings focused on self-expression, skill building and collaborative projects. Each session will involve healthy food as a mechanism to bring people together, while they focus on building a skill. Sessions will be free acknowledging that many have lost income this year. The Applicant is Unley-based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Goodwood Saints Football Club <i>"Re-Connect" is a project of the club's Healthy Minds initiative, mitigating the psychological impact of COVID19 which will be felt long after the medical crisis abates.</i>	\$4,000.00	\$4,000.00	<p>"Re-connect" develops several projects:</p> <ul style="list-style-type: none"> • SALT (Sport and life training) monitor players health and wellbeing and coping moving forward • Gratitude Journal and Resilience Project • Bullying and Violence Education project <p>Project focuses on mental health, support, communication, engagement, resilience and a connected community. The Applicant is Unley-based.</p>
Probus Club of Unley <i>Purchase laptop, printer and software to connect members.</i>	\$2,873.00	\$2,870.00	<p>The impact of COVID has been greater on the elderly who have been unable to be physically active and in social gatherings – this will offer other forms of communication for all the members.</p> <p>The Applicant is Unley-based.</p>
Cats Assistance to Sterilise (CATS) <i>Ongoing funding of a cat management program for the City of Unley that addresses cat-related issues and which provides low cost desexing.</i>	\$4,000.00	\$1,520.00	<p>RECOMMENDED FOR PARTIAL FUNDING.</p> <p>The program focuses on an identified need to provide a subsidised scheme for de-sexing cats in Unley. It supports the principles of Council's Animal Management Plan.</p> <p>The Applicant is not Unley-based, but provides a service for Unley residents.</p>
Christ Church Uniting Wayville <i>Promote the Healing Garden at Christ Church to the wider community through activities and wayfinding signage.</i>	\$4,000.00	\$3,200.00	<p>RECOMMENDED FOR PARTIAL FUNDING.</p> <p>The project promotes and educates the wider community in how the Healing Garden has been landscaped to provide a sustainable section of wildlife habitat and acts as a green corridor within the creek's source to the sea. Signage and activities will promote the Garden as a COVID-19 safe outdoor space for community engagement.</p> <p>The applicant is Unley-based.</p>

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Clarence Park Community Kindergarten <i>Install a street library targeted at younger members in front of the kindy.</i>	\$561.80	\$280.00	RECOMMENDED FOR PARTIAL FUNDING. COVID has impacted on the ability for families to attend the kindergarten to form friendship connections due to various restrictions imposed on social gatherings. The addition of a community accessible street library dedicated to children is seen as a way of bringing the local community together and supporting those who may feel isolated. The Applicant is Unley-based.
Forestville Hockey Club <i>To aid running costs and equipment for the Junior academy after a long COVID break.</i>	\$3,550.00	\$2,130.00	RECOMMENDED FOR PARTIAL FUNDING. The project is seen as critical now in retaining current and recruiting additional players to the junior program after the disruptions due to COVID 19. Purchase of equipment is needed to re-engage players and ensure all playing and coaching equipment. The Applicant is Unley-based.
Gold Foundation Inc <i>Social Skills training programs for young people with Asperger Syndrome.</i>	\$4,000.00	\$2,400.00	RECOMMENDED FOR PARTIAL FUNDING Continue Life skills training programs for 13-20 years old with Asperger Syndrome from the Unley Council region. It has the capacity for young people to make friends and to improve communication and social skills as well as psychological wellbeing. The Applicant is not Unley-based.
Goodwood Cricket Club <i>Purchase of a Flicx Rollout cricket pitch to expand Cricket Opportunities at Goodwood Oval.</i>	\$2,500.00	\$1,250.00	RECOMMENDED FOR PARTIAL FUNDING The upgraded surface will attract and engage more young cricketers, female cricketers and parents in an initiative to increase participation and involvement at Goodwood Oval. The aim is to field another 2 junior teams. The Applicant is Unley-based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Italian Folk Ensemble <i>Resources to practice and perform songs and dances in the musical styles that have evolved in their Italian region of provenance.</i>	\$3961.38	2,375.00	RECOMMENDED FOR PARTIAL FUNDING The sponsorship will provide Unley residents with the opportunity to: broaden their understanding and appreciation of the Italian culture; provide the 2nd and 3rd generation of Italian residents an opportunity to appreciate the traditional folk songs and dances from Italy; engage local residents (also of non-Italian background) to participate in our group, either as musicians or singers, or both. The Applicant is Unley-based
Mrs Sippy <i>Provide a mobile coffee service with the use of the Vintage Caravan 'Mrs Sippy' at various community locations.</i>	\$4,000.00	\$2,000.00	RECOMMENDED FOR PARTIAL FUNDING Project will target areas in Unley to encourage people to come together near Unley parks to re-connect, strengthen local networks and share a coffee. Project will be promoted through social media and localised letter box drops. The Applicant is not Unley based.
Salvation Army – Digital Media Communications Educator <i>A free short, fun, simple series of pilot educational workshops on how to make a You Tube channel and visual CV.</i>	\$3,900.00	\$2,340.00	RECOMMENDED FOR PARTIAL FUNDING This project aims to empower COVID 19 impacted individuals (ie. community members who have had negative impact on their wellbeing either, mentally, emotionally, psychologically, economically due to employment loss/reduction or social isolation) by learning how to create their own YouTube channel, and create their own video to use as a visual CV. The Applicant is Unley-based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Student Robotics Club of South Australia Incorporated (SRCSA) <i>Purchase of a 3D printer and accessories together with a gear drive drill for the club.</i>	\$3990.00	\$3,190.00	RECOMMENDED FOR PARTIAL FUNDING Project is to purchase additional equipment for the Club which modifies its approach to the building of robots but also enable our students to gain the maximum benefit from the program. These resources will encourage students to participate in activities normally undertaken off site and currently unavailable. The Applicant is Unley-based
The Lady George Kindergarten <i>Costs associated with completion of Indigenous mural on its southern wall.</i>	\$2510.00	\$1,255.00	RECOMMENDED FOR PARTIAL FUNDING Project supports various activities over 3 years to have a space which faces out in to the community and one for the wider community to admire, relax and enjoy. Mural will be undertaken by experienced community-based Indigenous artists. The Applicant is Unley-based.
Unley Park Baptist Church <i>A program to assist women to develop new skills to enhance confidence, self – esteem and a healthy body image.</i>	\$2103.15	\$1,680.00	RECOMMENDED FOR PARTIAL FUNDING “I am Woman” is a 10-week personal development program for women 18-35 living with disability. COVID has presented a layer of complexity within the community resulting for some in increased anxiety, confusion and social isolation. This project addresses these concerns and is run by an experienced facilitator. The Applicant is Unley based.
Unley Primary School <i>Mural for the centre of the school that celebrates the community in these times.</i>	\$2500.00	\$1,500.00	RECOMMENDED FOR PARTIAL FUNDING UPS has increasingly become an out of school hub for families for sport, recreation, play and relaxation. Proposed walls for mural at the heart of the school and visible to many in the community. Mural would be undertaken by an established artist and ex-pupil of the school. Themes for the artworks would be negotiated with the local community by students. The Applicant is Unley based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Carrington Cottages Ltd <i>Free, short educational pilot programme to show how to funkify their own small piece of furniture.</i>	\$3,900.00	\$0.00	NOT RECOMMENDED FOR FUNDING The project promotes positivity and the various trauma-effects COVID has left upon the community by actively redirecting the individuals focus to be more socially interactive. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is not Unley-based.
Laughter Clubs of SA <i>Promotional resources to advertise free Laughter Yoga sessions on the Village Green.</i>	\$1600.00	\$0.00	NOT RECOMMENDED FOR FUNDING Resources including signage, banners, printing, distribution, event infrastructure and social media advertising to promote free Laughter Yoga sessions on the Village Green working towards World Laughter Day. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is not Unley-based.
Latvian Club Association of SA <i>Purchase a Piano Cradle for the Latvian Hall.</i>	\$1445.00	\$0.00	NOT RECOMMENDED FOR FUNDING A piano specialist company has recommended that a donated piano be placed in a specially designed cradle to avoiding damage to the floor, injury to individuals and community groups moving the piano and movement between two halls. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.
Latvian Association <i>Purchase of defibrillator for Latvian Association of SA properties at 34-36 Rose Terrace Wayville.</i>	\$2950.00	\$0.00	NOT RECOMMENDED FOR FUNDING The defibrillator is for emergencies for individuals at a pair of maisonettes which house the Latvian Museum, souvenir store, function rooms and offices. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Millswood Bowling Club <i>Install 2 heritage style garden seats at Millswood Bowling.</i>	\$4,000.00	\$0.00	NOT RECOMMENDED FOR FUNDING Project is part of a program to install an additional 16 benches for additional seating in the shade for residents and visitors to the Club to enhance their experience. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.
Pan-Ikarian Brotherhood of Adelaide <i>A series of activities to bring members of the community together.</i>	\$500.00	\$0.00	NOT RECOMMENDED FOR FUNDING The proposed activities can help bring a sense of belonging back into their community which will assist with recovery from COVID. The program aims to bringing together elders and young people to stay connected and make new friends. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.
Sturt Football Club <i>Engage Indigenous artist to paint one stobie pole recognising Indigenous players associated with Sturt FC.</i>	\$1800.00	\$0.00	NOT RECOMMENDED FOR FUNDING Project will engage an Indigenous artist to provide one artwork for the corner of Trimmer and Oxford Terrace to acknowledge Indigenous football players. The project aims to increase the visual interest in the area for residents, walkers and visitors. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.

APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
Sturt Lawn Tennis Club <i>Old and new members who have been affected by COVID offered a two-third reduction in fees.</i>	\$4000.00	\$0.00	NOT RECOMMENDED FOR FUNDING This initiative proposes Council contribute to 1/3 membership of Club fees as a subsidy for those affected by COVID. Club would waive a 1/3 contribution. It is considered this affects approximately 30% of members. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.
The Uluru Statement from the Heart Support Group of Unley <i>A series of events and workshops to raise awareness of the need to address the inequalities of First Nations peoples.</i>	\$4,000.00	\$0.00	NOT RECOMMENDED FOR FUNDING Program is an ongoing program of monthly meetings, webinars, advocacy and public meetings by local residents by a newly formed community group. The program will be supported by Reconciliation SA in providing relevant Indigenous representatives and source materials. Although the criteria have been met, the project did not demonstrate sufficient benefits to justify funding in a competitive round. The Applicant is Unley-based.
	\$84064.43	\$43,410.00	

INFORMATION REPORT

REPORT TITLE:	TRADER ASSOCIATION QUARTER 1 REPORTS 1 JULY TO 30 SEPTEMBER 2020
ITEM NUMBER:	4.5
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	AKARRA KLINGBERG
JOB TITLE:	COORDINATOR ECONOMIC DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. UNLEY ROAD ASSOCIATION QUARTER 1 2020-21 REPORT2. GOODWOOD ROAD BUSINESS ASSOCIATION QUARTER 1 2020-21 REPORT3. KING WILLIAM ROAD TRADERS ASSOCIATION QUARTER 1 2020-21 REPORT4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION QUARTER 1 2020-21 REPORT

1. **EXECUTIVE SUMMARY**

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

The Association Separate Rate Agreements require each Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the period of 1 July 2020 to 30 September 2020, as well as additional information on the activities of the Associations.

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

A new Economic Development Growth Strategy is currently being drafted. Following the finalisation of the strategy and subsequent Council endorsement, Council will review the Association model and reporting mechanisms.

2. RECOMMENDATION

That:

1. The report be received.
-

3. RELEVANT CORE STRATEGIES/POLICIES

3. Economic Prosperity

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

4. BACKGROUND

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

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

As part of the Agreements, each Association is required to provide a quarterly report of its expenditure and activities.

5. DISCUSSION

The Associations have been asked to provide a financial report for Quarter 1 2020/21 for the period of 1 July 2020 to 30 September 2020. Additional information is provided below regarding the activities, achievements and challenges that each of the Associations have experienced during this time.

It is a requirement that Separate Rate funding is fully expended in the financial year for which it is raised for the purpose for which it was raised.

Attachments 1-4

Unley Road Association (\$69,832 Separate Rate Funding)

Due to COVID-19 and associated restrictions, the Unley Road Association reduced the amount they requested to be raised through the Separate Rate for the 2020/21 financial year. To enable this reduction in funding, the coordinators hours were reduced for the first six months of the year by 25%.

At the time of writing this report, the Unley Road Association had not submitted an invoice for the first quarter Separate Rate instalment.

The following activity occurred within the last quarter:

- Two trader e-newsletters drafted and distributed.
- Ongoing social media posts, blogs and website updates.
- Presentation of Only Unley Road competition winner.
- Extensive planning for the Pride of Workmanship Awards (to be run in early 2021).
- AGM preparation (AGM to be held Wednesday 25 November 2020).
- Trader visits and calls.
- Meetings of the executive to discuss various items including – Eastern Herald newspaper opportunities, other networking groups, vacancies.

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

The following activity occurred within the last quarter:

- Preparation for and promotion of the SALA Festival on Goodwood Road and Art Trail competition.
- A Member's Forum was held at the Goodwood Hotel to hear member feedback and ideas.
- Preparation for the next instalment of the Heart of Goodwood campaign.
- Liaison with Adelaide Showgrounds Caravan Park to provide opportunities for Goodwood Road traders.
- Liaison with Department for Infrastructure and Transport (DIT) regarding concept design and implementation of artwork on DIT signal control cabinet at the Goodwood Primary School pedestrian crossing.
- Commission of the art installation on the Whisk Wall.
- Planning for the 2019/20 AGM (held 13 October 2020).

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

Due to COVID-19 and the associated restrictions, the King William Road Traders Association (KWRTA) reduced the amount they requested through the Separate Rate for the 2020/21 financial year. To enable this reduction, the Precinct Coordinator budget allocation was reduced by 50% for quarter 1 and quarter 2 (resulting in an allocation of seven hours per week) limiting the extent of activities able to be implemented in quarter 1 of the 2020-2021 financial year. The primary focus during this period was onboarding the new Coordinator, promoting positive precinct news to local media, reviewing and updating the Precinct's digital platforms, planning Christmas on King William Road and maintaining the operating practices of the Association.

The following activity occurred within the last quarter:

- Four editorial opportunities in local media publications including print and digital articles in the weekend Advertiser (regarding an influx of new traders to the precinct), a radio interview with 5AA (promoting the Precinct as a vibrant shopping destination) and a Father's Day Gift Guide (featuring 12 King William Road traders) published by Glam Adelaide.
- Developed a new trader directory with accurate contact details, improved functionality and speed for the Precinct website, plus the creation of a trader portal for the local business community to easily access updates and information from the Association and Council.
- Engaging with the business community with face to face visits, a bi-monthly trader newsletter, regular email and phone communications.

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

The following activity occurred within the last quarter:

- Planning for the 2019/20 AGM (held on 18 November 2020).
- Delivery, promotion and announcement of the Highgate Bounces Back promotion and competition winners.
- Further development and upgrade of the Destination Highgate website – undertaken at no cost to the Association.
- Social Media.

6. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

Unley Road Association
Summary of Income and Expenditure 2 2020/21 1 First Quarter

Income

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

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

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

Expenditure

Projects (provide further detail on 'Detail" worksheet)

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Member Services	\$ 7,000.00					0	0%
Project 2	Advertising and promotional	\$ 37,000.00	3144.55				3144.55	8%
Project 3	Event - Yet to be determined (COU Sponsorship \$10,000)	\$10,000					0	0%
Subtotal		\$ 54,000.00	\$ 3,144.55	\$ -	\$ -	\$ -	3144.55	6%

Administration

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing Coordinator		\$ 15,000.00	2755				2755	18%
Administration		\$ 4,500.00	1215.46				1215.46	27%
PO Box		\$ 135.00	0				0	0%
Office Expenses		\$ 4,000.00	26.82				26.82	1%
Insurance		\$ 2,000.00	943.61				943.61	47%
Other		\$ 200.00	0				0	0%
Subtotal		\$ 25,835.00	4,940.89				4940.89	19%

Total Expenses	Projects + Administration	\$ 79,835.00					0	0%
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Operating Surplus		\$ 1,000.00					0	0.00%
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Unley Road Association - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Member Services	Objective: • To hold one networking event at an Unley Road business between Jan 2021- June 2021, with the aim to have 25% of the businesses from Unley Road in attendance. Networking functions offer great marketing tool for traders, disseminate relevant information and provide an opportunity to engage with other traders, staff, and owners. These events help to build a vibrant mainstreet and welcomes new businesses to introduce themselves and get to know their neighbours, which in turn is great for word of mouth advertising between businesses. • One trader forum to understand pressures on businesses, and opportunities for the future (projects, events and advertising). We aim to use this feedback to create a strategy for future marketing and events opportunities on Unley Road. • Continue to provide monthly traders update newsletters (email and 1 hard copy in December) to inform and assist business owners on upcoming Unley Road events, marketing and advertising opportunities, matters that may affect their business, changes on the Road and any other relevant news Objective:	\$7,000	Participant numbers and feedback. Read and click rates on emails	No	What were you hoping to get (measure) v what was achieved eg average open rate, trader participation etc Eg Open rate target 50/actual 65	Trader updates via email. Trader support via phone calls and emails including advice on social media/ keeping clients customers updated with business status (coordinator was operating on reduced hours)			
Est. Comp. Date :									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Advertising and Promotional	Objective: • Assist with marketing all business and services on Unley Road. Provide opportunities for businesses to participate in events on and off the road. • Only Unley Road competition to draw people back to Unley Road and spend money in stores/ businesses • To continue with stage 2 development of Unley Road website. • Increase social media engagement, primarily using Facebook and Instagram to publicise Unley Road businesses and events. • Develop digital media strategy to maximise online engagement and promotion for Unley Road precinct. • Online and Digital advertising • Advertising opportunities with SA icons such as Andrew “Cosi” Costello, Adelady • Print opportunities in magazines such as SA Life Objective:	\$37,000	Engagement stats from online avenues, business participation and trader feedback	No		Social Media and website updates were core focus during Jul - September whilst businesses still had restrictions in place and coordinator was operating on reduced hours			
Est. Comp. Date :									
Sub total	Projects	\$44,000							

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

Total Exp.	Projects + Administration	\$69,835
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate	36.5		38.20%			
Website Traffic	Page Views	4964		6332			
Social Media – Facebook	Page Likes (net)	2397		2423			
Social Media – Instagram	Followers (net)	576		660			
Social Media – Member's Group	Page Likes (net)			41			

Goodwood Road Business Association
Summary of Income and Expenditure 2020/21 - First Quarter

Income	
Separate Rate funding	\$ 57,225.00
Banner Income	\$ 4,577.26
Membership	\$ -
Total Income	\$ 61,802.26

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

Has there been an alteration to your endorsed expenditure plan:	Yes/No	1. Sponsorship Pending, 2. Adjustment to allow for reduced banner income
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**** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council**

Expenditure
Projects (provide further detail on 'Detail" worksheet)

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

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Advertising/Promotion	\$ 12,000.00	\$ 523.13				\$ 523.13	4%
Project 2	Streetscape/Activations	\$ 5,000.00	\$ 1,440.00				\$ 1,440.00	29%
Project 3	Events - SALA, misc small events	\$ 10,000.00	\$ 1,142.25				\$ 1,142.25	11%
Project 4	Member Services	\$ 1,500.00	\$ 283.00				\$ 283.00	19%
Project 5	Engage Marketing Coordinator (5 hours per week @ \$62/hour)	\$ 16,120.00	\$ 3,100.00				\$ 3,100.00	19%
Subtotal		\$ 44,620.00	\$ 6,488.38	\$ -	\$ -	\$ -	\$ 6,488.38	15%

<u>Administration</u>	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Contracted Coord (4 hrs/week @ \$62/hour)	\$ 12,480.00	\$ 2,480.00				\$ 2,480.00	20%
Office Expenses	Bookkeeping, audit, misc	\$ 2,900.00	\$ 416.00				\$ 416.00	14%
Insurance	Public Liability and	\$ 1,800.00	\$ -				\$ -	0%
Subtotal		\$ 17,180.00	\$ 2,896.00				\$ 2,896.00	17%

Total Expenses	Projects + Administration	\$ 61,800.00					\$ 9,384.38	15%
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Operating Surplus		\$ 2.26						
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Goodwood Road Business Association - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
eg Advertising/Marketing	Description: Projects and activities designed to promote the Precinct as a whole, and individual businesses Objective: To increase awareness of, and present GR as an alive and vibrant destination to visit for a wide variety of products, services and activities	\$ 12,000		No		Facebook Adv Website structure updates EDM			
Est. Comp. Date : 30/6/2021									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Streetscape/Activations	Description: Small decorative/art projects Objective: To enhance appearance of the Road and help create an enjoyable visitor experience	\$ 5,000	Completion of projects	No		Art on DIPTI Control box			
Est. Comp. Date : 30/6/2020									
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events	Description: Special occasion and road events of a suitable scale and size Objective: Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves	\$ 10,000		No		SALA held in August : 39 business and public art locations (+3) 46 artist participants (status quo) Flyer produced SALA trail held			
Event 1	Description:								
Event 2	Description:								
	Objective:								
Est. Comp. Date :									
x									
Project 4	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Member Services	Description: Arrange and facilitate events and communication channels for members Objective: Facilitate awarness of activities, exchange of views and collaboration	\$ 1,500				Member Forum held - 12 in attendance			
Est. Comp. Date : 30/6/2021									
Project 5	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Marketing Coordinator	Description: Engage the services of a suitably qualified person to coordinate marketing activities Objective: Efficient and effective execution of marketing and promotional activities and events	\$ 16,120	Appointment	No		Coordinator appointed			
Est. Comp. Date : 30/6/2021									
Sub total	Projects	\$ 44,620							

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

Total Exp.	Projects + Administration	\$ 61,800
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SOCIAL MEDIA							
	Measure	Current as at 30/6/2020	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate						
Website Traffic	Page Views						
Social Media – Facebook	Page Likes (net)	4067	4500	4175 (+108)			
Social Media – Instagram	Followers (net)	1200	1500	1300 (+100)			
Social Media – Member's Facebook Page	Page Likes (net)	40	80	70			

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

Income

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

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

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Project 1	Events and Activations (COU Sponsorship)	\$10,000	0				0	0%
Project 2	Content Marketing and PR	\$ 24,000.00	0				0	0%
Project 3	Digital Marketing	\$ 22,000.00	4318.79				4318.79	20%
Project 4	Advertising	\$ 7,500.00	2200				2200	29%
Project 5	Street Development	\$ -	-				0	-
Project 6	Trader Engagement	\$ 500.00	0				0	0%
Subtotal		\$ 64,000.00	\$ 6,518.79	\$ -	\$ -	\$ -		0%

Including \$10,000 grant

<u>Project 7: Administration</u>	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
	Coordinator salary	\$ 28,080.00	5,280				5280	19%
	Operating costs	\$ 10,200.00	2318.18				2318.18	23%
Subtotal		\$ 38,280.00					0	0%

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

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events and Activations - COU Sponsorship	Description: Christmas on King William Road activation. Objective: Christmas activations include a combination of objectives including: 1. Attracting patronage to the precinct. 2: Encouraging visitors to move throughout the precinct to explore areas they may not have frequented before. 3: Activate the precinct with Covid-19 safe activations that add value to precinct patrons and create a sense of vibrancy in the precinct.	\$10,000 CoU Sponsorship	Feedback from precinct patrons and the local business community.	N - the initiative has been produced in previous years but the event activities have been altered to work within COVID-19 safety guidelines		Planning for activations completed and ready for implementation in mid-November.			
Est. Comp. Date : December 2020									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Content Marketing and PR	Description: Represent King William Road as a thriving and evolving precinct to shop and trade. Objective: Produce positive news stories from the precinct and represent the evolving nature of the business community media coverage, up to date videography and photography content.	\$24,000	Up to date imagery and video footage continually maintained and media coverage generated.	N		4 media features generated by media releases including a digital Father's Day Gift Feature on Glam Adelaide featuring 12 traders and additional features were generated by a Media Release distributed about the influx of new traders to the precinct. 1: Weekend Advertiser 2: Advertiser online 3: Interview with Saa. Photography taken by coordinator for digital platforms. Shoot capturing new traders and businesses that have a minimal online presence is planned for November 2020. Precinct videography shoots planned in November to capture footage of the different business sectors and also produce marketing materials for Christmas activations.			
Est. Comp. Date : Ongoing until June 2021									
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Digital Marketing	Description: Implementation of the 2020-2021 Digital Marketing Strategy. Objective: To provide the local business community	\$19,800	Volume of businesses featured across platforms, maintenance of brand values, user engagement and feedback from traders.	N		Implemented a new process that ensures even distributi			
Est. Comp. Date : Ongoing until June 2021`									
Project 4	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Advertising	Description: Paid advertising activities. Objective: Promote the business community as a collective shopping destination.	\$7,500	Representation of different precinct advertisements across platforms and reach of advertisements.			Nil.			
Est. Comp. Date : Ongoing until June 2021.									
Project 5	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Street development	Description: Liaise with Council staff regarding streetscaping, amenities and parking. Objective: Improve the precinct experience for patrons and facilitate communication between traders and the Council.	\$-	Council respond to all requests.	Y		Communications: 1- Parking safety concerns 2- Issue reporting re broken watering system. 3- Request made for bin collection to happen on the one day. 4- Request made to scope potential to revitalise the public toilet with a mirror upgrade and artwork mural			
Est. Comp. Date : Ongoing until June 2021.									
Project 6	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Trader Engagement	Description: Engage with traders through regular communications. Objective: Improve trader awareness of, and participation in KWRТА initiatives.	\$500	Regular communication with the business community and accuracy of the trader database.	N		Trader database completely overhauled and now includes all separate rate paying traders. Regular face to face, phone and email communications with traders.			
Est. Comp. Date : Ongoing until June 2021.									
Project 7	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Administration	Description: Manage the operations of the KWRТА and precinct activities. Objective: Efficient and transparent operations of the KWRТА.	\$500	Activities of the KWRТА implemented on time, within budget and in compliance with operating requirements.	N		August and October 2020 meeting facilitation, Audit and Q1 report completed.			
Est. Comp. Date : Ongoing until June 2021.									
Sub total	Projects	\$64,000							

Administration	Total
Accounting and end EOFY reporting	\$5,000

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

Total Exp.	Projects + Administration	\$ 102,280
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SOCIAL MEDIA				
	Measure	Current	Annual Target	Quarter 1
Member Newsletter	Open Rate	56.1		52%
Website Traffic	Page Views	TBC		TBC
Social Media – Facebook	Page Likes (net)	8747		8,802 likes 9110 followers
Social Media – Instagram	Followers (net)	4872		5068

Income

Separate Rate funding	\$ 13,000.00
Banner Income (if applicable) **Please add / delete lines as needed	
Membership (if applicable) **Please add / delete lines as needed	\$ 250.00
Event Funding from CoU - To be determined	\$ 10,000.00
Total Income	\$ 23,250.00

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

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

Expenditure

Projects (provide further detail on 'Detail" worksheet)

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

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	MARKETING CAMPAIGN	\$ 8,850.00					0	0%
Project 2	TRADERS' CHRISTMAS NETWORKING EVENT	\$ 600.00					0	0%
Project 3	Event (CoU Sponsorship \$10k,)	\$ 11,000.00					0	0%
Subtotal		\$ 20,450.00	\$ -	\$ -	\$ -	\$ -		0%

Administration	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Office Expenses	PRINTING, STATIONARY & BANK FEES	\$ 1,000.00	332				332	33%
Insurance	LCIS	\$ 1,600.00					0	0%
Subtotal		\$ 2,600.00					0	0%

Total Expenses	Projects + Administration	\$ 23,050.00					0	0%
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Operating Surplus		\$ 200.00					0	0.00%
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Fullarton Road South Traders' Association Inc - Expenditure 2020/21

Project 1	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
MARKETING CAMPAIGN	Description: Social Media and print Advertising	\$8,850	Number of visits to our Traders	No					
	Objective: To raise awareness and drive business to Traders in our precinct								
Est. Comp. Date :Ongoing		Ongoing							
Project 2	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
TRADERS CHRISTMAS EVENT	Description: Annual networking event for all Traders and Elected Members Objective: To allow traders to meet socially and catch up on the latest news and trends along our Mainstreet.	\$600	Number opf Traders attending	No	\$30				
Est. Comp. Date : December 2020									
Project 3	Description and Objective	Budget	Measure	New initiative	Target v Acrtual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Proposed Event	Description: Family friendly movie night, held in the top carpark Ferguson Ave	\$11,000	Number of attendees	No	\$200				
	Objective: To bring the whole community together and support traders and residents								
Est. Comp. Date : February 2021									
Sub total	Projects	\$20,450							

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

Total Exp.	Projects + Administration	\$23,050
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quaarter 4
Website Traffic	Page Views	470		1136 (July - October)			
Social Media – Facebook	Page Likes (net)	156		145			
Social Media – Instagram	Followers (net)	207		198			

INFORMATION REPORT

REPORT TITLE:	2020-21 FIRST QUARTER CORPORATE PERFORMANCE REPORT
ITEM NUMBER:	4.6
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	NICOLA TINNING
JOB TITLE:	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
ATTACHMENTS:	1. CORPORATE PERFORMANCE REPORT Q1

1. EXECUTIVE SUMMARY

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

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

This report continues to be a work in progress, with further development of corporate and key performance indicator reporting to be undertaken in the coming year.

This report is the for the first quarter of the 2020-21 financial year, 1 July to 30 September 2020.

2. RECOMMENDATION

That:

1. The report be received.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance

4.3 Our business systems are effective and transparent.

4. BACKGROUND

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

The corporate reporting framework has been implemented to provide Council with relevant information that will support and inform its decision making. The Corporate Performance Report, which now provides Council with a performance report on a quarterly basis, ensures that Council is demonstrating ongoing and improved public accountability. The report provides evidence and opportunities to drive and support continuous improvement.

5. DISCUSSION

The State Government is still considering the introduction of performance indicators to be reported against by Local Government as part of the broad Local Government reform agenda. Whilst the date for introduction has not yet been announced, nor have the indicators been agreed to, it is likely that the measures will be similar to those introduced in other states.

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

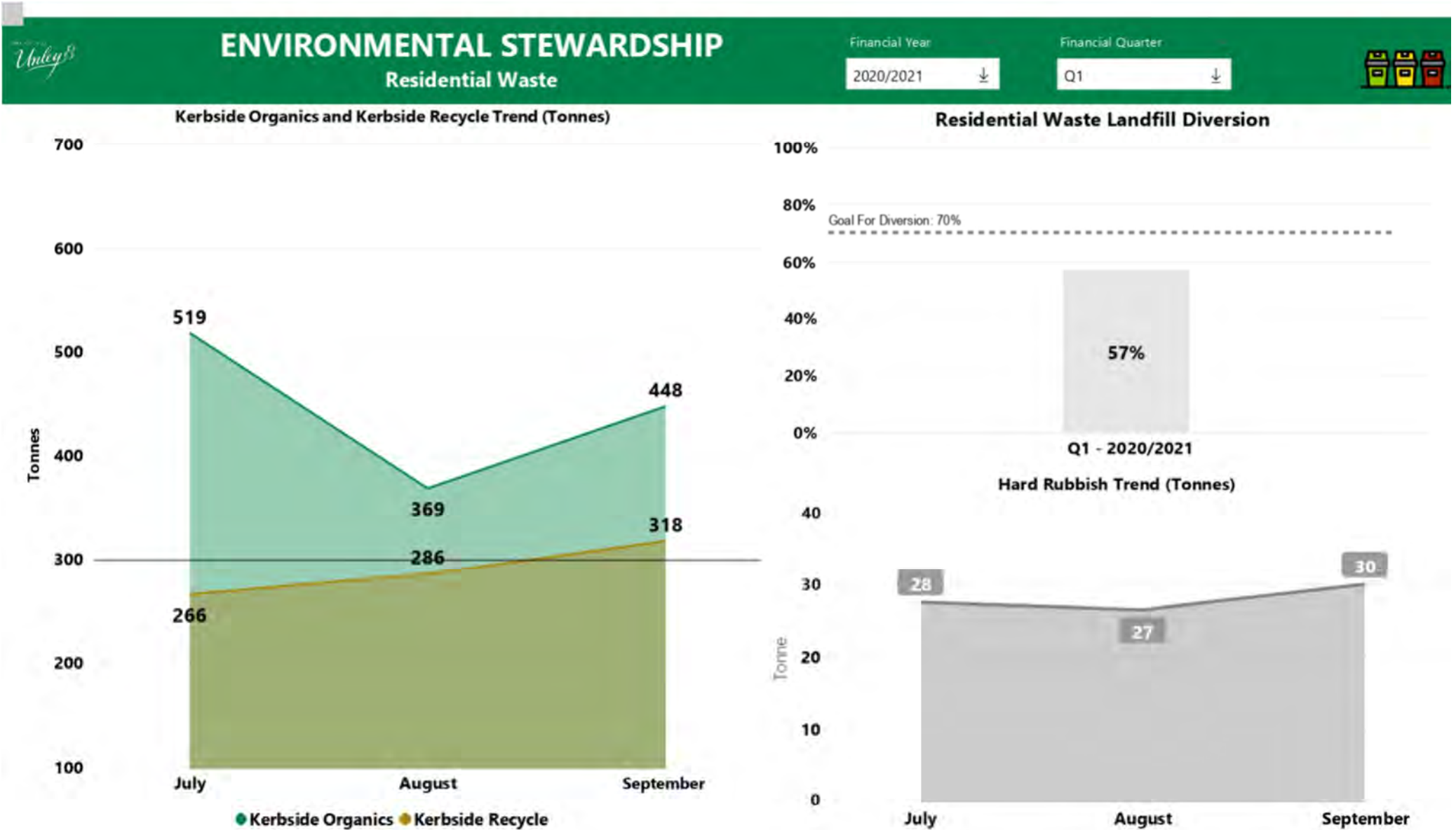
This report covers the first period of the 2020-21 financial year from 1 July 2020 to 30 September 2020. Some of the deliverables continue to be impacted by the COVID19 pandemic and these are detailed within the report.

The Corporate Performance Report is provided as Attachment 1.

Attachment 1

1. REPORT AUTHORISERS

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





ENVIRONMENTAL STEWARDSHIP

Residential Waste

Financial Year and Quarter For Comments

2020/2021 Q1





Comments

The data of tonnage shows quite a decline in tonnage of most waste streams in August. This could be attributed to the cold and wet weather with less gardening, and general activity at the home. Quite an increase in September - much better weather and much more activity. However, the trend over the past 6 years is showing a steady decline in the tonnage of general waste and an increase in organics. With food waste & compostables making up approximately 50% of the general waste bins, the upcoming distribution of kitchen caddys to all households, it is hoped that we will see quite a change in these two waste streams.



FINANCIAL STATEMENTS

Grant Funding (Q4 2019/2020)

Financial Year

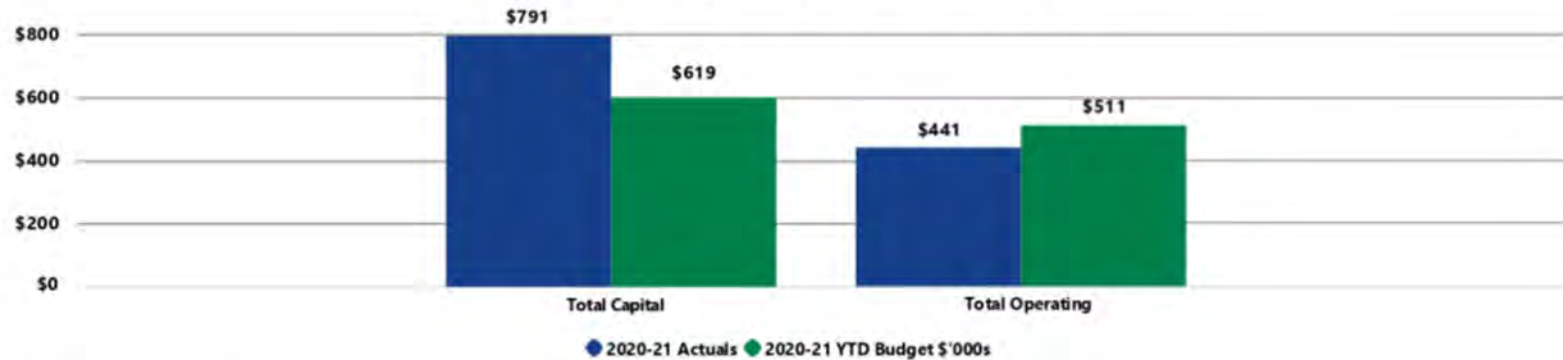
2020/2021 ↓

Financial Quarter

Q1 ↓



External funding Grants and Subsidies in \$'000



Grant Type	2020-21 Actuals \$'000s	2020-21 YTD Budget \$'000s	Variance \$'000s	2020-21 Budget \$'000s
Grants - Health & Ageing (DCSI)	259	251	-8	1,004
Grants - Financial Assistance Grants	97	209	111	836
Grants - Library	1	-	-1	-
Grants - Library Board	-	-	-	274
Grants - Local Roads	38	38	-	405
Grants - Roads to Recovery	-	-	-	381
Grants - Other	46	13	-33	52
Operating Grants - total	441	511	70	2,952
Capital Grants - Replacement	35	-	-35	-
Capital Grants - New	756	619	-136	1,715
Capital Grants	791	619	-171	1,715
Total Grants & Subsidies	1,232	1,130	-102	4,666



FINANCIAL STATEMENTS

Grant Funding (Q1 2020/2021)

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

Operating Grants:

Council has under-utilised its grants for YTD actuals (\$441k) compared to YTD budget (\$511k) in Q1. This is due to the budget taking into consideration an estimated RTR grant pre-payment expected to be received in Q4. The value of the expected RTR grant will be reviewed in Q2 and Q3 to keep the budget in line.

Capital Grants:

The unfavorable variance of approx. \$102k is attributed to Goodwood Oval Facilities project (Carry Forward project) and Duthy Street works. Goodwood Oval is expected to be completed in Dec 20, while Duthy Street has been allocated funding via the Local Roads Commission during Q1 reviews.





COMMUNITY LIVING

Development Applications - Planning Consents Granted

Financial Year and Quarter For Comments

2020/2021 Q1




Comments

This report provides the number of applications for planning consent that have been lodged and determined by Council, as well as the number of business days it takes for planning consent to be granted.

The applications are reported by their 'category':

Category 1 - applications that do not require public notification and have a legislated decision timeframe of 20 days.

Category 2 - applications that require public notification to adjacent land owners and occupiers and have a legislated decision timeframe of 40 days.

Category 3 - generally more complex applications that require wider public notification, including a notice in a newspaper, and have a legislated decision timeframe of between 40 and 120 days.

The number of applications lodged and determined this quarter has increased from 190 in the previous quarter to 224 this quarter. Planning Consents granted were lower in July due to staff movements at this time, noting that this has returned to more consistent levels as resourcing has been addressed.

The 'Average Days to Resolve' for category 1 is 16 days and for category 2 is 63 days. Category 1 applications are within the statutory timeframes and are consistent with previous quarters. Category 2 applications are above the 40-day statutory timeframe, mostly due to the nature of negotiations that occur for proposals or changes that occur during the assessment that do not 'stop the clock'. This quarter is generally consistent with the timeframes for both Category 1 and 2 applications from previous quarters, noting there were no Category 3 applications determined this quarter.

The new Planning, Development and Infrastructure Act 2016 will require new assessment pathways with amended timeframes for the determination of applications. Business preparations are evaluating what impact this will have on our timeframes moving forward.



COMMUNITY LIVING

Value of Approved Development Applications

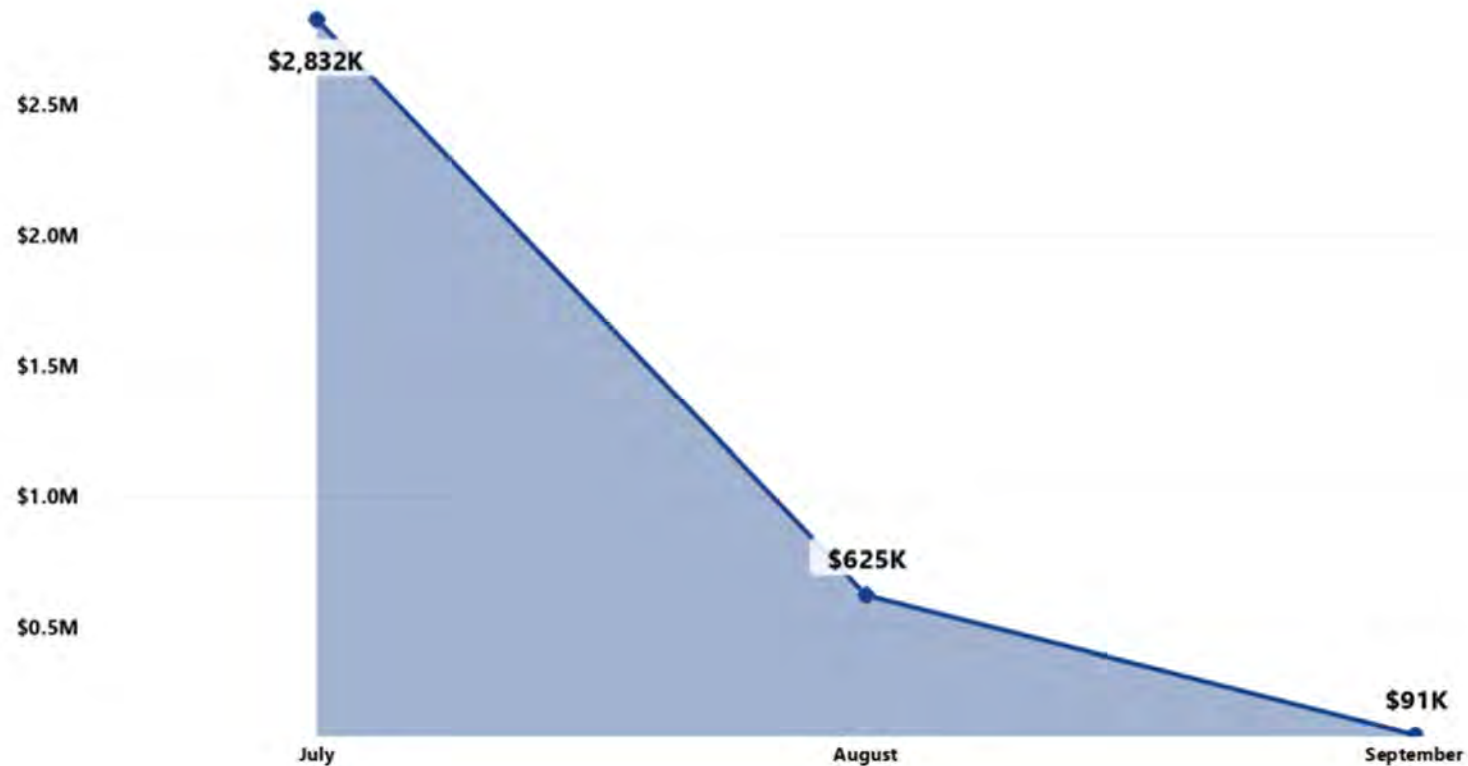
Financial Year
2020/2021

Financial Quarter
Q1



Average Development Value \$189K Financial Year 2018/2019	Average Development Value \$133K Financial Year 2019/2020	Average Development Value \$48K Financial Year 2020/2021
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Total Value of Approved Applications





COMMUNITY LIVING

Value of Approved Development Applications

Financial Year and Quarter For Comments

2020/2021 Q1





Comments

This report indicates the value of development in the City of Unley lodged during the quarter.

This quarter has seen a significant fluctuation in the value of developments lodged. It is noted that August and September trends show that lodgment are at their peak as people lodge applications for minor structures in preparation for summer and these structures tend to be lower in value per application. The value of developments reflects this trend continuing in this quarter which is consistent with previous years.



COMMUNITY LIVING

Food Hygiene Inspections

Financial Year
2020/2021

Financial Quarter
Q1



Total Health Food Inspections

104

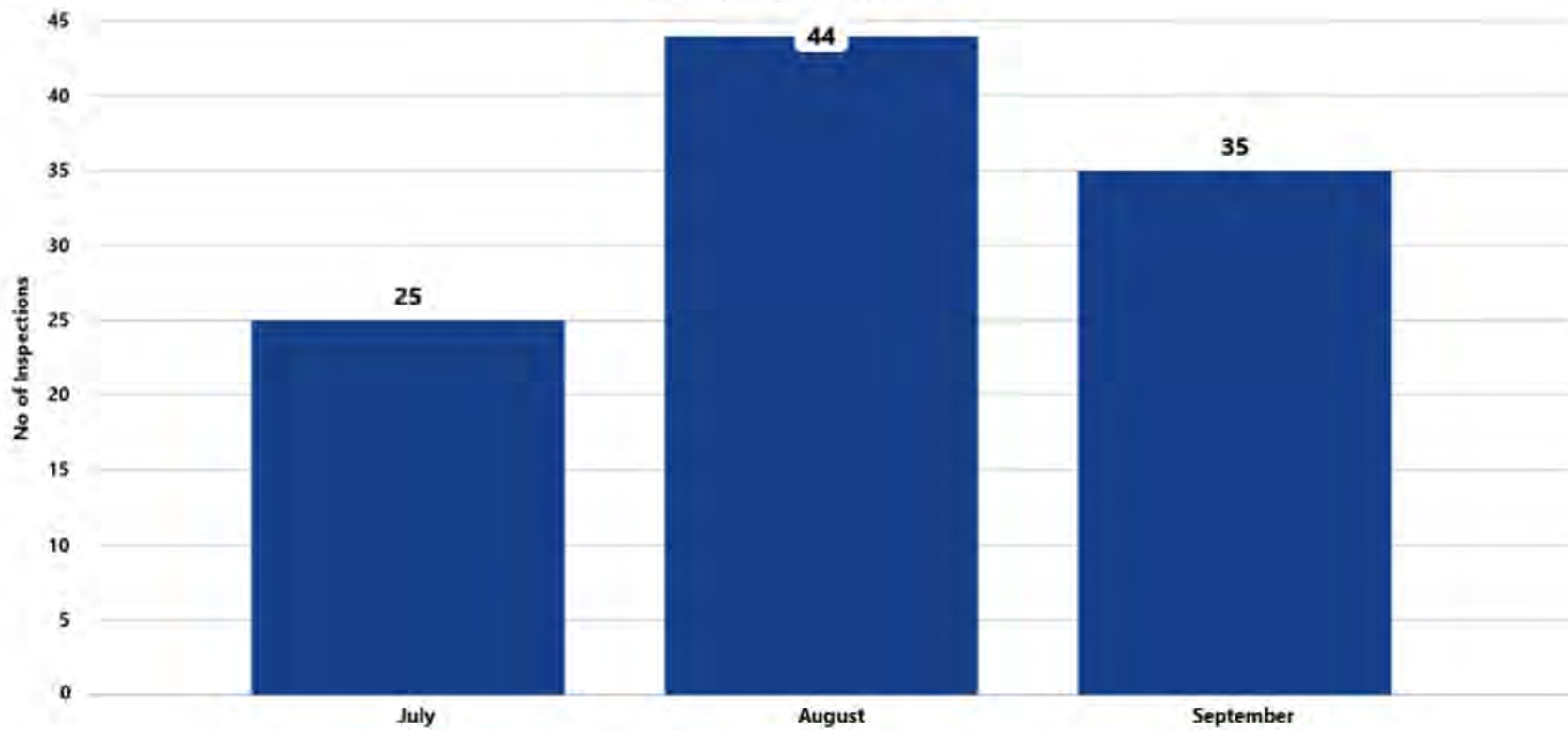
Number of Routine Inspections

51

Number of Written Warnings

40

Food Hygiene Inspections





COMMUNITY LIVING

Food Hygiene Inspections

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

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

Inspections have increased since the most recent quarter from 48 to 101 which is a result of the pandemic being well managed in South Australia. Food businesses have re-opened, restrictions have slowly reduced and as such food business inspections have increased. The team continue to respond at a local level to various Directions and this response is proactively undertaken during food inspections. This includes requesting a Covid Safe Plan, checking compliance of the Plan and checking Covid marshals are available and trained prior to commencing food inspections.

Food inspections when compared to the first quarter of 2019-2020 has decreased which is due to the Royal Adelaide Show being cancelled.

Written warnings were issued for non-compliances noted during inspections, such as improvements to hand washing facilities or minor flooring improvements that may not present an immediate risk to public safety. These non-compliances either have been followed up or will be followed up during future pending routine inspections as determined by risk and level of compliance.



COMMUNITY LIVING

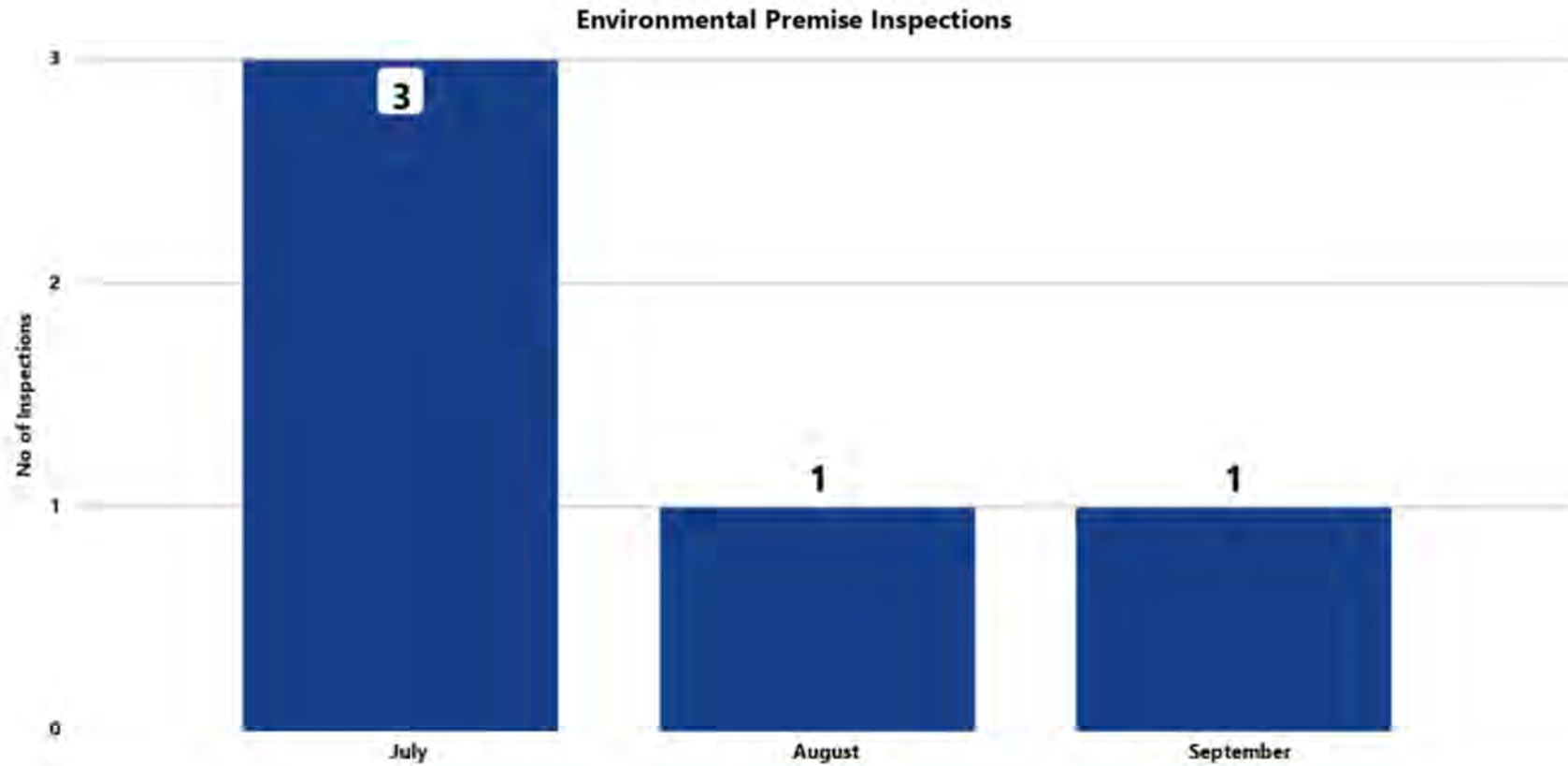
Health Premise Inspections

Financial Year
2020/2021

Financial Quarter
Q1



Total Health Premise Inspections	Self Audit Inspections	Compliant Inspections	Non-Compliant Inspections
5	0	4	1





COMMUNITY LIVING

Health Premise Inspections

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

This report indicates the total number of health inspections undertaken under the Public Health Act where activities may impact public health. This includes inspections of swimming pools, hairdressers and beauty premises, tattoo parlors, supported residential facilities, cooling towers and warm water systems.

Inspections are either undertaken onsite or via a desktop assessment where the business provides information relating to compliance. It is noted that a non-compliance or compliance can only be recorded against a property that staff have personally audited. Those undertaken by a desk-top audit are assessed for risk and may be followed up, but staff cannot provide a definitive outcome having not viewed the site personally.

Inspections have decreased as expected due to the team minimising Covid-19 specific inspections, as per LGA Functional Support Team direction. Inspections in this report fluctuate due to seasonal trends such as swimming pool inspection in summer and cooling tower and warm water system inspections in spring which will be captured next quarter.



COMMUNITY LIVING

Home Support Program Visits

Financial Year
2020/2021

Financial Quarter
Q1



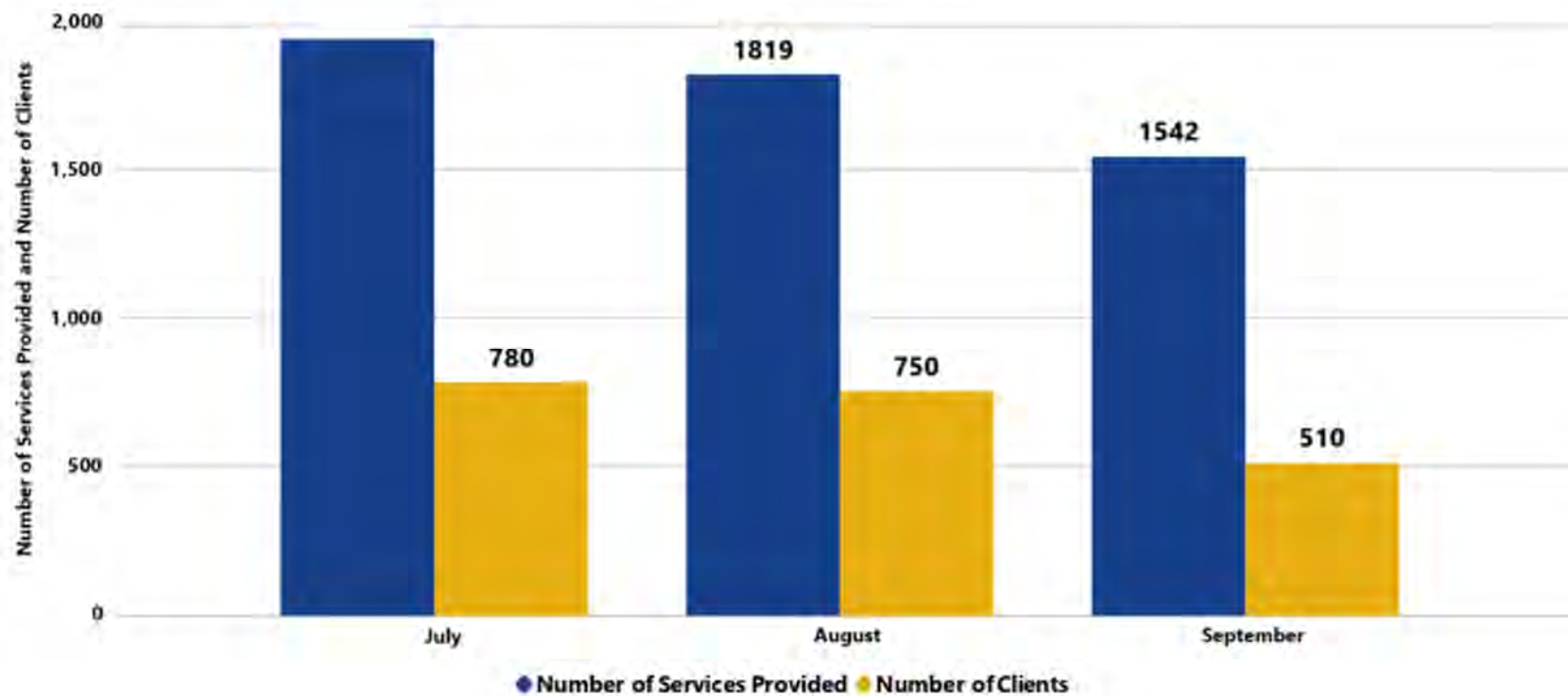
Commonwealth Support Services

5,299

Average Support Visits Per Month

1649

Home Support Services Provided





COMMUNITY LIVING

Home Support Program Visits

Financial Year and Quarter For Comments
2020/2021 Q1



Comments

Council's Commonwealth Home Support Program is funded by the Commonwealth Government and Council. The program provides services to eligible older residents to support them to remain living independently within their own homes. Services include:

- Domestic assistance with cleaning and household chores or respite services to support those caring for another person. These services are coordinated by Council staff and delivered by a panel of contractors.
- Home maintenance carried out on the residents' property to keep them safe and promote independence. These services may include home handyman requests, gardening and gutter cleaning and are delivered through a panel of Council contractors.
- Home Modifications within the residents' homes to keep them safe and habitable. These may include installation of ramps and rails and are delivered through a specialised Council contractor based on consultation and recommendations of an Occupational Therapist.
- Social support activities provided either in a group or individual setting to respond to issues of social isolation. These services are delivered through a combination of Council staff and volunteers.
- Community car transport program is provided by volunteers who transport eligible residents to medical and allied health appointments.

Over the reporting period, approximately 850 eligible City of Unley residents received a service, with a total of 5,229 services delivered over the quarter, noting that some clients utilised several different services, multiple times during the reporting period.

Annual targets based on hours of service delivered are set by the Commonwealth for each service type. A breakdown of the performance against the Commonwealth targets for the quarter is provided below, recognising that COVID-19 restrictions have had an impact on certain services, notably the September 2020 client numbers decreased, due to welfare checks and telephone support that was implemented during the height of COVID restrictions, no longer being required by most clients now that these restrictions have been relaxed.

Domestic and Respite Assistance: 2,162 hours of service have been delivered for the period, which exceeds the year to date target set by the Commonwealth of 1,755 hours of service delivery. These services are primarily provided on a regular ongoing basis.

Home Maintenance: 431 hours of service have been delivered for the period, which did not meet the year to date target set by the Commonwealth of 579 hours of service delivery. This was due to a lack of referrals, (a referral must be received through My Age Care before the City of Unley can provide a direct service). Discussions have occurred with the Commonwealth Assessors to advise of the City of Unley's capacity to provide these services; feedback from the assessors is that referrals are currently low, with the opinion being that this is primarily due to older people with chronic health conditions not wanting contractors to enter the home, given the uncertainty around a second wave of the virus. This has resulted in service requests being put off "until things return to normal" and/or work arounds put in place during restrictions now being provided regularly, i.e. family members are now providing regular support with gardening and gutter cleaning etc.

Home Modification: \$8,088 work undertaken for the period, which exceeds the year to date target set by the Commonwealth of \$5,871 of modification work undertaken. Several referrals received late September have seen works undertaken which required installation of ramps, rails and non-slip flooring to support people to return home from hospital and minimise the risk of slips, trips and falls within the home.

Social Support: Recommended late July 2020 based on COVID safe recommendations and the return of Councils volunteers. 2,736 hours of service have been delivered for the period, which exceeds year to date targets set by the Commonwealth of 2,328 hours of service delivery. With programs now fully operational again, we are seeing healthy attendance records for all programs and services. The residents who attend these types of programs are generally healthier and more robust when compared to those who receive the traditional in-home support type services listed above.

Community Transport: 664 individual one-way trips were delivered for the period, which did not meet the year to date target set by the Commonwealth of 1086 one-way trips to be delivered. The reasons for not meeting the Commonwealth targets is very similar to the Home Maintenance explanations: family and friends are now providing increased support; Doctors are now doing telehealth appointments over the telephone, so people don't need to leave the home and an uncertainty about future second waves of the COVID virus is seeing those with chronic health conditions delaying re-accessing services.

The team are confident that once restrictions ease further and people gain more confidence in managing the potential threat of the virus, that all targets for the program will be met by the end of the 2020/21 financial year.



COMMUNITY LIVING

Community Bus Passengers

Financial Year
2020/2021

Financial Quarter
Q1



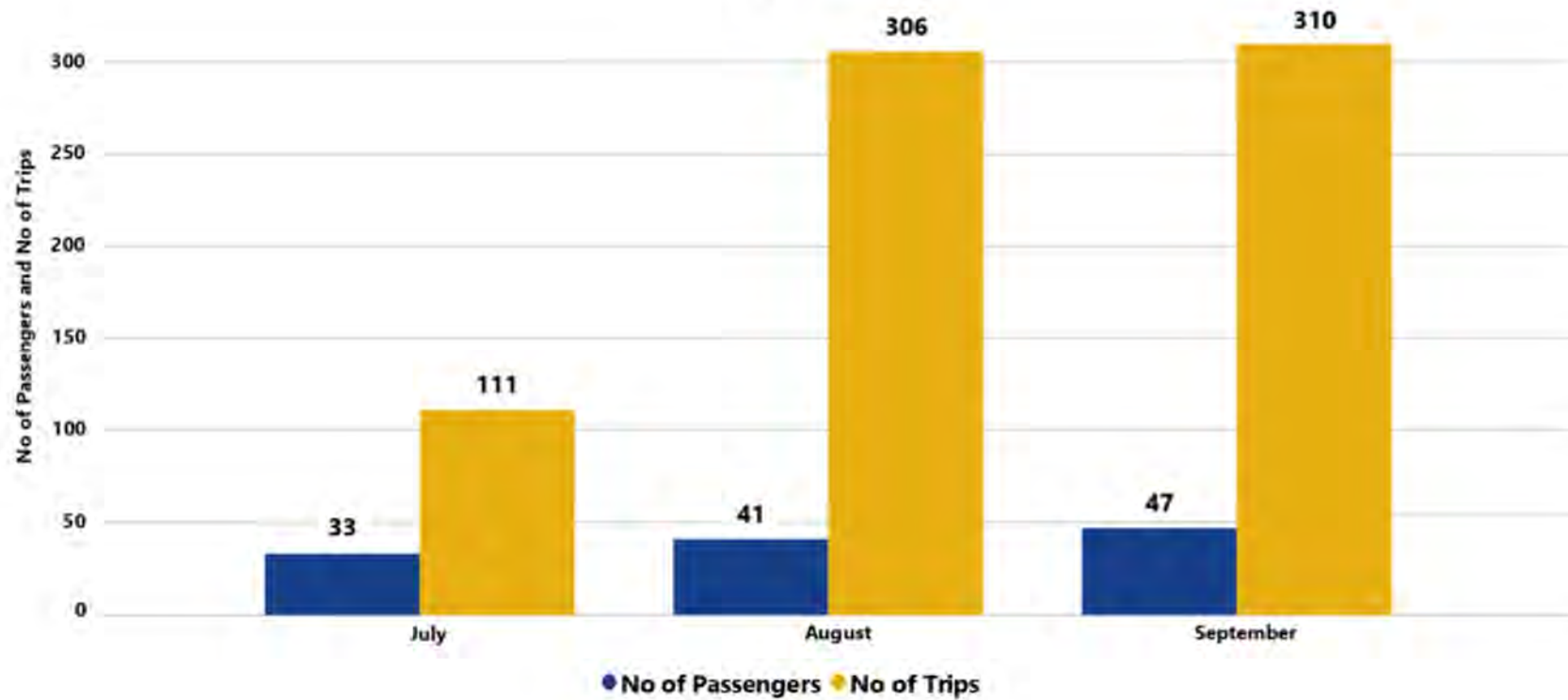
Total Community Bus Passengers

121

Average Passengers Per Month

40

Community Bus Passengers





COMMUNITY LIVING

Community Bus Passengers

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

The Community Bus service is a fleet of three buses all of which are driven by volunteer drivers and supported by volunteer helpers who assist the passengers as required. The Program primarily provides return transport assistance to local shopping centres and other community-based venues, with most passengers utilising the service multiple times each month. There are currently 115 residents registered to use the service.

For the quarter, an average of 40 passengers booked onto the bus each month, noting most passengers use the bus multiple times every quarter, the average being five times a month, with usage primarily for weekly shopping and to attend community-based activities.

The lower number of trips depicted for July 2020 are due to the COVID-19 restrictions in place at the time and the bus service only able to recommence in the latter half of July 2020, following Australian Government recommendations and the return of Council's volunteers.

Before recommencement the bus service implemented the relevant COVID safe measures to ensure compliance and passenger safety; conversely there are still approximately 40 passengers who had been regular passengers on the bus prior to COVID-19, yet to return to the service. Many of these people are living with chronic health conditions and have reservations about catching the bus for fear of a second wave of the virus or because they have put other measures in place to meet their transport needs i.e. home deliveries and/or family support. These people are contacted periodically and offered support and assistance through Council's Commonwealth Home Support Program as required.



COMMUNITY LIVING

Planning Compliance Inspected

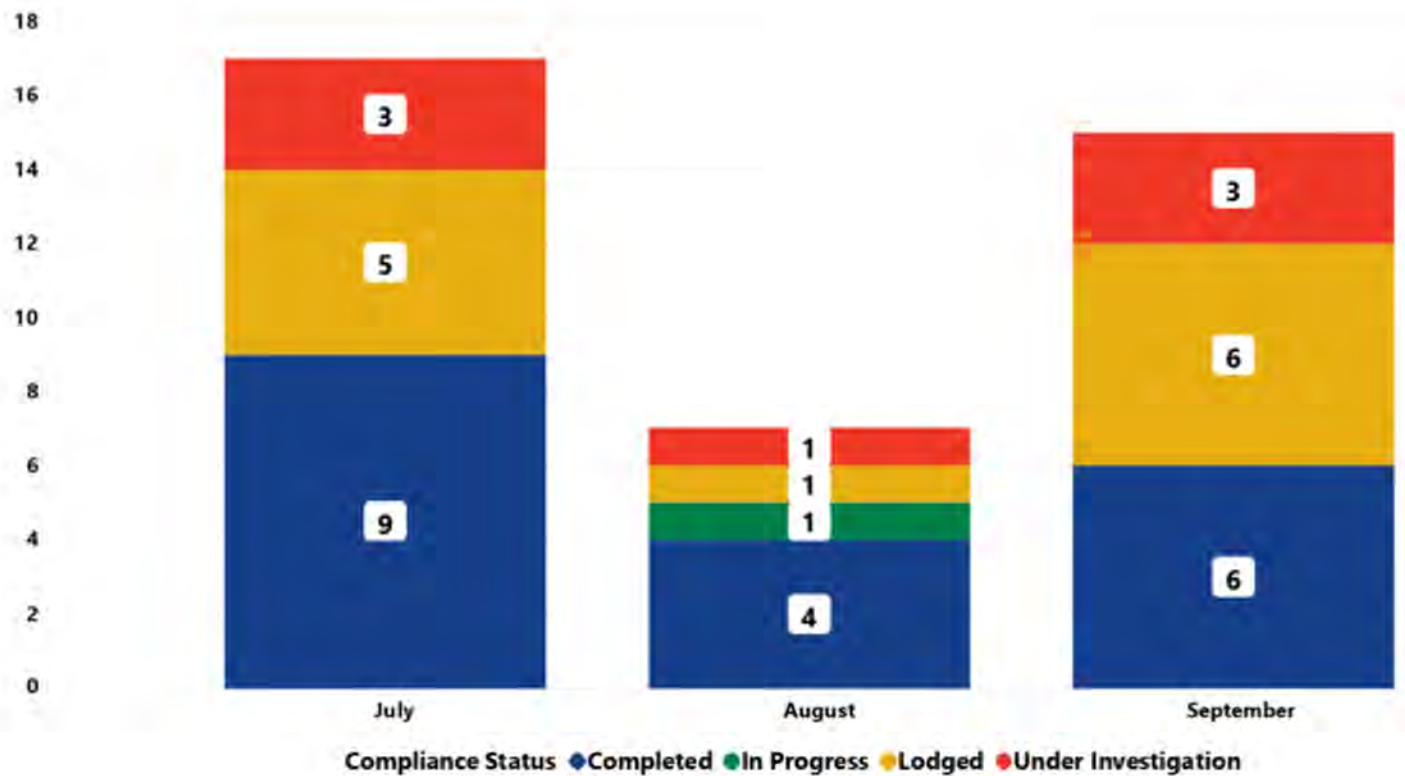
Financial Year
2020/2021

Financial Quarter
Q1





Planning Requests and Status





COMMUNITY LIVING
Planning Compliance Inspected

Financial Year and Quarter For Comments
2020/2021 Q1



Comments

The purpose of this report is to demonstrate the number of Planning Compliance and Unsightly Property matters that Council's Planning Compliance Officer investigates.

The matters are recorded as a customer request and the Planning Compliance Officer investigates and actions appropriately. The types of matters investigated will include:

1. Unauthorised developments;
2. Development contrary to an approval; and
3. Unsightly properties.

The total number of planning compliance matters has reduced since last quarter from 56 to 37, noting that this is primarily a reactive service based on customer complaints. The number of open investigations has remained consistent to the previous quarter as these matters can be lengthy to investigate and often rely on negotiation with the people involved. Any non-compliance noted will be actioned according to our Compliance Policy process.



COMMUNITY LIVING

Building and Planning - % Compliance vs Non Compliance

Financial Year

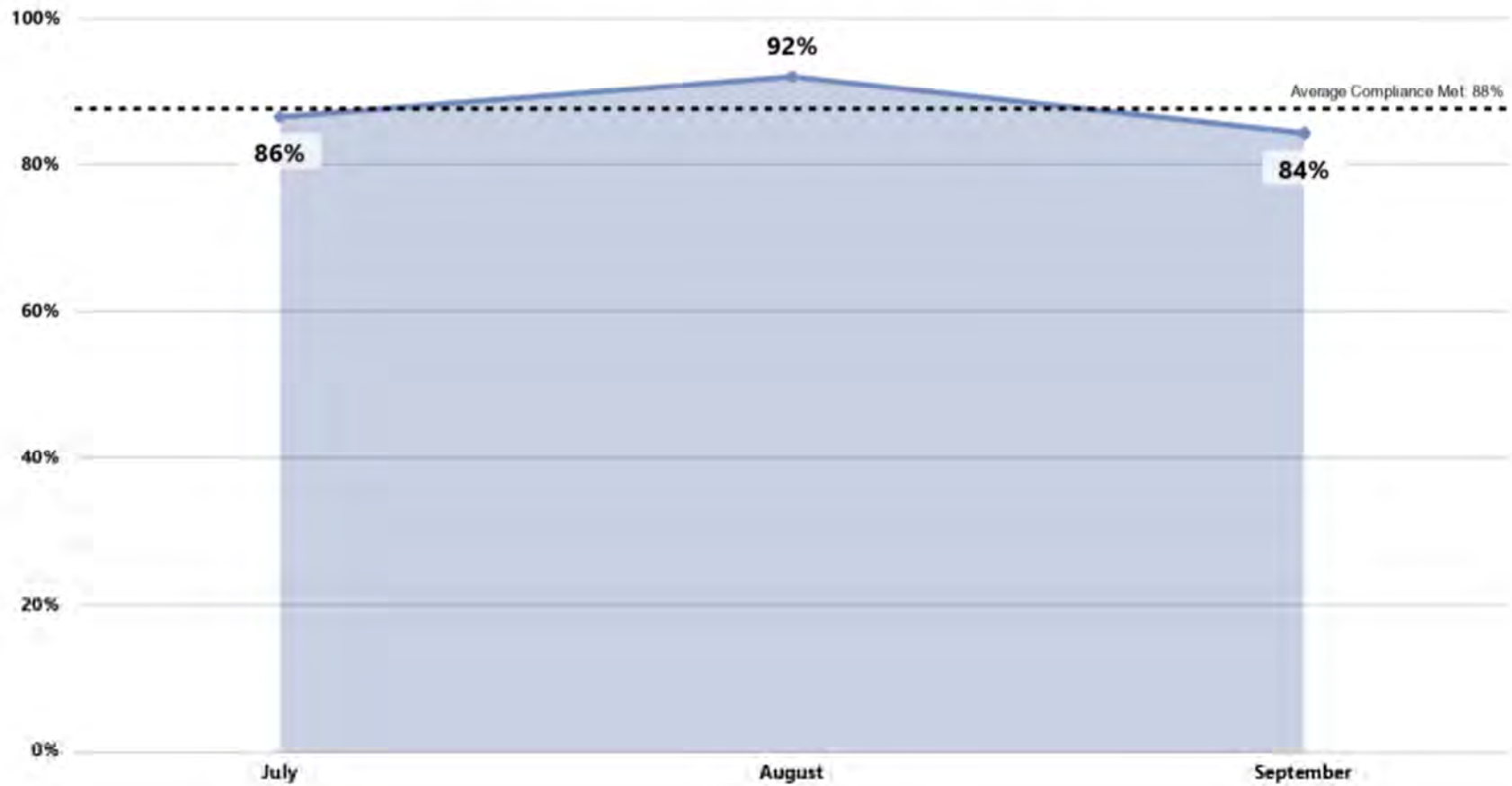
2020/2021

Financial Quarter

Q1



Percentage Rate of Complying vs Non-Complying





COMMUNITY LIVING

Building and Planning - % Compliance vs Non-

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

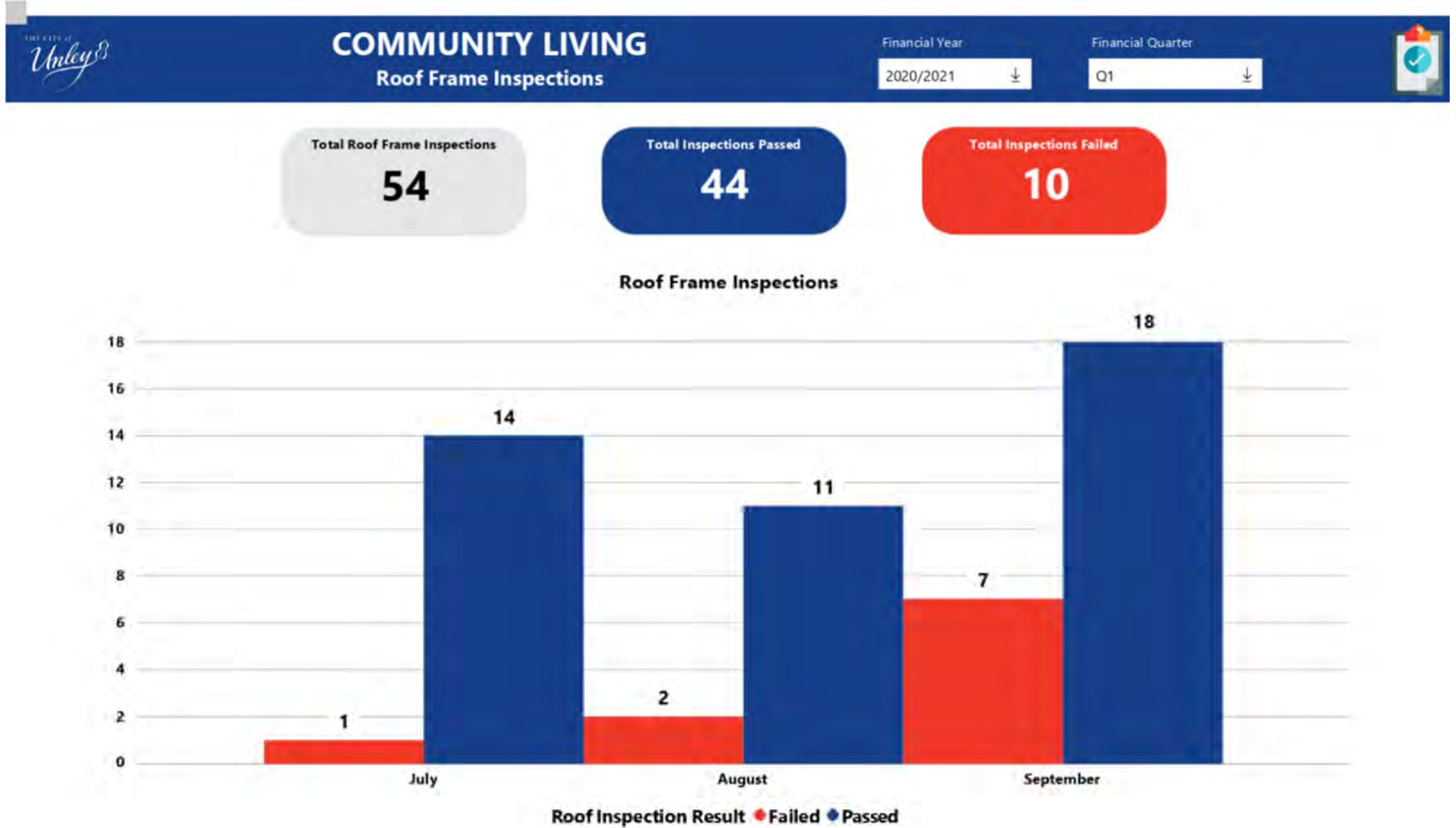
The purpose of this report is to demonstrate the level of compliance found overall for Planning and Building Compliance inspections. These are a result of customer complaints or proactive inspections by Council staff and will consider whether the development has obtained the proper consents and complies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

Overall, compliance this quarter is consistent with previous quarters indicating that building work is generally being undertaken in line with the approvals granted and that applicants are gaining the proper consents. Additionally, the Planning Compliance role has been effective in investigating a higher number of compliance matters in a timely manner when complaints have been received. Non-compliances relate to:

1. Failed building inspections, primarily roof framing and swimming pools;
2. Developments that have not obtained the appropriate consents; and
3. Developments contrary to their approvals.

These matters are followed up by staff through negotiation or formal enforcement in accordance with the Compliance Policy, with further inspections undertaken to confirm the works have been satisfactorily resolved.

Moving forward, the Planning, Development and Infrastructure Act will require a greater number of building inspections under the revised Building Inspection Policy that is dictated by the State Government. The increased presence of Council staff for this purpose is envisaged to increase the compliance rate further when the Policy comes into effect later this year.





COMMUNITY LIVING

Roof Frame Inspections

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

The above report details the number of roof frame inspections undertaken by the Building Section. Council's Building and Swimming Pool Inspection Policy has been established in accordance with the Development Act 1993. This policy indicates the following inspection rates related to building work involving roof framing:

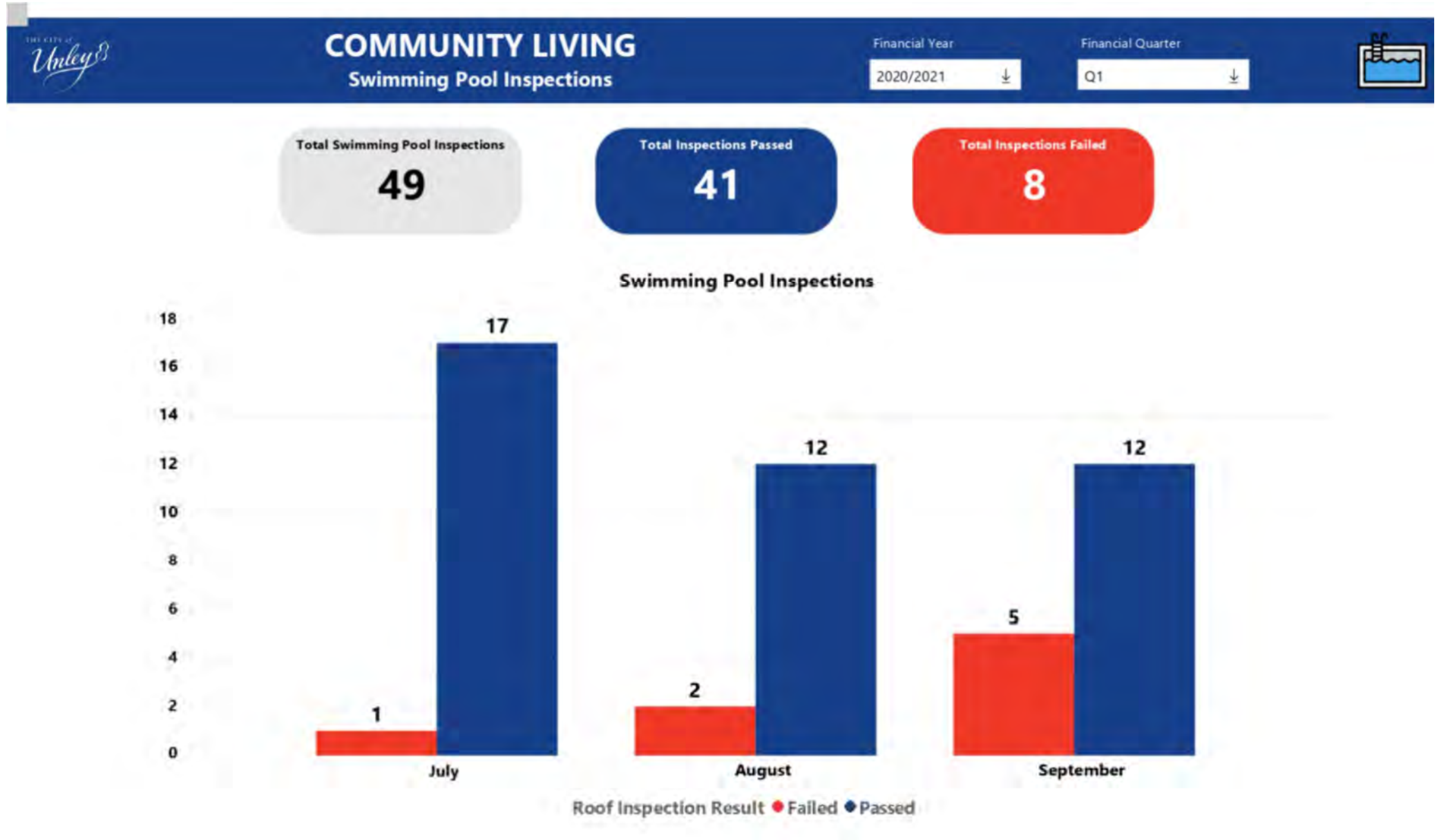
- 1) 66% for buildings where a licensed contractor is responsible for the building works; and
- 2) 90% for buildings where an owner builder is responsible for the building works.

Development Regulation 74 compels those responsible for carrying out the building work to notify Council at specified mandatory stages.

This report includes "Total Roof Frame Inspections" that refers to the number of notifications for inspections that Council receives, "Total Inspections Passed" which refers to how many developments have been inspected and comply, and finally "Total Inspections Failed" which refers to the number of sites that were visited and a non-compliance noted. Re-inspection on non-complying sites may result in a passed inspection, noting that it is still recorded as a failed inspection within that quarter.

In Quarter 1 there was a slight decrease in roof framing inspections from the previous quarter. Council received less notifications from both owners/builders and were also impacted by staff resourcing this quarter (i.e. staff annual leave/ long term staff absence within the building team). The number of roof framing inspections that failed (9) was consistent with the previous quarter.

Please note the data on inspection failure rates currently does not differentiate between "owner builder" or "licensed builder", noting officers report the failure rates are predominately related to owner/builder. Staff will therefore put an emphasis on inspections relating to "owner/builder" as a result of this.





COMMUNITY LIVING

Swimming Pool Inspections

Financial Year and Quarter For Comments

2020/2021 Q1



Comments

The above report details the number of mandatory swimming pool safety barrier inspections undertaken by the building team to verify compliance with both the Building Code of Australia and relevant Australian Standard. Council has established its Building and Swimming Pool Inspection Policy which requires Council achieve the following inspection rates;

- 1) 80% of swimming pools inspected within 2 weeks of Council being notified;
and
- 2) The remaining 20% of swimming pools inspected within 2 months of Council being notified.

Historically, swimming pool safety barrier inspections tend to peak prior to summer relative to quarter 2; however, quarter 1 figures show that the inspection numbers have slightly increased (49) in comparison to (43) the previous quarter. Building officers continue to take a proactive approach with pool safety barriers particularly leading into the summer period given the increase in applicants seeking building approval for their swimming pools. The number of pools that passed safety barrier inspections increased (by 11) whilst there was a decrease in the number of failed barrier inspections in comparison with the previous quarter. This is a positive result as it demonstrates an increase in compliance with pool safety barriers this quarter. Building officers will continue with their approach to educate owners and applicants on their obligations to comply with pool safety standards and proactively inspect pool safety barriers moving into the next quarter. Where noncompliance is noted during an inspection building officers shall conduct a risk assessment and either take no action (unlikely in the case of pool non-compliance), informal action or formal action as determined against Council's Compliance Policy.





CIVIC LEADERSHIP

Website Visits

Financial Year and Quarter For Comments
2020/2021 Q1 



Comments

Page views = 196,723, an increase on the previous quarter (179,690).

All users of the site during the quarter = 51,813, a slight decrease on the previous quarter (60,267).

Visitors reached our site through:

- Organic search (32,708) 61.3%
- Direct (17,984) 33.7%
- Redirect from social media sites (1,613) 3%
- Referral from other sites (1,030) 1.9%
- Email (28) .1%

Analytics show popular content visited during the months of July, August and September 2020:

1. Home Page /Landing Page
2. Unley Libraries
3. Unley Swimming Centre (including Book a Swim)
4. Contact Us
5. Development Applications (on notice, check status and application process)
5. Rubbish Collection dates
7. Development projects
3. Libraries kids' events
9. Council
10. Waste & recycling.



CIVIC LEADERSHIP

Customer Requests Timeframes

Financial Year
2020/2021

Financial Quarter
Q1

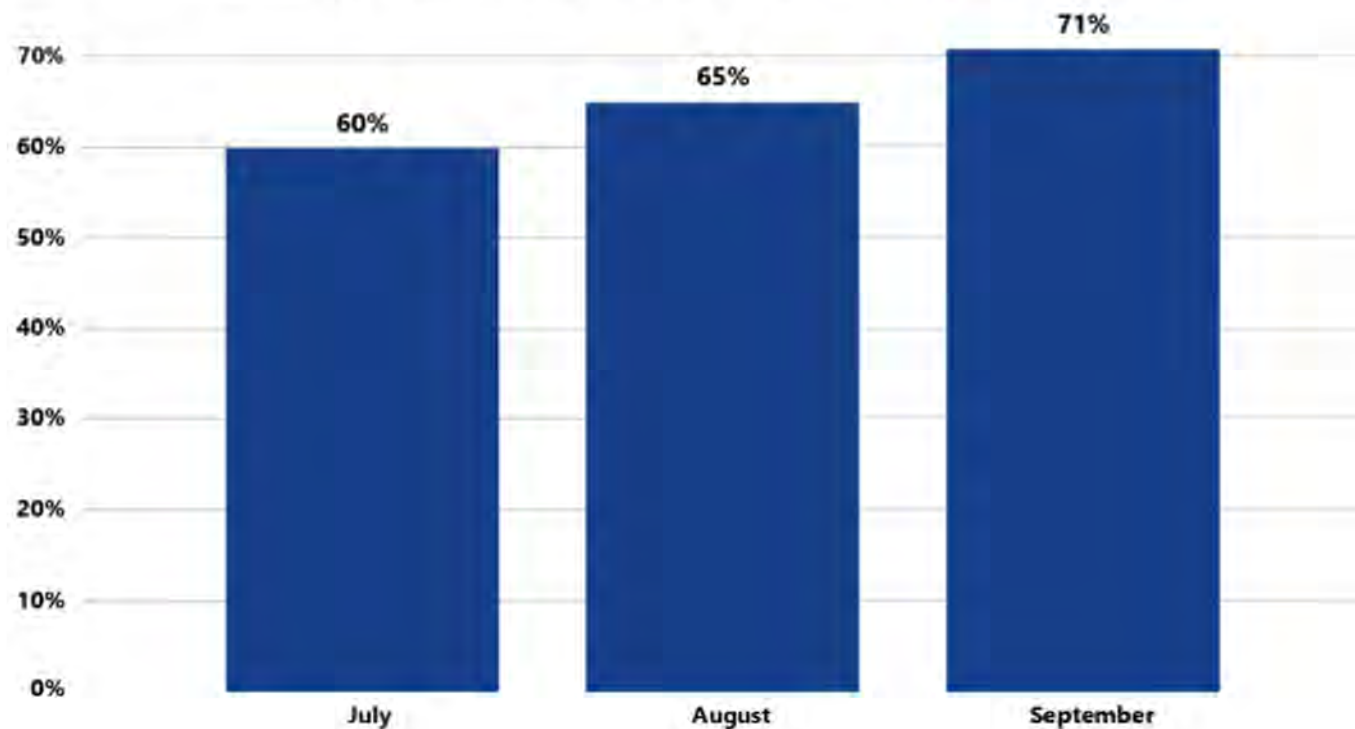


Target Time Frame Met Average
65%
Of The Time

Most Common Request
Planning Enquiry
84%
Requests Done in Time Frame

Target Time Frame Met Average
65%
Of The Time (Non Work Orders)

Percentage of Customer Requests Completed Within Targeted Timeframes





CIVIC LEADERSHIP

Customer Requests Timeframes

Financial Year and Quarter For Comments

2020/2021 Q1

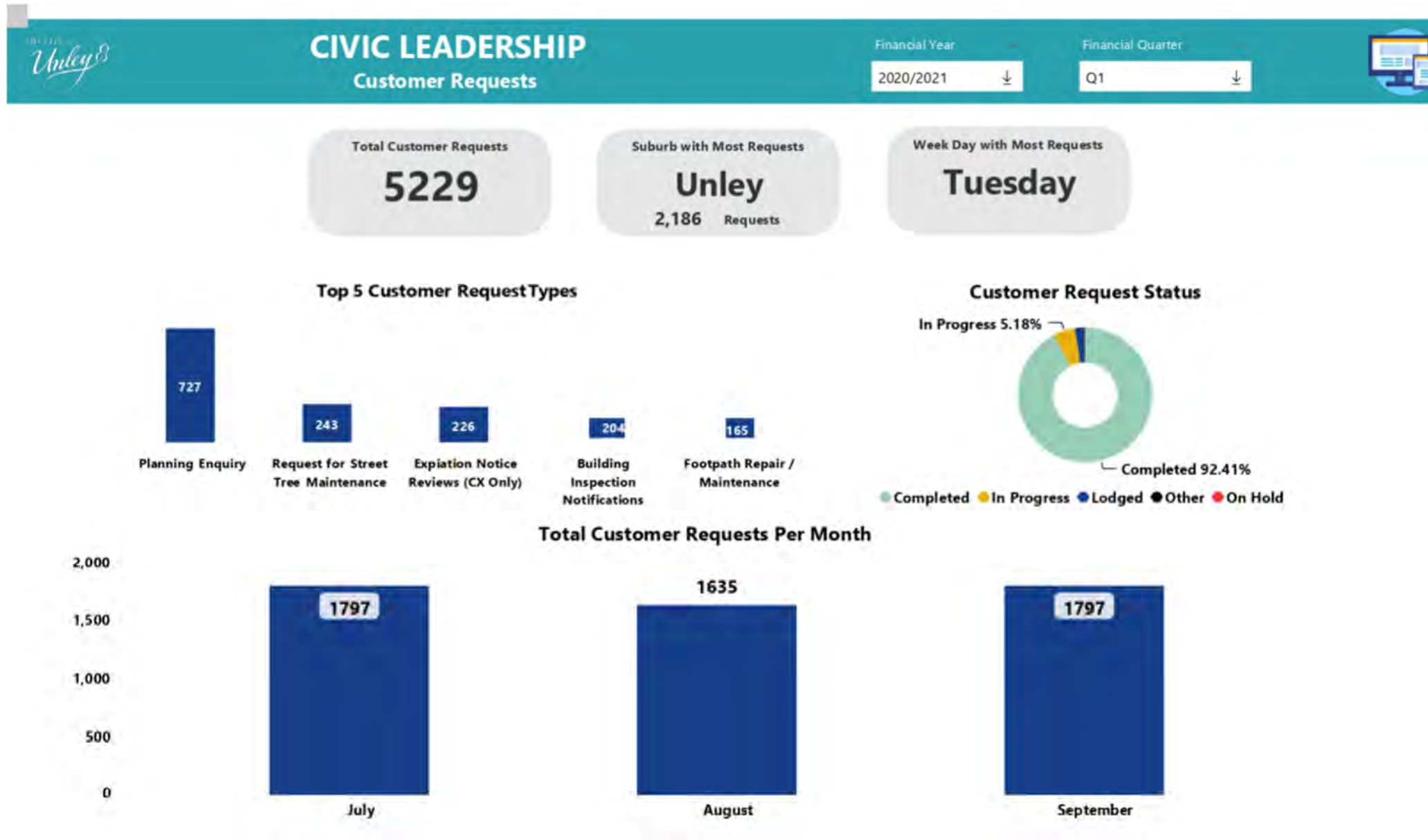


Comments

This data represents the percentage of customer requests lodged as completed within set timeframes. The average 70% achieved is a significant increase (13%) from the previous quarter (57% achieved last quarter), however remains below target. On review, the percentage achieved is being influenced by officers not closing completed tasks in the system once the work has been undertaken. Training has now been rolled out across the business to upskill staff using the customer request management system. The increase in requests closed in time experienced in September, can be attributed to this training.

It is forecasted that this upward trend will continue as all staff continue to implement the learnings from the training and understand the importance of accurately closing requests in the system.

Additionally, online transaction processes continue to be implemented, with an intention to increase self-help options, which should decrease the number of requests received, freeing up resources in some areas, allowing responses to requests to occur in a more timely manner.





CIVIC LEADERSHIP

Customer Requests

Financial Year and Quarter For Comments

2020/2021 Q1





Comments

Customer requests include seeking service approval, information, action or assistance in line with Council's service offering. It also includes routine enquiries about Council's business, reports of failure to comply with laws regulated by Council or requests for explanation of policies, procedures and decisions.

Over the period a total of 5,229 requests were received, this is a slight increase (357) of requests received from the previous quarter (4,872), but coincidentally the exact same number of requests from the same period last year.

Of the requests received over this period, at the time of reporting 88% were completed.

Planning enquiries continue to be the top request type received, consistent with the previous quarter and the same period last year. Expiations review requests continue to decline (a reduction of 247 from the same period last year) demonstrating the success of the new online review progress.





CIVIC LEADERSHIP

Customer Complaints

Financial Year and Quarter For Comments

2020/2021 Q1





Comments

A total of 15 complaints were received over the quarter, a slight increase of 3 complaints compared to the previous quarter.

Of the 15 complaints received, 14 are resolved and 1 remains in review, meaning it's still in progress due to the inability to make contact with the customer. This is a significant reduction of 46% compared to the same quarter last year, which produced 28 complaints.

When considering the depth and breadth of services provided to customers and measuring the total number of complaints received against the number of requests received



CIVIC LEADERSHIP

Customer Satisfaction

Financial Year
2020/2021

Financial Quarter
Q1

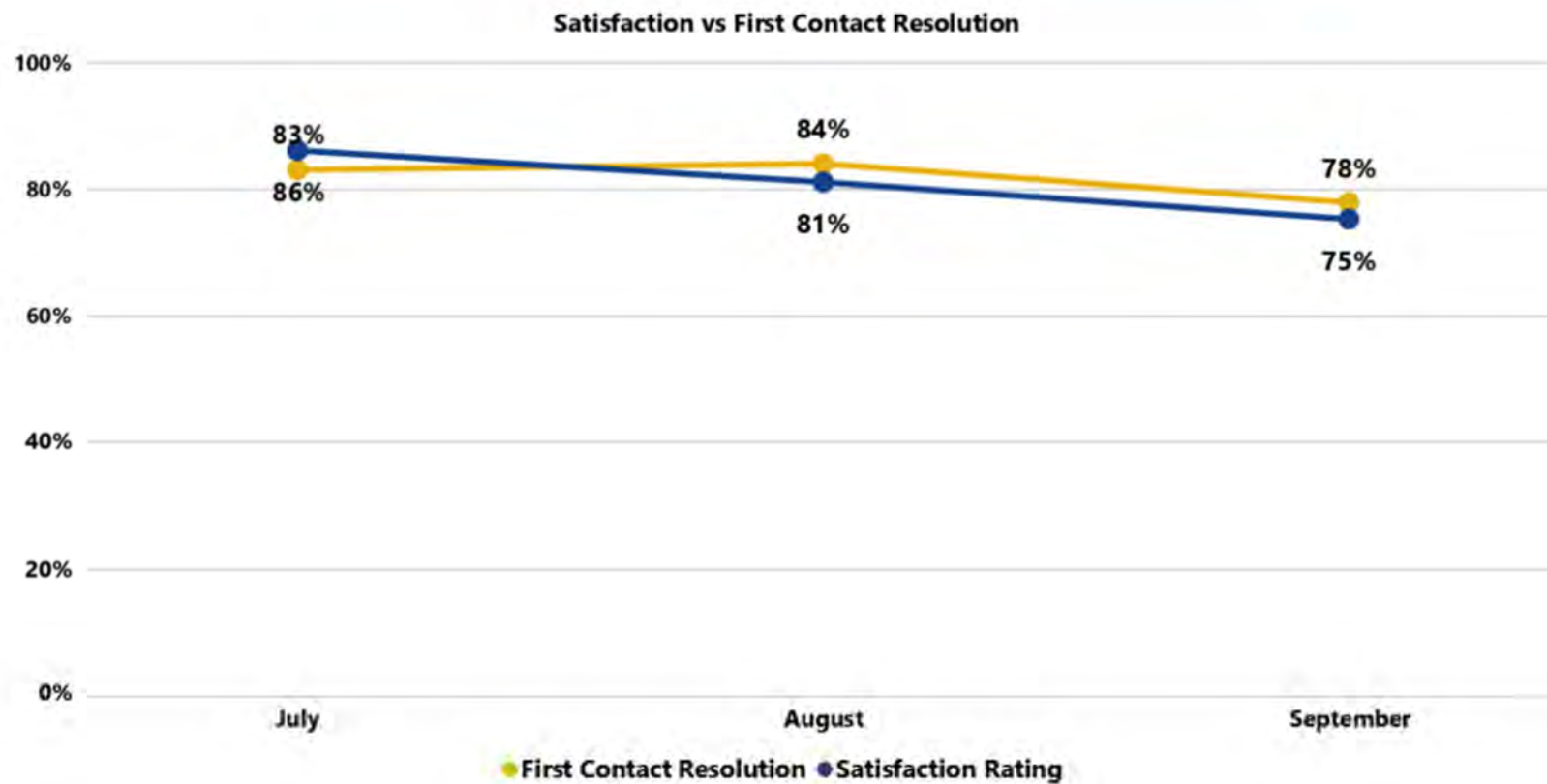


Average Satisfaction Rating

81%

Average First Contact Resolution

82%





CIVIC LEADERSHIP

Customer Satisfaction

Financial Year and Quarter For Comments

2020/2021 Q1



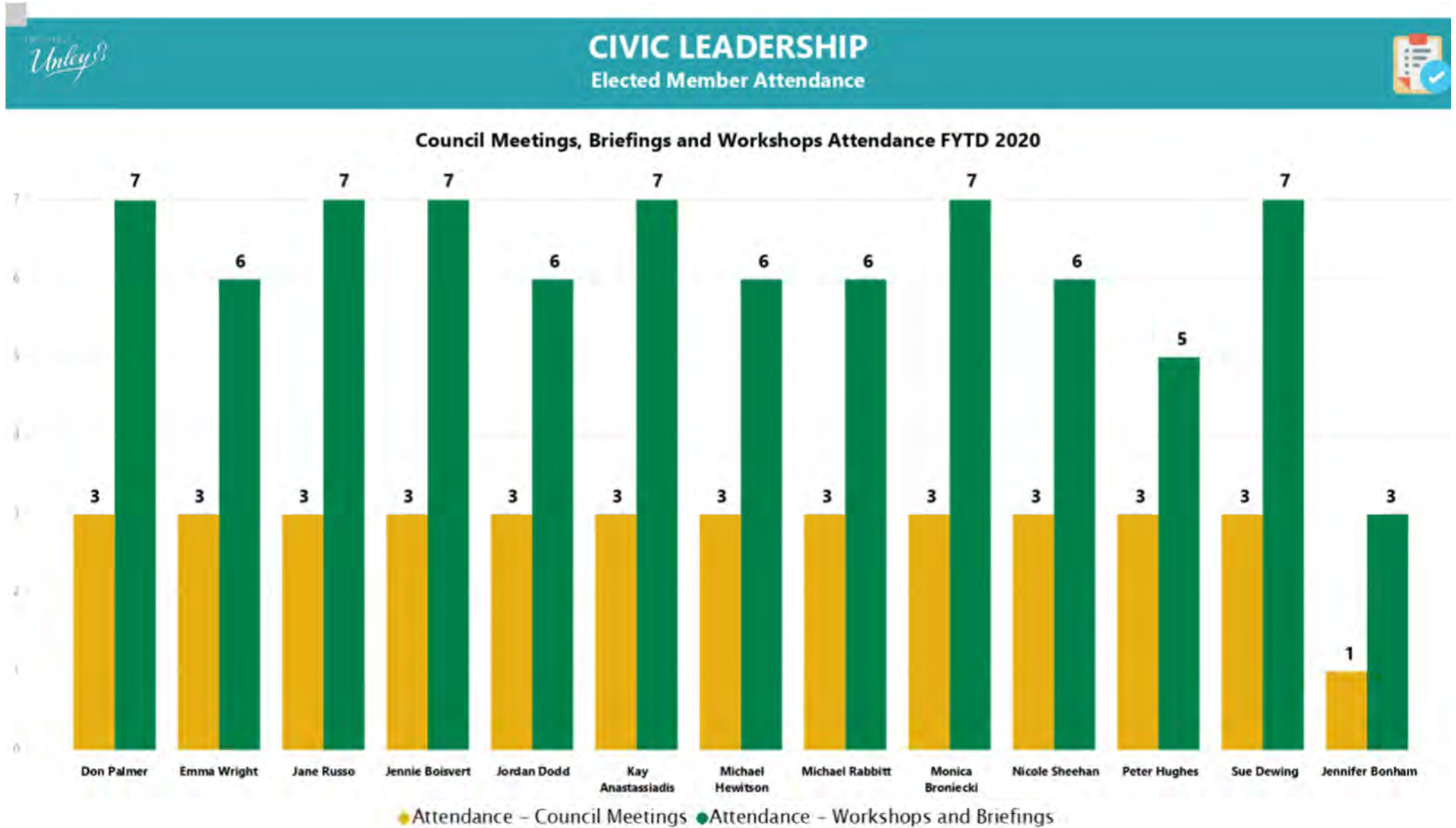
Comments

A total of 135 customers participated in an independent phone survey regarding their satisfaction with the City of Unley between the period of July – September 2020 (noting in this period only 2 months were surveyed due to staffing movements), delivering a satisfaction rating of 84 % over the period. The satisfaction score achieved for this period continues to be above the SA council benchmark of 71% and is above the City of Unley's target of 80%.

With the implementation of the Corporate 3-year Customer Experience program in July 2017, overall satisfaction has improved by over 20%.

First Call Resolution (addressing the customers need the first time they call, thereby eliminating the need for a customer to follow-up with a second call) is currently at 84%, which is also considerably above the industry benchmark of 57% and above the City of Unley target of 80%. There has been an approximate 20% increase in first call resolution since the commencement of the corporate Customer Experience Program and this can be attributed to a heightened awareness of first point of contact across the organisation and the customer experience team.

Customer satisfaction has increased (2%) compared to the previous quarter and First Point of Call remains consistent, producing the same rating as last quarter.



DECISION REPORT

REPORT TITLE:	2019-20 GENERAL PURPOSE FINANCIAL STATEMENTS
ITEM NUMBER:	4.7
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	ALEX BROWN
JOB TITLE:	MANAGER FINANCE AND PROCUREMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. ATTACHMENT 1 - 2019-20 GENERAL PURPOSE FINANCIAL STATEMENTS2. ATTACHMENT 2 - 2019-20 FINANCIAL RESULTS COMPARED TO BUDGET

1. EXECUTIVE SUMMARY

The City of Unley's 2019-20 General Purpose Financial Statements have now been prepared and audited by Council's external auditors, Galpins. The auditors have provided an unqualified report advising that Council's financial position and financial performance for the reporting period ending 30 June 2020 present fairly in all material respects.

The statements were considered by the Council's Audit Committee on 3 November 2020, where it was resolved that they be presented to Council for endorsement.

Following Council endorsement a copy of the statements will be forwarded to the Minister for Local Government and the South Australian Local Government Grants Commission in line with legislative requirements.

2. RECOMMENDATION

That:

1. The report be received.
 2. The Audited 2019-20 General Purpose Financial Statements contained in Attachment 1 to this report (Item 4.7, Council Meeting 23/11/2020) be adopted.
 3. The Audited 2019-20 Financial Results compared to Budget contained in Attachment 2 to this report (Item 4.7, Council Meeting 23/11/2020) be noted.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

The 2019-20 General Purpose Financial Statements have now been prepared and are attached for members consideration. They have been prepared in accordance with the Australian Accounting Standards and the SA Local Government Model Financial Statements as prescribed in the *Local Government (Financial Management) Regulations 2011*. A copy of the Financial Statements is provided as Attachment 1.

Attachment 1

The financial statements were considered by the Audit Committee at its meeting held on 3 November 2020. The Audit Committee resolved that the financial statements present fairly the state of affairs of Council and that they be signed and presented to Council.

This report also includes the Audited 2019-20 Financial Results compared to Budget Report which is required by legislation to be presented by Council by no later than 31 December of the relevant year.

Attachment 2

5. DISCUSSION

In accordance with the *Local Government (Financial Management) Regulations 2011*, the:

- Audit Committee resolved that the financial statements present fairly the state of affairs of Council;
- Council's Certificate of Auditor Independence has been certified by the Chief Executive Officer and Mr David Powell, the Presiding Member of the Audit Committee;
- Financial statements have subsequently been certified by the Mayor and the Chief Executive Officer; and
- Audit Reports have been signed by the external auditor, Mr Tim Muhlhausler of Galpins; and
- Audited 2019-20 Financial Results compared to Budget Report has been provided with the financial statements.

The following summary is made in relation to the General Purpose Financial Statements.

5.1 Statement of Comprehensive Income

The Statement of Comprehensive income shows a net operating surplus (including Centennial Park Cemetery Authority and the Brown Hill and Keswick Creeks Stormwater Board) of \$3.7M for 2019-20 compared with \$4.7M in the previous year.

Statement of Comprehensive Income	2019-20	2018-19	Movement
	\$000s	\$000s	\$000s
Council Operating Surplus	3,982	4,602	(620)
Centennial Park Net loss	(225)	102	(327)
Brown Hill Keswick Creek Net loss	(9)	42	(51)
Net Operating Surplus	3,748	4,746	(998)
Net Surplus	7,160	5,960	1,200
Other Comprehensive Income	5,972	386	5,586
Total Comprehensive Income	13,132	6,346	6,786

As shown in the table above, Council's overall Net Operating Surplus has decreased from the previous year by \$998K. This decrease is due to the items explained below:

For the reporting period Council's operating income decreased by \$430K (0.8%) whilst expenditure increased by \$568K (1.2%). Other than the change in timing of the Financial Assistance Grant, other key movements from 2019-20 include:

Income:

- Rate revenue increase of \$1.0M, reflecting the general rates increase of 2.25% and rates growth of 0.5% (refer Note 2a in the Financial Statements).
- Other Grants, Subsidies and Contributions have decreased \$1.36M, and this is attributable to the receipt of grants in 2018-19 for the King William Road Streetscape project of \$700K, and Special Local Road Funding of \$376K not replicated in 2019-20.
- Reimbursements have increased by \$57K over the previous year. This is due to a \$215K refund of power expenses from SA Power Network, and increased parking control recoveries, \$57K. These gains have been partially offset by a reduction in reimbursements from event projects, \$43K, animal control activities, \$86K and a recovery of expenses from the Brownhill Keswick Creek.
- Other Income has increased by \$205K for 2019-20. This is due to an increase in insurance claim revenue of \$54K, Special Distribution from Local Government Risk Services of \$54K and client contributions from aged and welfare programs totalling \$32K.

Expenditure:

- Employee costs decreased by \$43K.
- Materials, contracts and other expenses decreased by \$162K due to a combination of factors including:
 - a reduction in maintenance contracts \$386K and contractors \$241K due to the deferral of works arising from COVID-19;
 - reduced community program expenses \$283K due to the reclassification of expenditure to contractors; and
 - a reduction in electricity \$140K arising from the installation of LED lighting.

These reductions were partially offset by an increase in the waste contract \$358K primarily due to the increase in the solid waste levy and costs associated with recycling processing, and legal expenses \$355K associated with development, compliance and property.

- An increase in the cost of depreciation of \$326K across all asset categories reflecting the capitalisation of roadways, kerbs, streetscape developments, open space facilities, playgrounds and pathways.
- An increase in finance costs of \$212K has occurred as a result of Council drawing down on its cash advance facility during the year to accommodate the investment in the King William Road Streetscape Project.

5.2 Statement of Financial Position

The Statement of Financial Position discloses the total assets, liabilities and Council Equity at the end of the reporting period. As at 30 June 2020 Council held net assets totalling \$528M, compared with \$513M for the previous year, representing an increase of \$15.0M.

Statement of Financial Position	2019-20	2018-19	Movement
	\$'000	\$'000	\$'000
Total Assets	552,231	532,673	19,558
Total Liabilities	23,966	19,704	4,262
Net Assets	528,265	512,969	15,296

The material movements in Council's Statement of Financial Position are summarised as follows:

Assets:

- Council experienced a decrease in its year-end balance in current assets of \$986K. There were only minor movements in trade and other receivables, however Council's cash reduced by \$1.1M over the year due to the release of \$1.4M in quarantined grant funds to meet capital expenditure associated with the Goodwood Oval facilities redevelopment.

- An increase of \$1.4M in equity accounted joint venture assets was recorded for the period. This is represented by the following equity increases:
 - \$844K from the Brownhill Keswick Creek Stormwater Board who recognised \$853K in additional contributions from owner councils; and
 - A net \$541K from the Centennial Park Cemetery Authority who recognised equity adjustments due to the adoption of Accounting Standards AAS15, AASB16 and AASB 1058 dealing with revenue and lease transactions.
- An increase of \$19.7M in Infrastructure, Property, Plant and Equipment assets which reflects the increase in capital expenditure, particularly for projects such as the King William Road Streetscape project, Unley Oval Grandstand redevelopment, Goodwood Oval facilities and investment in major plant.

Liabilities:

- A decrease of \$8.2M in Trade and Other Payables related to a decrease in outstanding creditors, payments received in advance, accrued expenses and current employee entitlements.
- Council borrowings increased by \$12.2M to \$14.7M as at 30 June 2020. This reflects Council drawing down on its cash advance facility during the year to accommodate the investment in the King William Road Streetscape Project.

5.3 Statement of Cash Flows

Council generated \$5.8M from its Operating Activities during the financial year compared to \$17.6M during 2018-19. Details of how this reconciles with the net surplus and changes in net assets are shown in Note 11 of the Financial Statements.

During the year, Council spent \$23.2M on the construction and purchase of assets compared to \$16.1M in 2018-19 (refer Note 7a of the Financial Statements).

Council extended its borrowings by \$12.2M during the year to accommodate the increase in asset investment.

As a result, the Cash Flow Statement shows an increase in cash held of \$1.1M.

5.4 Financial Key Performance Indicators

The key financial indicators are summarised and discussed below and are also included as Note 15 Financial Indicators of the Financial Statements.

Financial Indicators	2019-20	2018-19	Adopted Target
	\$'000	\$'000	
Operating Surplus	3,748	4,746	
Adjusted Operating Surplus Ratio*	7%	9%	5%
Net Financial Liabilities Ratio	40%	28%	<80%
Asset Renewal Funding Ratio [#]	135%	139%	100% over 10 years

*The Adjusted Operating Surplus Ratio removes the distortion of Federal Government advance payments made in 2019-20.

[#]This ratio has been calculated using depreciation as the denominator pending completion of the Asset Management Plan.

The Financial Indicators have been calculated in accordance with Information Paper 9 – Local Government Financial Indicators, prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Council's Operating Surplus Ratio and Net Financial Liabilities Ratio continue to perform better than Council adopted targets whilst the Asset Renewal Funding Ratio on average performed above the Council adopted target this financial period. These results collectively suggest that Council has positioned itself to continue to remain financially sustainable. Notwithstanding these results Council will continue to review and monitor future financial results and its financial position in conjunction with its Long-Term Financial Plan (LTFP).

5.5 End of Year Result Compared to Budget

Council is required, pursuant to *Regulation 10 of the Local Government (Financial Management) Regulations 2011*, to consider a report showing the audited financial results of the Council for the Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators, compared with the estimated financial results set out in the budget, presented in a manner consistent with the Model Financial Statements.

The Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators and associated commentary for 2019-20, are shown as Attachment 2.

Attachment 2

5.6 Centennial Park Cemetery Authority Financial Statements

A copy of the Centennial Park Cemetery Authority's (CPCA) financial statements for 2019-20 have been submitted as required and are included as part of the CPCA Annual Report, which is presented separately.

Their Statement of Comprehensive Income reflects a Net Operating Deficit of \$451K for the reporting period compared to a surplus of \$204K for the previous year. Council's share of this loss is \$225K or 50% and is reflected in the City of Unley's Statement of Comprehensive Income (refer table in Section 5.1).

The Statement of Financial Position reflects Net Assets of \$32.4M as at 30 June 2020. This represents an increase of \$1.1M for the reporting period. The equity accounted value of CPCA reflected in the City of Unley's Statement of Financial Position is \$16.2M compared to \$15.6M for the previous year.

5.7 Brown Hill and Keswick Creeks Stormwater Board Financial Statements

A copy of the Brown Hill and Keswick Creeks Stormwater Board (BHKC) financial statements for 2019-20 has been submitted as required and is included as part of the BHKC Annual Report, which is presented separately. The BHKC Board was established on 27 February 2018 by Gazettal, and is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Statement of Comprehensive Income reflects a Net Operating Deficit of \$45K compared to a surplus of \$215K for the reporting year. Council's share of this result is \$9K or 20% and is reflected in the City of Unley's Statement of Comprehensive Income (refer table in Section 5.1).

The Statement of Financial Position reflects Net Assets of \$10.2M as at 30 June 2020. This represents an increase of \$4.0M for the reporting period which is reflective of the entity increasing its activities since its recent inception. Council's share of equity accounted value of BHKC reflected in the City of Unley's Statement of Financial Position is \$2.1M compared to \$1.2M for the previous year.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Audited 2019-20 General Purpose Financial Statements contained in Attachment 1 to this report (Item 4.7, Council Meeting 23/11/2020) be adopted.

3. The Audited 2019-20 Financial Results compared to Budget contained in Attachment 2 to this report (Item 4.7, Council Meeting 23/11/2020) be noted.

The Audit Committee has reviewed the 2019-2020 General Purpose Statements and are satisfied that they present fairly the state of affairs of Council in accordance with the requirements of the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.

Council is required to receive the General Purpose Financial Statements and pursuant to *Regulation 10 of the Local Government (Financial Management) Regulations 2011*, consider a report showing the audited financial results of the Council for the previous financial year compared with the estimated financial results set out in the 2019-20 budget presented in a manner consistent with the Model Financial Statements by 31 December 2020.

In accordance with legislation, a copy of the financial statements will be sent by Council to the Minister for Local Government and the SA Local Government Grants Commission by 30 November 2020.

There are no further options proposed.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

- Council must, on or before 30 November, submit a signed copy of the audited financial statements of Council to the Minister for Local Government and the Presiding Member of the South Australian Local Government Grants Commission.
- Council must also consider a report showing the audited financial results of the Council compared with the estimated financial results set out in the budget, by no later than 31 December of each year.

9. REPORT CONSULTATION

There has been considerable consultation with Council's external auditors, Galpins, in the preparation of the General Purpose Financial Statements.

10. REPORT AUTHORISERS

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2020

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



Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

General Purpose Financial Statements
for the year ended 30 June 2020

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

General Purpose Financial Statements
for the year ended 30 June 2020

Certification of Financial Statements

We have been authorised by the Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2020 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

Peter Tsokas
CHIEF EXECUTIVE OFFICER

Michael Hewitson
MAYOR

Date: 23 November 2020

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Statement of Comprehensive Income
for the year ended 30 June 2020

\$ '000	Notes	2020	2019
Income			
Rates	2A	42,337	41,336
Statutory Charges	2B	1,577	1,592
User Charges	2C	1,615	1,826
Grants, Subsidies and Contributions	2D	3,357	4,713
Investment Income	2E	51	16
Reimbursements	2F	592	535
Other Income	2G	919	714
Net Gain - Equity Accounted Council Businesses	19	-	145
Total Income		50,448	50,878
Expenses			
Employee Costs	3A	16,553	16,596
Materials, Contracts & Other Expenses	3B	20,175	20,337
Depreciation, Amortisation & Impairment	3C	9,364	9,038
Finance Costs	3D	373	161
Net loss - Equity Accounted Council Businesses	19	235	-
Total Expenses		46,700	46,132
Operating Surplus / (Deficit)		3,748	4,746
Asset Disposal & Fair Value Adjustments	4	(1,448)	69
Amounts Received Specifically for New or Upgraded Assets	2G	4,860	1,145
Net Surplus / (Deficit) ¹		7,160	5,960
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in Revaluation Surplus - I,PP&E	9A	6,520	-
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	(548)	386
Total Other Comprehensive Income		5,972	386
Total Comprehensive Income		13,132	6,346

¹ Transferred to Statement of Changes in Equity

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Statement of Financial Position

as at 30 June 2020

\$ '000	Notes	2020	2019
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	1,679	2,771
Trade & Other Receivables	5b	2,204	2,681
Other Financial Assets	5c	69	2
Total Current Assets		3,952	5,454
Non-Current Assets			
Financial Assets	6a	7	8
Equity Accounted Investments in Council Businesses	6b	18,314	16,930
Infrastructure, Property, Plant & Equipment	7a	529,958	510,281
Total Non-Current Assets		548,279	527,219
TOTAL ASSETS		552,231	532,673
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	4,864	13,104
Borrowings	8b	246	242
Provisions	8c	3,946	3,730
Total Current Liabilities		9,056	17,076
Non-Current Liabilities			
Borrowings	8d	14,482	2,271
Provisions	8e	428	357
Total Non-Current Liabilities		14,910	2,628
TOTAL LIABILITIES		23,966	19,704
Net Assets		528,265	512,969
EQUITY			
Accumulated Surplus		155,804	147,002
Asset Revaluation Reserves	9a	372,231	365,711
Other Reserves	9b	230	256
Total Council Equity		528,265	512,969

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Statement of Changes in Equity

for the year ended 30 June 2020

\$ '000	Notes	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2020					
Balance at the end of previous reporting period		147,002	365,711	256	512,969
Adjustments (Correction of Prior Period Errors)	24g	877	-	-	877
Restated Opening Balance		147,879	365,711	256	513,846
Net Surplus / (Deficit) for Year		7,160	-	-	7,160
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I, PP&E	7a	-	6,520	-	6,520
- Share of OCI - Equity Accounted Council Businesses	19	(548)	-	-	(548)
- Other Equity Adjustments - Equity Accounted Council Businesses	19	1,314	-	-	1,314
- Other Movements - Carpark and Tree Funds		-	-	(26)	(26)
Other Comprehensive Income		766	6,520	(26)	7,260
Total Comprehensive Income		7,926	6,520	(26)	14,420
Balance at the end of period		155,804	372,231	230	528,265
2019					
Balance at the end of previous reporting period		145,159	361,203	234	506,596
Net Surplus / (Deficit) for Year		5,960	-	-	5,960
Other Comprehensive Income					
- Share of OCI - Equity Accounted Council Businesses	19	386	-	-	386
- Other Equity Adjustments - Equity Accounted Council Businesses	19	5	-	-	5
- Other Movements - Carpark and Tree Funds		-	-	22	22
Other Comprehensive Income		391	-	22	413
Total Comprehensive Income		6,351	-	22	6,373
Transfers between Reserves		(4,508)	4,508	-	-
Balance at the end of period		147,002	365,711	256	512,969

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Statement of Cash Flows
for the year ended 30 June 2020

\$ '000	Notes	2020	2019
Cash Flows from Operating Activities			
Receipts			
Operating Receipts		53,085	54,399
Investment Receipts		51	16
Payments			
Operating Payments to Suppliers and Employees		(47,010)	(36,616)
Finance Payments		(316)	(177)
Net Cash provided by (or used in) Operating Activities	11b	5,810	17,622
Cash Flows from Investing Activities			
Receipts			
Amounts Received Specifically for New/Upgraded Assets		4,860	1,145
Sale of Replaced Assets		214	509
Repayments of Loans by Community Groups		-	11
Payments			
Expenditure on Renewal/Replacement of Assets		(12,610)	(12,567)
Expenditure on New/Upgraded Assets		(10,655)	(3,558)
Loans Made to Community Groups		(68)	-
Capital Contributed to Equity Accounted Council Businesses		(853)	(823)
Net Cash provided by (or used in) Investing Activities		(19,112)	(15,283)
Cash Flows from Financing Activities			
Receipts			
Proceeds from Borrowings		12,221	270
Payments			
Repayment of Bonds & Deposits		(5)	(1)
Net Cash provided by (or used in) Financing Activities		12,216	269
Net Increase (Decrease) in Cash Held		(1,086)	2,608
plus: Cash & Cash Equivalents at beginning of period	11	2,765	157
Cash & Cash Equivalents at end of period	11	1,679	2,765

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

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n/a - not applicable

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation**1.1 Compliance with Australian Accounting Standards**

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 23rd Nov 2020.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

Particular areas involving a high degree of judgement or complexity include the estimation of future payments and timing in relation to tip restoration liability. Further information in relation to the estimation of these liabilities are given in the relevant sections of these Notes.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 The Local Government Reporting Entity

The City of Unley is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 181 Unley Road,

Unley. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

3 Income Recognition

The Council recognises revenue under *AASB 1058 Income of Not-for-Profit Entities* (AASB 1058) or *AASB 15 Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

In recent years the payment of untied grants (financial assistance grants / local roads / supplementary grants) has varied from the annual allocation as shown in the table below:

	Cash Payment Received	Annual Allocation	Difference
2017/18	\$1,427,527	\$1,186,184	+\$241,343
2018/19	\$1,808,917	\$1,430,009	+\$378,908
2019/20	\$1,260,571	\$1,404,448	-\$143,887

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies (continued)

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the *Local Government Act 1999*. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

undertakings have been valued at the lower of cost and net realisable value.

5 Infrastructure, Property, Plant & Equipment

5.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and

engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

5.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Buildings	\$3,000
Drainage	\$3,000
Roads, Lanes, Kerb & Watertable	\$3,000
Pathways	\$3,000
Traffic & Lighting	\$3,000
Bridges	\$3,000
Other Assets	\$3,000
Recycled Water	\$3,000
Equipment, Furniture & Fittings - Other	\$3,000
Equipment, Furniture & Fittings - Computers	\$500

5.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

5.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies (continued)

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Equipment, Furniture & Fittings	1 to 10 years
Buildings	50 years
Building Fit Outs	15 years
Infrastructure:	
Roads, Lanes, Kerb & Watertable	20 to 100 years
Pathways	20 to 50 years
Drainage	35 to 100 years
Traffic and Lighting	5 to 20 years
Bridges	50 to 75 years
Recycled Water	5 to 100 years
Other Assets	5 to 20 years

5.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

5.6 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

6 Payables

6.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

6.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

7 Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Weighted avg. discount rate 0.48% (2019, 1.10%)

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies (continued)

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

8.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

9 Leases**Accounting policy applicable from 01 July 2019**

The Council assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

9.1 Council as a lessee

The Council recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

i.) Right-of-Use-Assets

The Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets.

The right-of-use assets are also subject to impairment. Refer to the accounting policies above - Impairment of non-financial assets.

ii.) Lease Liabilities

At the commencement date of the lease, the Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Council uses its incremental borrowing rate or the interest rate implicit in the lease.

iii) Short-term leases and leases of low-value assets

The Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

10 Equity Accounted Council Businesses

Council has a 50% share in the regional subsidiary, Centennial Park Cemetery Authority. Council's share has been recognised in the Financial Statements by including its share of the net assets within the Statement of Financial Position. The Change in the Equity Share, including any asset revaluation, is disclosed in the Statement of Comprehensive Income. Details are reported in Note 19.

As a result of changes made to the Charter of Centennial Park on August 2011, all distributions paid to Council are recorded as revenue in the Statement of Comprehensive Income. Distributions paid by Centennial Park to Council are regarded as payments for guaranteeing the liabilities of Centennial Park and accordingly are treated as an expense in the Statement of Comprehensive Income in the Financial Statements of Centennial Park.

Council is party to an agreement with the cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide in relation to the Brown Hill Keswick Creek Project which is accounted for under AASB 11 Joint Agreements as a joint operation. As such each party is responsible for its

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies (continued)

own direct costs, and joint assets, revenue and expenses are shared on the basis set out in the agreement and Stormwater Management Plan documentation. Council's share has been recognised in the Financial Statements by including its share of joint revenue and expenditure in the Statement of Comprehensive Income and Council's share of joint assets within the Statement of Financial Position. Further details are provided in Note 19.

11 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

12 New and amended accounting standards and interpretations

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

The City of Unley has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

Adoption of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities

The City of Unley early adopted AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* from the year ended 30 June 2018.

AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, in conjunction with AASB 15. These Standards supersede the NFP income recognition

requirements previously in AASB 1004 Contributions (with the exception of certain matters relating to public sector NFP entities) as well as current revenue recognition guidance including AASB 118 Revenue, AASB 111 Construction Contracts and the related Interpretations. The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service). Details of the accounting policy adopted for these standards can be found in Note 1 Significant Accounting Policies.

AASB 16 Leases**Adoption of AASB 16 Leases (AASB 16)**

AASB 16 supersedes AASB 117 Leases, Interpretation 4 Determining whether an Arrangement contains a Lease and other related Interpretations. The standard sets out the principles for the recognition, measurement, presentation and disclosure of leases and requires lessees to recognise most leases on the balance sheet under a single on-balance sheet model.

The Council had no lease contracts in place for the 2018/19 and 2019/20 financial years and, consequently, this standard had no impact in this financial report.

Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020, these standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council then further information has been provided in this note.

The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at the time of compiling these illustrative statements that could be applicable to Councils.

Effective for NFP annual reporting periods beginning on or after 1 January 2020

- AASB 1059 Service Concession Arrangements: Grantors

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The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies (continued)

- AASB 2018-6 Amendments to Australia Accounting Standards – Definition of a Business
- AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Material
- AASB 2019-3 Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform

Effective for NFP annual reporting periods beginning on or after 1 January 2021

- AASB 17 Insurance Contracts

Effective for NFP annual reporting periods beginning on or after 1 January 2022

- AASB 2014-10 Sale or Contribution of Assets between an Investor and its Associate or Joint Venture (amended by AASB 2015-10 and AASB 2017-5)

13 COVID-19 Pandemic

The COVID-19 pandemic has impacted the 2019/20 financial statements, which may impact on the comparability of some line items and amounts reported in this financial report.

The financial impacts are a direct result of either Council's response to the pandemic or due to the mandatory shut downs as directed by the Australian Government and the advice from the Australian Government Department of Health and SA Health.

The impacts on the Council's financial performance and financial position are outlined below;

- Decrease in rates revenue of approximately \$159,000 due to the waiving of fines and interest on outstanding balances for two months and the waiving of rates due to ratepayers experiencing financial hardship.
- Decrease in user charges revenue of approximately \$127,000 due to the waiving of lease fees for Council lessees forced to close and experiencing financial hardship.
- Decrease in user charges revenue of approximately \$184,000 due to the closure of some Council facilities including community centres, halls, libraries and the Unley Pool. This revenue loss was offset somewhat by a reduction in operating expenses totalling approximately \$141,000 associated with managing these facilities.

- Additional costs totalling approximately \$37,000 for the cleaning of Council owned facilities which remained in operation during the period.
- The decision to defer the due date for rates and to extend terms due to financial hardship has seen Council's rate debtors increase by approximately \$600,000.

Council estimates that the reduction in revenue and increase in expenditure resulted in a decrease of approximately \$366,000 in the 2019/20 net surplus. It is expected that further financial impacts, though not significant, will flow into the 2020/21 financial year.

Council has considered the consequences of COVID-19 and other events and conditions, and it has determined that they do not create a material uncertainty that casts significant doubt upon the Council's ability to continue as a going concern.

14 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

15 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 2. Income

\$ '000	Notes	2020	2019
(a). Rates Revenues			
General Rates			
General Rates		41,498	40,491
Less: Mandatory Rebates		(915)	(912)
Less: Discretionary Rebates, Remissions & Write Offs		(108)	(68)
Total General Rates		40,475	39,511
Other Rates (Including Service Charges)			
Natural Resource Management Levy		1,389	1,338
Separate & Special Rates		330	323
Total Other Rates		1,719	1,661
Other Charges			
Penalties for Late Payment		97	118
Legal & Other Costs Recovered		46	46
Total Other Charges		143	164
Total Rates Revenues		42,337	41,336
(b). Statutory Charges			
Development Act Fees		381	526
Animal Registration Fees & Fines		173	156
Parking Fines / Expiation Fees		918	802
Environmental Control Fines		35	33
Search Fees		70	76
Total Statutory Charges		1,577	1,592
(c). User Charges			
Hall & Equipment Hire		158	227
Property Lease		441	452
Catering		32	46
Sales - Swimming Memberships		292	331
Parking Control		132	106
Swim School		168	167
Swimming User Groups		86	94
Swimming Centre operations		125	174
Unley Community Centre		36	50
Other - User Charges across UCC		145	179
Total User Charges		1,615	1,826

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 2. Income (continued)

\$ '000	Notes	2020	2019
(d). Investment Income			
Interest on Investments			
- Local Government Finance Authority		51	16
Total Investment Income		51	16
(e). Reimbursements			
Corporate Activities		216	52
Depot		128	133
Parking Control		105	48
Strategic Projects		47	-
Events Operating Projects		38	81
Waste Management		22	6
Animal Control		-	86
Other		36	129
Total Reimbursements		592	535
(f). Other Income			
Donations - General		22	12
Donations - General (No GST)		-	1
Advertising - Other		79	81
Artisit - Exhibition Income		8	21
Contributions - CPCA Guarantee Fee		318	313
Contributions - Other		14	19
Community Services - Other		306	212
Book Club		2	1
Replacement Material		3	4
Workers Compensation Rebate		130	-
Insurance Claims Received		16	29
Fuel Tax Credits		17	17
Toy Membership		-	1
Sponsorship Income		-	1
CT Requests Fee		4	3
Total Other Income		919	714

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 2. Income (continued)

\$ '000	Notes	2020	2019
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets		4,860	1,145
Other Grants, Subsidies and Contributions		3,357	4,713
Total Grants, Subsidies, Contributions		8,217	5,858

The functions to which these grants relate are shown in Note 12.

(i) Sources of grants

Commonwealth Government	1,812	2,429
State Government	3,898	2,983
Other	2,507	446
Total	8,217	5,858

(ii) Individually Significant Items

Grant Commission (FAG) Grant in advance Recognised as Income	683	639
Supplementary Local Road Funding in advance Recognised as Income	-	376

In January and June 2020 Council received payment of the first two installments of the 2019-20 Financial Assistance Grant (FAG). As has been done in the previous years, these amounts are recognised as income upon receipt. Similarly in June 2019 first two installments of 2019-20 grant was paid and recognised as income in that year.

In addition, the 2019/20 and 2020/21 Supplementary Local Road funding of \$375,580 was paid in advance in June 2019.

Note 3. Expenses

(a). Employee Costs

Salaries and Wages	13,852	13,763
Employee Leave Expense	2,165	2,274
Superannuation - Defined Contribution Plan Contributions	1,473	1,435
Workers' Compensation Insurance	393	430
Less: Capitalised and Distributed Costs	(1,330)	(1,306)
Total Operating Employee Costs	16,553	16,596

Total Number of Employees (full time equivalent at end of reporting period)	173	167
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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 3. Expenses (continued)

\$ '000	Notes	2020	2019
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Current Year Audit Fees		34	19
- Other Auditors		-	16
Elected Members' Expenses		293	271
Election Expenses		-	155
Subtotal - Prescribed Expenses		327	461
(ii) Other Materials, Contracts and Expenses			
Contractors		4,719	4,960
Maintenance Contracts		2,675	3,061
Legal Expenses		630	275
Levies Paid to Government - NRM levy		1,394	1,338
Parts, Accessories & Consumables		2,958	2,837
Insurance (Workers Compensation, Public Liability, Assets)		702	609
Brownhill Keswick Creek Contributions		74	158
Levies & Taxes		191	223
Other Contributions & Donations		61	64
Printing		37	50
Sitting Fees		32	38
Trader Associations Contributions		331	321
Valuation Fees (Property for Rating Purposes)		192	184
Electricity		753	893
Advertising		154	163
Bank Fees & Charges		105	107
Community Program Expenses		295	578
Economic Development Program Expenses		4	13
Community Grants & Sponsorship		411	203
Sundry Materials, Contract & Expenses		218	247
Waste Contract		3,912	3,554
Subtotal - Other Material, Contracts & Expenses		19,848	19,876
Total Materials, Contracts and Other Expenses		20,175	20,337

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 3. Expenses (continued)

\$ '000	Notes	2020	2019
(c). Depreciation and Amortisation			
Stormwater Drainage		932	905
Roads, Lanes, Kerb & Watertable		2,132	2,000
Pathways		1,306	1,240
Traffic & Lighting		185	351
Bridges		120	134
Equipment, Furniture & Fittings		1,681	1,679
Buildings		1,392	1,369
Recycled Water		241	241
Other Assets		1,375	1,119
Total Depreciation and Amortisation		9,364	9,038
(d). Finance Costs			
Interest on Loans		373	161
Total Finance Costs		373	161

Note 4. Asset Disposal & Fair Value Adjustments

Infrastructure, Property, Plant & Equipment

Assets Renewed or Directly Replaced

Proceeds from Disposal	214	509
Less: Carrying Amount of Assets Sold	(1,662)	(440)
Net Gain (Loss) on Disposal or Revaluation of Assets	(1,448)	69

Note 5. Current Assets

(a). Cash & Cash Equivalent Assets

Cash on Hand at Bank	16	4
Deposits at Call	1,663	2,767
Total Cash & Cash Equivalent Assets	1,679	2,771

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 5. Current Assets

\$ '000	Notes	2020	2019
(b). Trade & Other Receivables			
Rates - General & Other		1,207	607
Accrued Revenues		51	3
Debtors - General		843	1,815
Prepayments		103	256
Total Trade & Other Receivables		2,204	2,681
(c). Other Financial Assets (Investments)			
Loans to Community Organisations		69	2
Total Other Financial Assets (Investments)		69	2

Amounts included in other financial assets that are not expected to be received within 12 months of reporting date are disclosed in Note 13.

Note 6. Non-Current Assets

(a). Financial Assets

Receivables

Loans to Community Organisations	7	8
Total Financial Assets	7	8

(b). Equity Accounted Investments in Council Businesses

Centennial Park Cemetery Authority	19	16,180	15,640
Brown Hill Keswick Creek Board	19	2,134	1,290
Total Equity Accounted Investments in Council Businesses		18,314	16,930

Within the terminology of Section 43 of the Local Government Act 1999, the Centennial Park Cemetery Trust Incorporated is a jointly controlled authority of the City of Unley and the City of Mitcham each having a 50% interest in the assets, liabilities and operations of the Authority. The Authority was established in the cemetery industry and no financial contributions have been made to the Authority in the financial year.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Board was established by Gazettal dated 27 February 2018. The Board has been established to implement the construction and maintenance of infrastructure and other measures for the purposes of a stormwater management plan prepared by the constituent councils and approved by the Stormwater Management Authority.

The City of Unley's investment in the Authorities has been accounted for under the equity method (Note 19).

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The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 7a. Infrastructure, Property, Plant & Equipment

\$ '000	Fair Value Level	as at 30/6/2019				Asset Movements during the Reporting Period								as at 30/6/2020				
		At Fair Value	At Cost	Accumulated Dep'n	Carrying Value	Asset Additions		WDV of Asset Disposals	Depreciation Expense (Note 3c)	WIP Transfers	Adjustments & Transfers	Fair Value Level Reclassification	Revaluation Decrements to Equity (ARR) (Note 9)	Revaluation Increments to Equity (ARR) (Note 9)	At Fair Value	At Cost	Accumulated Dep'n	Carrying Value
						New / Upgrade	Renewals											
Capital Work in Progress		-	10,449	-	10,449	-	-	-	-	(4,776)	-	-	-	-	-	5,673	-	5,673
Stormwater Drainage	3	80,712	2,705	40,846	42,571	913	349	-	(932)	(823)	-	-	-	-	80,712	3,144	41,779	42,077
Roads, Lanes, Kerb & Watertable	3	182,400	4,344	40,730	146,014	-	1,924	(1,096)	(2,132)	4,204	-	-	-	-	186,880	4,469	42,434	148,915
Pathways	3	57,691	288	27,309	30,670	652	4,740	(180)	(1,306)	(30)	-	-	-	8,602	54,440	714	12,007	43,147
Traffic & Lighting	3	5,574	1,777	2,217	5,134	2,175	578	(95)	(185)	1,720	-	-	(2,082)	-	5,565	3,601	1,920	7,246
Bridges	3	9,388	16	6,046	3,358	-	-	-	(120)	-	-	-	-	-	9,388	16	6,166	3,238
Equipment, Furniture & Fittings		-	17,778	10,237	7,541	-	1,626	(228)	(1,681)	653	86	-	-	-	-	19,212	11,215	7,997
Land	2	48,112	-	-	48,112	1,436	-	-	-	-	-	6	-	-	48,140	1,415	-	49,555
Land	3	169,091	-	-	169,091	-	-	-	-	-	-	-	-	-	169,091	-	-	169,091
Buildings	2	74,399	991	47,134	28,256	244	525	-	(490)	-	211	(20,449)	-	-	54,970	1,721	48,394	8,297
Buildings	3	-	-	-	-	-	2,284	-	(902)	(1,852)	-	20,443	-	-	19,973	-	-	19,973
Recycled Water	3	11,858	-	1,020	10,838	-	-	-	(241)	-	-	-	-	-	11,858	-	1,262	10,596
Other Assets		10,795	4,783	7,331	8,247	5,235	584	(63)	(1,375)	904	621	-	-	-	10,172	12,599	8,618	14,153
Total Infrastructure, Property, Plant & Equipment		650,020	43,131	182,870	510,281	10,655	12,610	(1,662)	(9,364)	-	918	-	(2,082)	8,602	651,189	52,564	173,795	529,958
Comparatives		648,945	29,627	174,938	503,634	3,558	12,567	(440)	(9,038)	-	-	-	-	-	650,020	43,131	182,870	510,281

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property

\$ '000

Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7a for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Fair value hierarchy level 2 valuations - Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Fair value hierarchy level 3 valuations of land - Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets - There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques. Accordingly, formal sensitivity analysis does not provide useful information.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020Note 7b. Valuation of Infrastructure, Property, Plant & Equipment &
Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Transfers between fair value hierarchy levels

In the course of revaluing (name the asset classes), the nature of the inputs applied was reviewed in detail for each asset and where necessary, the asset reassigned to the appropriate fair value hierarchy level. Such transfers take effect as at the date of the revaluation.

Other Information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

Other Information - Fair Value Level Classification

An adjustment column named "Fair Value Level Reclassification" has been included for the purpose of aligning the asset classes fair value level balances.

Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

Land & Land Improvements

- Date of valuation: 30 June 2018
- Valuer: Public Private Property
- All acquisitions made after the valuation date are recorded at cost.

The following provides a summary of the City of Unley's asset classes together with the Public Private Property opinion of the Fair Value Hierarchy relevant to each asset group based on the quantum of observable inputs involved in the valuation relative to observable inputs.

Valuations techniques used to measure fair value within Level 2, including a description of the significant input used.

Land : Excluded / Revoked from classification as community land

The valuation of all Excluded / Revoked Land has been undertaken using the Market Approach, more specifically the Direct Comparison method of valuation and by reference to comparable market data.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Buildings : Market Approach

A valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable assets, liabilities, or a group of assets and liabilities.

Buildings : Cost Approach (excluding highly specialised and/or heritage listed Buildings)

The calculated value is based on Replacement Costs data sourced from the Public Private Property Replacement Costs Database and/or Rawlinsons Australia Construction Handbook 2017.

Valuation techniques used to measure fair value within Level 3, including details of the significant unobservable inputs used and the relationships between unobservable inputs and fair value.

Asset Type	Valuation Technique
Land	Market Approach using the Direct Comparison Method of valuation by reference to comparable market data and subsequently adjusted to reflect the level of risk associated with alienating the Land to make it available for disposal.
Land - Structures	Market Approach using the Direct Comparison Method of valuation by reference to comparable market data and subsequently adjusted to reflect the level of risk associated with alienating the Land to make it available for disposal.
Buildings	Cost Approach using the Replacement Costs data sourced from Public Private Property Replacement Costs Database, recent constructions by local government and/or Rawlinson's Australia Construction Handbook 2013. The unique nature of such buildings and the lack of definitive valuation inputs results in some variance to rates adopted.

Council being of the opinion that it is not possible to attribute a value that is sufficient and reliable to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116.16(c), are reviewed annually (see Note 1) and depreciated over the estimated remaining life of the relevant asset.

Buildings & Other Structures

- Basis of valuation: Fair Value / Market Value / Written down current replacement cost
- Date of valuation: 30 June 2018.
- Valuer: Public, Private, Property PTY LTD.

Infrastructure

Roads, Kerb and Gutter, Footpaths

- Date of valuation: 01 July 2017
- Valuer: Pavement Management Services & Assetic
- Basis of Valuation: Consumption based approach to the valuation of the pavement and surface assets was developed in order to more closely reflect the life cycle of the assets.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Pathways (Footpaths, Car Parks, Bike Paths)

- Date of valuation: 1 July 2019
- Valuer: Public Private Property
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Drainage (Stormwater Drains & Creeks)

- Date of valuation: 30 June 2017
- Valuer: Tonkin Consulting
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Traffic and Lighting (Traffic Control, Street Lighting, Bus Stops)

- Date of valuation: 1 Jul 2019
- Valuer: Public Private Property
- Basis of valuation: Written down current replacement cost discounted for age and condition
- All acquisitions made after the valuation date are recorded at cost.

Bridges

- Date of valuation: 30 June 2017
- Valuer: Tonkin Consulting
- Basis of valuation: Level 3, please refer to summary table below

Recycled Water

- Date of valuation: 30 June 2016
- Valuer: Internal Council valuation
- Basis of valuation: Cost

Other Assets (Open Space and Reserve Equipment)

- Date of valuation: 30 June 2017
- Valuer: Calibre
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Valuation Techniques used to measure fair value within Level 3, including details of the significant unobservable inputs used and the relationships between unobservable inputs and fair value.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Asset Type	Valuation Technique
Infrastructure - Pathways - Other Assets	Depreciated Replacement Cost (DRC) being the current replacement cost on an asset less, where applicable, accumulated depreciation calculated on the basis of such costs to reflect the already consumed or expired future economic benefits of the assets.
Infrastructure - Bridges	Current Replacement Cost (CRC) of the infrastructure asset minus any accumulated depreciation and impairment losses. Field inspections provided certainty of the type and condition of the assets. However, due to lack of information on bridge replacement costs at the time of valuation factored have been applied to industry rates to provide the replacement cost based on the professional judgement and experience of the Tonkin Consulting engineers.
Infrastructure - Drains	Current Replacement Cost (CRC) of the infrastructure asset minus any accumulated depreciation and impairment losses. The valuation of assets were based on rates provided by the 2014 Rawlinson's handbook and rates obtained from Humes.

Note 8. Liabilities

\$ '000	Notes	2020 Current	2020 Non Current	2019 Current	2019 Non Current
(a). Trade and Other Payables					
Goods & Services		2,664	-	6,788	-
Payments Received in Advance		1,509	-	3,341	-
Accrued Expenses - Employee Entitlements		209	-	710	-
Accrued Expenses - Finance Costs		99	-	42	-
Accrued Expenses - Other		379	-	2,214	-
Deposits, Retentions & Bonds		4	-	9	-
Total Trade and Other Payables		4,864	-	13,104	-

(b). Borrowings

Bank Overdraft	-	-	6	-
Loans	246	14,482	236	2,271
Total Borrowings	246	14,482	242	2,271

All interest bearing liabilities are secured over the future revenues of the Council

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 8. Liabilities (continued)

\$ '000	Notes	2020 Current	2020 Non Current	2019 Current	2019 Non Current
(c). Provisions					
Employee Entitlements (including oncosts)		3,946	428	3,730	357
Total Provisions		3,946	428	3,730	357

Note 9. Reserves

\$ '000	1/7/2019	Increments (Decrements)	Transfers	Impairments	30/6/2020
(a). Asset Revaluation Reserve					
Stormwater Drainage	21,760	-	-	-	21,760
Roads, Lanes, Kerb & Watertable	76,957	-	-	-	76,957
Pathways	17,668	8,602	-	-	26,270
Traffic & Lighting	2,680	(2,082)	-	-	598
Bridges	2,453	-	-	-	2,453
Land	205,475	-	-	-	205,475
Buildings	25,616	-	-	-	25,616
Recycled Water	847	-	-	-	847
Other Assets	583	-	-	-	583
JV's / Associates - Other Comprehensive Income	11,672	-	-	-	11,672
Total Asset Revaluation Reserve	365,711	6,520	-	-	372,231
Comparatives	361,203	-	4,508	-	365,711

\$ '000	1/7/2019	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2020
(b). Other Reserves					
Carpark Contribution Fund	159	(30)	-	-	129
Urban Tree Fund	32	1	-	-	33
Street Tree Amenity Fund	65	3	-	-	68
Total Other Reserves	256	(26)	-	-	230
Comparatives	234	22	-	-	256

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 10. Assets Subject to Restrictions

\$ '000	Notes	2020	2019
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The nature of some of the City of Unley's assets, and in particular Centennial Park, is such that they have restricted use either because of legal restrictions, heritage or community expectation so that these assets would continue to be held for the benefit of the community.

Note 11. Reconciliation to Statement of Cash Flows

(a). Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

Total Cash & Equivalent Assets	5	1,679	2,771
Less: Short-Term Borrowings	8	-	(6)
Balances per Statement of Cash Flows		1,679	2,765

(b). Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus/(Deficit)		7,160	5,960
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		9,364	9,038
Equity Movements in Equity Accounted Investments (Increase)/Decrease		235	(145)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(4,860)	(1,145)
Net (Gain) Loss on Disposals		1,448	(69)
Other		(69)	22
		13,278	13,661
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		477	(797)
Net Increase/(Decrease) in Trade & Other Payables		(8,232)	4,744
Net Increase/(Decrease) in Unpaid Employee Benefits		287	14
Net Cash provided by (or used in) operations		5,810	17,622

(c). Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Bank Overdrafts	500	500
Corporate Credit Cards	231	232
LGFA Cash Advance Debenture Facility	14,900	12,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019
\$ '000										
Business Undertakings	-	-	-	-	-	-	-	-	(468)	(2,405)
Office of the CEO	413	774	2,824	3,443	(2,411)	(2,669)	-	5	18,313	16,868
City Development	2,064	2,274	23,957	21,529	(21,893)	(19,255)	797	1,326	307,335	489,678
Business Support & Improvement	43,340	41,980	8,270	7,815	35,070	34,165	844	802	7,647	8,250
City Services	4,632	4,757	11,411	11,639	(6,779)	(6,882)	1,716	1,632	219,404	20,282
Total Functions/Activities	50,449	49,785	46,462	44,426	3,987	5,359	3,357	3,765	552,231	532,673

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, amounts received specifically for new or upgraded assets and physical resources received free of charge.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2020

Note 12b. Components of Functions

\$ '000

The activities relating to Council functions are as follows:

OFFICE OF THE CEO

Business & Economic Development Program, Economic Development, Economic Development & Planning, Governance & Risk, Marketing & Communications, Office of the CEO, Strategic Projects

CITY DEVELOPMENT

City Development Management, Environmental Initiatives, Operational Services, Property Services, Recreation & Sport Planning, Strategic Asset Management, Transportation & Traffic, Urban Design, Urban Policy & Planning, Waste Management

BUSINESS SUPPORT & IMPROVEMENT

Business Support & Improvement Management, Business Systems & Solutions, Corporate Activities, Culture & Business Capability, Finance & Procurement, Human Resources

CITY SERVICES

Active Aging Program, Animal Management, Arts & Cultural Development, City Services Management, Community Bus Program, Community Centres, Community Development & Wellbeing Management, Community Events, Community Grants, Customer Experience, Development Services, Library Services, Parking Enforcement, Public & Environmental Health, Unley Museum, Unley Swimming Centre, Volunteer Development, Youth Development

Note 13. Financial Instruments

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost; interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates of 0.91% (2019: between 0.25% and 1.5%). Short term deposits have an average maturity of 30 days and an average interest rate of 1.21% (2019: 30 days and 1.21%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments**Receivables****Rates & Associated Charges****Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Secured over the subject land, arrears attract interest of 6.35% (2019: 6.35%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables**Fees & Other Charges****Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables**Other Levels of Government****Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

Carrying Amount:

Approximates fair value.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments

Liabilities

Interest Bearing Borrowings

Accounting Policy:

Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms & Conditions:

Secured over future revenues. Credit Foncier loans are repaid on a 6-monthly basis, whilst Cash Advance Debentures (CAD) are repaid as surplus funds become available. Interest is charged at fixed and variable rates between 2.2% and 4.0% (2019: 3.6% and 4.0%).

Carrying Amount:

Approximates fair value.

Liabilities

Leases

Accounting Policy:

Accounted for in accordance with AASB 16 as stated in Note 17.

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2020					
Financial Assets					
Cash & Equivalents	1,679	-	-	1,679	1,679
Receivables	2,101	-	-	2,101	2,108
Other Financial Assets	76	-	-	76	69
Total Financial Assets	3,856	-	-	3,856	3,856
Financial Liabilities					
Payables	3,355	-	-	3,355	3,355
Current Borrowings	297	-	-	297	246
Non-Current Borrowings	-	1,186	13,396	14,582	14,482
Total Financial Liabilities	3,652	1,186	13,396	18,234	18,083
2019					
Financial Assets					
Cash & Equivalents	2,771	-	-	2,771	2,771
Receivables	2,425	-	-	2,425	2,433
Other Financial Assets	10	-	-	10	12
Total Financial Assets	5,206	-	-	5,206	5,216
Financial Liabilities					
Payables	9,763	-	-	9,763	9,763
Current Borrowings	303	-	-	303	242
Non-Current Borrowings	-	1,186	1,235	2,421	2,271
Total Financial Liabilities	10,066	1,186	1,235	12,487	12,276

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The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

\$ '000

The following interest rates were applicable to Council's Borrowings at balance date:

	30 June 2020		30 June 2019	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft		-		6
Other Variable Rates	2.20%	1,308	3.60%	938
Fixed Interest Rates	4.00%	13,420	4.00%	1,575
		14,728		2,519

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any impairment. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 14. Capital Expenditure and Investment Property Commitments

\$ '000	Notes	2020	2019
(a). Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Infrastructure		13,364	16,656
Other		-	267
		13,364	16,923
These expenditures are payable:			
Not later than one year		10,306	16,923
Later than one year and not later than 5 years		3,058	-
Later than 5 years		-	-
		13,364	16,923
(b). Other Expenditure Commitments			
Other non-capital expenditure commitments in relation to investment properties at the reporting date but not recognised in the financial statements as liabilities:			
Maintenance Contracts		2,117	867
Maintenance Contracts (Service & Consulting)		2,834	-
Waste Maintenance		6,593	8,299
		11,544	9,166
These expenditures are payable:			
Not later than one year		7,499	2,619
Later than one year and not later than 5 years		4,045	6,547
		11,544	9,166

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 15. Financial Indicators

	Amounts	Indicator	Prior Periods	
\$ '000	2020	2020	2019	2018

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio

Operating Surplus	3,748	7%	9%	8%
Total Operating Income	50,448			

This ratio expresses the operating surplus as a percentage of total operating revenue.

2. Net Financial Liabilities Ratio

Net Financial Liabilities	20,007	40%	28%	26%
Total Operating Income	50,448			

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

Adjustments to Ratios

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.

Adjusted Operating Surplus Ratio	7%	9%	7%
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Adjusted Net Financial Liabilities Ratio	40%	28%	26%
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3. Asset Renewal Funding Ratio

Net Asset Renewals	12,610	135%	139%	84%
Depreciation	9,365			

Net asset renewals expenditure, as expressed in Council's Asset Management Plan, is usually used as the denominator in this indicator. Depreciation has been used this year pending completion of a review of the Asset Management Plan.

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 16. Uniform Presentation of Finances

\$ '000	2020	2019
The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.		
All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.		
The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.		
Income	50,448	50,878
less Expenses	(46,700)	(46,132)
Operating Surplus / (Deficit)	3,748	4,746
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(12,610)	(12,567)
add back Depreciation, Amortisation and Impairment	9,364	9,038
add back Proceeds from Sale of Replaced Assets	214	509
Subtotal	(3,032)	(3,020)
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(10,655)	(3,558)
add back Amounts Received Specifically for New and Upgraded Assets	4,860	1,145
Subtotal	(5,795)	(2,413)
Net Lending / (Borrowing) for Financial Year	(5,079)	(687)

Note 17. Leases

Council does not have any Leases.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 18. Superannuation

\$ '000

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2019/20; 9.50% in 2018/19). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2018/19) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2020. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 19. Interests in Other Entities

\$ '000

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2020	2019	2020	2019
Associates	(235)	145	18,313	16,930
Total	(235)	145	18,313	16,930

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2020	2019
Brown Hill Keswick Creek Board	Stormwater Management	2,134	1,290
Centennial Park Cemetery Authority	Cemetery Industry	16,181	15,640
Total Carrying Amounts - Joint Ventures & Associates		18,315	16,930

Brown Hill Keswick Creek Board

The Brown Hill Keswick Creeks Stormwater Board was established on the 27 February 2018 under section 43 of the Local Government Act 1999 and it has been recognised as a jointly controlled subsidiary of the City of Unley, City of Burnside, City of Mitcham, City of Adelaide and City of West Torrens each having a 20% interest in the assets, liabilities and operations of the Subsidiary. The City of Unley's investment in the subsidiary has been accounted for under the Equity method.

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

Centennial Park Cemetery Authority

Within the terminology of Section 43 of the Local Government Act 1999, the Centennial Park Cemetery Trust Incorporated is a joint controlling authority of the City of Unley and the City of Mitcham each having a 50% interest in the assets, liabilities and operations of the Authority. The Authority was established in the cemetery industry and no financial contributions have been made to the Authority in the financial year. The City of Unley's investment in the Authority has been accounted for under the equity method.

(b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2020	2019	2020	2019	2020	2019
Brown Hill Keswick Creek Board	20%	20%	21%	21%	20%	20%
Centennial Park Cemetery Authority	50%	50%	50%	50%	50%	50%

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 19. Interests in Other Entities (continued)

\$ '000

(c) Movement in Investment in Joint Venture or Associate

	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2020	2019	2020	2019
Opening Balance	1,290	49	15,640	15,522
Share in Operating Result	(9)	43	(225)	102
Share in Other Comprehensive Income	-	370	(548)	16
New Capital Contributions	853	823	-	-
Adjustments to Equity	-	5	1,314	-
Council's Equity Share in the Joint Venture or Associate	2,134	1,290	16,181	15,640

(d) Summarised Financial Information of the Equity Accounted Business

	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2020	2019	2020	2019
Statement of Financial Position				
Cash and Cash Equivalents	5,002	3,967	10,564	9,713
Other Current Assets	325	2,024	1,570	1,729
Non-Current Assets	6,410	3,209	36,373	37,192
Total Assets	11,737	9,200	48,507	48,634
Current Trade and Other Payables	1,578	3,059	2,453	2,147
Current Financial Liabilities	-	-	169	-
Current Provisions	-	-	574	597
Non-Current Provisions	-	-	12,950	14,609
Total Liabilities	1,578	3,059	16,146	17,353
Net Assets	10,159	6,141	32,361	31,281

	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2020	2019	2020	2019
Statement of Comprehensive Income				
Other Income	389	618	9,930	10,724
Interest Income	25	16	166	249
Total Income	414	634	10,096	10,973
Employee Costs	270	235	4,753	4,646
Materials, Contracts & Other Expenses	152	182	4,102	4,528
Depreciation, Amortisation and Impairment	37	2	1,692	1,595
Total Expenses	459	419	10,547	10,769
Operating Result	(45)	215	(451)	204

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 19. Interests in Other Entities (continued)

\$ '000

Contingent Liabilities of the Associate:

Each Member is Jointly and Severally Liable for the Debts of the Operation

- arising from Council's Share of Associate
- arising from Joint and Several Liability of all Members

The Centennial Park Cemetery Authority has contingent liabilities with respect to the redemption of unused licences in the event that the Authority ceases to take any business. The Burial and Cremation Act 2013 mandates the refund of unexercised licences at current prices less a provision for administration, maintenance and establishment costs. The calculation is determined in the regulations. The contingent liability as at 30 June 2020 is \$12,239,891 (2019: \$11,973,510). An actual liability will only arise if a claim is made by existing licence holders in the future. Based on the Board's understanding of the experience of Cemetery operators interstate when similar legislation was introduced, it is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

Total unused interment rights account for approximately 7.35% (2019: 6.89%) of 44,539 (2019: 47,439) burial interment rights currently issued.

Total unused interment rights account for approximately 8.59% (2019: 7.94%) of 36,771 (2019: 39,369) memorial interment rights currently issued. Once an interment or placement of a monument has occurred a licence cannot be redeemed.

Note 20. Non-Current Assets Held for Sale & Discontinued Operations

Council does not have any Non-Current Assets Held for Sale or any Discontinued Operations.

Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

At reporting date, Council controlled 167.2 km of road reserves of average width 12 metres.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. BANK GUARANTEES

Council does not expect to incur any loss arising from these guarantees.

4. LEGAL MATTERS

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of 5 appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

Council is currently involved in legal proceedings relating to the determination of the status of land in its area. At the date of these reports, all parties have borne their own legal costs and all known costs have been recognised, but the amount of further costs cannot be known until court decisions and possible appeals have been determined.

Council is currently involved in legal proceedings relating to the prosecution of unauthorised tree damaging activities in its area. At the date of these reports, all parties have borne their own legal costs and all known costs have been recognised, but the amount of further costs cannot be known until court decisions and possible appeals have been determined.

Note 22. Events After the Statement of Financial Position Date

Events that occur after the reporting date of 30 June 2020, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Certification of Financial Statements as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

COVID-19 has been classified as a global pandemic by the World Health Organisation and has developed rapidly in 2020. Measures taken by the Federal and State governments have affected South Australia's economic activity and Council's operations.

At this stage, the financial impacts on Council's operations have not been significant and Council does not expect that further financial impacts to flow into the 2020/21 financial year to be significant.

We refer to note 1.13 providing details of the financial impacts caused by COVID-19

Accordingly, the "authorised for issue" date is 23/11/20.

Council is unaware of any material or significant "non adjusting events" that should be disclosed.

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Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 23. Related Party Transactions

\$ '000	2020	2019
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Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the *Local Government Act 1999*. In all, 29 persons (2019 : 17 persons) were paid the following total compensation:

The compensation paid to Key Management Personnel comprises:

Short-Term Employee Benefits	2,725	842
Long-Term Benefits	479	196
Total	3,204	1,038

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

Elected Members are members of the management committees of the following organisations:

St Augustines Anglican Church, Diocesan of Adelaide Anglicans, Open Space Contemporary Arts, Sturt Football Club, Athletics South Australia, Mt Barker Regional Sports Hub, Centennial Park, Liberal Party SA.

In accordance with the Local Government Act SA 1999, these persons declare a conflict of interest and leave the meeting environs when any matter affecting their Club/Association/Organisation is discussed or voted upon.

Many of the above-mentioned organisations use facilities maintained by Council for which there is no available arms length market pricing: these facilities are also used by other not-for-profit organisations and the general public.

Council made payments to some of the above organisations for the period ending 30 Jun 2020, to a total value of \$13,994.

Employees are members of the following organisation's Boards/Management Committees :

Libraries Board of SA, Glenelg Rebels Softball Club, Recreation SA Aquatics Advisory, Adelaide Titans Football Club Inc, Local Government Information Technology South Australia (LGITSA), St Basils Homes, Mainstreet SA, Adelaide Park Lands Authority.

In accordance with the Local Government Act SA 1999, these persons declare a conflict of interest and leave the meeting environs when any matter affecting their Club/Association/Organisation is discussed or voted upon.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2020

Note 24. Equity - Retained Earnings and Revaluation Reserves Adjustments

\$ '000

(a). Correction of Error/s relating to a Previous Reporting Period

Nature of prior-period error

The adjustment of \$877,000 relates to items of property, plant and equipment that should have been included in previous years financial statements but have only been identified and placed into the financial report during the current reporting period. All identified assets have been initially recognised at their written down value as at 1 July 2019 and are included in Note 7 as part of the adjustments for the respective asset class.

Retrospective adjustments have not been applied due to the impractical nature of determining the written value for initially recognised depreciable asset prior to the reporting date.

Attachment 1 - 2019-20 General Purpose Financial Statements

The City of Unley

General Purpose Financial Statements
for the year ended 30 June 2020

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of The City of Unley for the year ended 30 June 2020, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*



Peter Tsokas
CHIEF EXECUTIVE OFFICER



David Powell
PRESIDING MEMBER, AUDIT COMMITTEE

Date: 11 November 2020

Galpins

Accountants, Auditors
& Business Consultants

David Chant CA, FCMA
Simon Smith CA, FCMA
David Sullivan CA, CMA
Jason Seidel CA
Renae Nicholson CA
Tim Muhlhausler CA
Aaron Coonan CA
Luke Williams CA, CMA
Daniel Moon CA



CHARTERED ACCOUNTANTS™
AUSTRALIA • NEW ZEALAND

Mount Gambler

233 Commercial Street West
PO Box 246, Mount Gambler SA 5293
P: (08) 8725 3068
F: (08) 8724 9553
E: admin@galpins.com.au

Stirling

Unit 4, 3-5 Mount Barker Road
PO Box 727, Stirling SA 5152
P: (08) 8339 1255
F: (08) 8339 1266
E: stirling@galpins.com.au

Norwood

3 Kensington Road, Norwood SA 5067
PO Box 4067, Norwood South SA 5067
P: (08) 8332 3433
F: (08) 8332 3466
E: norwood@galpins.com.au

W: www.galpins.com.au

ABN: 30 630 511 757

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THE CITY OF UNLEY

GENERAL PURPOSE FINANCIAL STATEMENTS For the year ended 30 June 2020

Statement by Auditor

I confirm that, for the audit of the financial statements of The City of Unley for the year ended 30 June 2020, I have maintained my independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulation 2011*.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

A handwritten signature in blue ink, appearing to read 'Tim Muhlhausler'.

Tim Muhlhausler CA, Registered Company Auditor

Partner

20 October 2020

Attachment 2 - 2019-20 Financial Results compared to Budget

The City of Unley

Statement of Comprehensive Income
as at 30 June 2020

\$ '000	Actuals	Budget	Variance	Notes
Income				
Rates	42,337	42,500	(163)	A
Statutory charges	1,577	1,578	(1)	
User charges	1,615	1,624	(9)	
Grants, subsidies and contributions	3,357	2,656	701	B
Investment income	51	48	3	
Reimbursements	592	521	71	
Other income	919	796	123	C
Net gain - joint ventures & associates	-	102	(102)	E
Total Income	50,448	49,825	623	
Expenses				
Employee Costs	16,553	18,111	(1,558)	D
Materials, contracts & other expenses	20,175	20,055	120	
Depreciation, amortisation & impairment	9,364	9,400	(36)	
Finance costs	373	415	(42)	
Net loss - joint ventures & associates	235	-	235	E
Total Expenses	46,700	47,981	(1,281)	
Operating Surplus / (Deficit)	3,748	1,844	1,904	
Asset disposal & fair value adjustments	(1,448)	390	(1,838)	F
Amounts received specifically for new or upgraded assets	4,860	6,809	(1,949)	G
NET SURPLUS / (DEFICIT)	7,160	9,043	(1,883)	
Other Comprehensive Income				
Changes in revaluation surplus - I, PP&E	6,520	-	6,520	H
Share of other comprehensive income - Equity Accounted Council Businesses	(548)	-	(548)	I
Total Other Comprehensive Income	5,972	-	5,972	
Total Comprehensive Income	13,132	9,043	4,089	

Attachment 2 - 2019-20 Financial Results compared to Budget

Note	Statement of Comprehensive Income - Commentary
A	Rate revenue was unfavorable to budget \$163K due to a 50% discount on Quarter 4 rates for businesses directly impacted by Federal and State Government enforced restrictions as a result of COVID-19.
B	Grants, subsidiaries and contributions favourable to budget primarily due to the reclassification of Roads to Recovery from amounts received specifically from new or upgraded assets (refer to Note G) \$381K, and timing of Local Road component of the Financial Assistance Grant \$251K.
C	Other income exceeded expectations due to receipt of a Special Distribution of funds from Local Government Risk Services \$54K, insurance claims \$33K, and additional client contributions from recipients of community support programs \$32K.
D	Employee costs favourable to budget primarily due to favourable adjustments in provisions, a reduction in casual labour costs due to restrictions arising from COVID-19, and vacancies during the financial year compounded by recruitment delays arising from COVID-19.
E	Recognition of Council's share of expenditure for Council's subsidiaries: Brown Hill & Keswick Creeks Stormwater Board \$9K, and Centennial Park Cemetery Authority \$225K (compared to a budgeted gain of \$102K) due to the impact of COVID-19 on the Authority's services.
F	Approximately \$1.4M in infrastructure assets (roads, footways, traffic and lighting etc) were disposed of during the year, primarily relating to the King William Road Streetscape Project.
G	Amounts received for new or upgraded assets did not reach expectations as the Goodwood Oval facilities project and Wilberforce Walk projects remain incomplete. These funds will be brought to account as the projects progress.
H	Council undertook asset revaluations during the financial year resulting in an increase in value for Footways of \$8.6M and devaluation of Traffic and Lighting assets of \$2.1M.
I	Revaluation and fair value adjustments for the Centennial Park Cemetery Authority.

Attachment 2 - 2019-20 Financial Results compared to Budget

The City of Unley

Statement of Financial Position
as at 30 June 2020

\$ '000	Actuals	Budget	Variance	Notes
ASSETS				
Current Assets				
Cash and cash equivalents	1,679	2,596	(917)	A
Trade & other receivables	2,204	2,681	(477)	B
Other financial assets	69	2	67	
Total Current Assets	3,952	5,279	(1,327)	
Non Current Assets				
Financial Assets	7	80	(73)	
Equity accounted investments in Council businesses	18,314	17,032	1,282	C
Infrastructure, Property, Plant & Equipment	529,958	531,062	(1,104)	D
Total Non-current Assets	548,279	548,174	105	
TOTAL ASSETS	552,231	553,453	(1,222)	
LIABILITIES				
Current Liabilities				
Trade & Other Payables	4,864	13,104	(8,240)	E
Borrowings	246	242	4	
Provisions	3,946	3,730	216	
Total Current Liabilities	9,056	17,076	(8,020)	
Non-current Liabilities				
Borrowings	14,482	14,660	(178)	
Provisions	428	357	71	
Other Non-current Liabilities	-	-	-	
Total Non-current Liabilities	14,910	15,017	(107)	
TOTAL LIABILITIES	23,966	32,093	(8,127)	
Net Assets	528,265	521,360	6,905	
EQUITY				
Accumulated Surplus	155,804	155,393	411	
Asset Revaluation Reserves	372,231	365,711	6,520	F
Available for sale Financial Assets	-	-	-	
Other Reserves	230	256	(26)	
TOTAL EQUITY	528,265	521,360	6,905	

Attachment 2 - 2019-20 Financial Results compared to Budget

Note	Statement of Financial Position - Commentary
A	Cash and cash equivalents reduced by \$917K reflecting a release of quarantined grant monies to fund the capital expenditure associated with the Goodwood Oval facilities.
B	A reduction in general debtors due to the cessation of the collection of funding for Brownhill Keswick Creek project and rent relief arising from COVID-19, partially offset by an increase in rates payable due to the financial implications of COVID-19 on rate payers.
C	Council's equity in associated joint ventures increased by \$1.4M reflecting increases in Council's investment in the Brownhill and Keswick Creek Stormwater Board of \$844K and Centennial Park Cemetery Authority of \$541K.
D	A reduction in Infrastructure, Property, Plant and Equipment primarily due to revaluation decrements on Traffic and Lighting \$2.1M partially offset by prior period adjustment as per Note 24 of the 2019-20 General Purpose Financial Statements.
E	A reduction in Trade and Other Payables due to a decrease in outstanding creditors, payments received in advance and accrued expenses as at 30 June 2020.
F	Council undertook asset revaluations during the financial year resulting in an increase in value for Footways of \$8.6M and devaluation of Traffic and Lighting assets of \$2.1M.

Attachment 2 - 2019-20 Financial Results compared to Budget

The City of Unley

Financial Indicators
as at 30 June 2020

\$ '000	Actuals	Budget	Variance	Note
<p>These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.</p>				
1. Operating Surplus Ratio	7.0%	3.7%	3.3%	A
Operating Surplus				
Total Operating Income				
<p><i>This ratio expresses the operating surplus as a percentage of total operating revenue.</i></p>				
2. Net Financial Liabilities Ratio	40.0%	53.7%	-13.7%	B
Net Financial Liabilities				
Total Operating Income				
<p><i>Net Financial Liabilities, are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.</i></p>				
3. Asset Sustainability Ratio	135.0%	88.0%	47.0%	C
Net Asset Renewals				
Depreciation				
<p><i>Net asset renewals expenditure, as expressed in Council's Asset Management Plan, is usually used as the denominator in this indicator. Depreciation has been used this year pending completion of a review of the Asset Management Plan.</i></p>				
<p><i>Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.</i></p>				

Attachment 2 - 2019-20 Financial Results compared to Budget

Note	Financial Indicators - Commentary
A	The operating surplus result was better than expected primarily due to higher grant revenues and lower employee costs for the year.
B	Net Financial Liabilities were lower than forecast due to lower trade and other payables arising due to the timing of project expenditure and reduced payment time frames to support businesses during COVID-19.
C	The Asset Sustainability Ratio was higher than budget primarily due to a large component of asset renewals within the King William Road Streetscape Upgrade Project which was budgeted as a new and upgraded asset.

DECISION REPORT

REPORT TITLE:	ADOPTION OF CITY OF UNLEY 2019-20 ANNUAL REPORT
ITEM NUMBER:	4.8
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. DRAFT CITY OF UNLEY 2019/20 ANNUAL REPORT2. BROWN HILL AND KESWICK CREEKS STORMWATER BOARD ANNUAL REPORT 2019-20203. CENTENNIAL PARK CEMETERY AUTHORITY ANNUAL REPORT 2019- 2020

1. **EXECUTIVE SUMMARY**

To satisfy the requirements of the *Local Government Act 1999* (the Act), it is necessary for Council to formally adopt the City of Unley's Annual Report (including Appendices) for 2019-20 prior to 30 November 2020.

The Financial statements for the relevant period have been presented to Council separately for endorsement following consideration by the Audit Committee at its meeting of 3 November 2020. These will then be incorporated within the attached document.

Council subsidiary annual reports must also be included within the City of Unley Annual Report. Both of Council's subsidiaries, Centennial Park Cemetery Authority and Brown Hill and Keswick Creeks Stormwater Board, have submitted their annual reports for inclusion.

Post finalisation, the 2019-20 Annual Report will be distributed and made publicly available as per the requirements of the Act, and provided:

- for presentation by each Presiding Member of both Houses of the South Australian Parliament by 31 December 2020;
- to the Local Government Grants Commission by 31 December 2020; and
- to the Parliamentary, State and National Libraries by 31 December 2020.

This report seeks adoption of the City of Unley Annual Report 2019-20.

2. RECOMMENDATION

That:

1. The report be received.
 2. The City of Unley Annual Report 2019-20 (including Appendices) (as set out in Attachment 1 to this Report (Item 4.8 Council Meeting 23/11/2020) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2020, noting that Financial Statements will be incorporated into the document following their separate adoption by Council.
 3. The Council accept the 2019-20 Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
 4. The Council accept the 2019-20 Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
 5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2019-20 as part of the finalisation of the document for submission to Parliament.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.3 Our business systems are effective and transparent.

4. BACKGROUND

Under section 131 of the Act, Councils are required to adopt an Annual Report, on or before 30 November, covering the operations of Council for the financial year ending on the preceding 30 June. The draft 2019/20 Annual Report has been prepared in accordance with the prescribed information required in the Act and the *Local Government (General) Regulations 2013*.

Attachment 1

The Annual Report must include the following material:

- a copy of the audited financial statements of Council for the relevant financial year;
- a list of the registers that are required to be kept under the Act or the *Local Government (Elections) Act 1999*;
- a list of the codes of conduct or practice required under the Act or the *Local Government (Elections) Act 1999*;

- information on allowances paid to members of Council or a committee;
- information on the number of senior executive officers and information on the kinds of allowances, bonuses and benefits that are made available to those officers as part of a salary package;
- a report on the use of sections 90(2) and 91(7) by Council and its committees containing the information required by the regulations;
- a report on the applications made to Council under the *Freedom of Information Act 1991* during the relevant financial year;
- a statement of Council's representation information, and when the next representational review will be conducted;
- the annual report of any subsidiary received by Council;
- Council's performance in implementing its strategic management plans during the relevant financial year, and its projections and targets under its plans for the next financial year;
- Council's performance against its annual business plan for the relevant financial year;
- the extent to which activities of Council have been subjected to competitive tender or other measures to ensure services are delivered cost-effectively, and the extent (if any) to which Council has pursued policies for purchasing local goods and services;
- the decision-making structure of Council;
- the training and development activities for members of Council during the relevant financial year;
- the implementation of equal employment opportunity programs, and other human resource management or development programs, during the relevant financial year;
- the progress of Council in preparing or finalising any management plans for community land required under the Chapter 11 of the Act; and
- any other matters prescribed by the regulations.

Post adoption, the Annual Report will be distributed and made publicly available as per the Act, and provided:

- for presentation by each Presiding Member of both Houses of the South Australian Parliament by 31 December 2020;
- to the Local Government Grants Commission by 31 December 2020; and
- to the Parliamentary, State and National Libraries by 31 December 2020.

5. **DISCUSSION**

Whilst the Annual Report is a broad and informative publication, it primarily comprises three (3) components:

1. Council's achievements and performance against the Strategic Plan;

2. Annual Reports of Council's Regional Subsidiaries; and
3. Council's Audited Financial Statements.

FIRST COMPONENT

The first component of the 2019-20 Annual Report contains legislative requirements that have been collated using the 'Local Government Association Annual Report Guidelines'.

These guidelines ensure accountability against Council strategic directions.

SECOND COMPONENT

Council has two (2) regional subsidiaries that are required to provide annual reports to each of their constituent councils for inclusion in the Annual Report. The subsidiaries providing their annual reports for inclusion are:

1. Brown Hill and Keswick Creeks Stormwater Board; and
2. Centennial Park Cemetery Authority.

The Brown Hill and Keswick Creeks Stormwater Board is attached for acceptance by Council, and inclusion in the Annual Report.

Attachment 2

The Centennial Park Cemetery Authority is attached for acceptance by Council, and inclusion in the Annual Report.

Attachment 3

THIRD COMPONENT

Financial information will be included in the Annual Report following the separation adoption by Council.

The Annual Report is available to download from the Council's website, and for inspection without charge, or for purchase at the principal office of Council, the Civic Centre.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The City of Unley Annual Report 2019-20 (including Appendices) (as set out in Attachment 1 to this Report (Item 4.8 Council Meeting 26/10/2020) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2020, noting that

Financial Statements will be incorporated into the document following their separate adoption by Council.

3. The Council accept the 2019-20 Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
4. The Council accept the 2019-20 Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2019-20 as part of the finalisation of the document for submission to Parliament.

The City of Unley Annual Report 2019-20 has been prepared to meet all legislative requirements by providing an overview of Council's performance and achievements for the financial year.

This option ensures that Council is compliant with the Act and ensures that a full version of the report is available and provided to relevant agencies as specified.

There may be some minor amendments required to the Annual Report 2019-20, and Council provides delegation to the CEO to undertake those amendments, at his discretion.

Option 2 –

1. The report be received.
2. The City of Unley Annual Report 2019-20 (as set out in Attachment 1 to this Report (Item 4.8 Council Meeting 26/10/2020) be adopted, subject to the following amendments:
 - to be determined by Counciland a final copy submitted to both Houses of Parliament prior to 31 December 2020.
3. The Council accept the Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
4. The Council accept the Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2019-20 as part of the finalisation of the document for submission to Parliament.

This option allows Elected Members to make factual amendments to the Annual Report 2019-20 before endorsement.

Should this option be endorsed, an amended version will incorporate the changes identified. Under this option Council will still be compliant with the Act and a full version of the report will be available and provided to relevant agencies as specified.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- To meet Council's legislative obligations, all information required by the Act must be included, and presented to Council, and subsequent parties within the prescribed timeframes.

9. REPORT CONSULTATION

There is no requirement to undertake community consultation on the endorsement of the Annual Report 2019-20.

Managers and the Executive Management Team were consulted throughout the drafting process.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



CITY OF UNLEY
2019-20 Annual Report

Location:	4 kilometres south east of Adelaide CBD
Population:	39,518
Rateable properties:	18,843 (as at 30 June 2020)
Area:	14.4 square kilometres
Operating Income:	\$50.5m
Operating Expenditure:	\$46.5m
Staff:	174.4 (FTE)

The City of Unley recognises that the Kurna people are the traditional owners and occupiers of the land that now comprises the City of Unley, and we respect their spiritual relationship with their country.

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

We are pleased to present the City of Unley's Annual Report for 2019–20.

This report describes the City of Unley's performance over the 2019–20 financial year against the objectives of the 2019–20 Business Plan and Budget, 4 Year Plan, and City of Unley Community Plan 2033.

This report is designed to meet our obligations under Section 131 of the *Local Government Act 1999*.

Our website provides more information about City of Unley activities, policies and Council's plans for the future.

If you would like more information about any item in this report, please visit unley.sa.gov.au or phone 8372 5111.

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APPENDICES

- Appendix 1 – City of Unley 2019-20 Financial Statements
- Appendix 2 - Brown Hill Keswick Creek Annual Report 2019-20
- Appendix 3 - Centennial Park Cemetery Authority Annual Report 2019-20

MESSAGE FROM THE MAYOR

It gives me a sense of achievement when I look back at the City of Unley's projects highlights over the last financial year. I think one of the most satisfying aspects about working in local government is that when ideas are proposed, councillors examine them carefully to assess the tangible benefits they can offer our community.

It's not always the case that councillors agree unanimously, and this assessment of advantages versus costs often results in robust debate about proposed projects, which I regard to be true democracy at work. Very often, we resolve on a course of action which entails the need to consult our community further and listen to what they have to say, and this is both the beauty and the challenge of local government.

As the financial year began, a key project for Council was the transformation of King William Road. The infrastructure underneath the road had to be rebuilt before surface paving could be completed, and the final stages of this rebirth focussed on the improved visual appeal and public amenity of the streetscape.

Due to its scale and complexity this was a challenging project, and Council worked closely with local traders to manage the impact upon them. In the final stages, landscaping and lighting were installed in the new layout, designed to offer greater flexibility for shop owners and visitors to the precinct. While businesses did feel the impact during what was a major construction project, the reinvigorated precinct is supporting future success.

The project was finished in time for the Unley Gourmet Gala street party in January, which marked the 20-year anniversary in our City's successful association with the Tour Down Under. Crowds enjoyed the fashions and flavours of Unley's diverse boutiques and restaurants and were treated to world music on various stages across the event. Zimbabwean-born tenor Henry Olunga marked the special occasion with a stirring performance, where I was delighted to officiate during the celebrations and declare the road 're-opened'.

During the year we made great progress in offering our residents and visitors safer walking and biking pathways across our city, creating designs to advance the Wilberforce Walk route and putting in place the groundwork for structural improvements to Mike Turtur Bikeway.

We kept neighbouring councils and our business community in focus too, reviewing the Eastern Region Alliance's (ERA) strategic plan, keeping our traders' groups engaged and informed as we considered our relationship with Santos and the Tour Down Under, along with proposals of plans for Unley's sesquicentenary in 2021.

However, what began as a normal year in 2019 took an unexpected turn in the first months of 2020 as a consequence of COVID-19. In only a matter of weeks our society, economy and lifestyle all changed rapidly and profoundly.

While the coordinated response to this global health challenge came from federal and state authorities, it also became crucial for Councils to play a leadership role, pivotal in safeguarding our community's health, while also supporting local businesses to help aid economic recovery.

As a Council, we reacted to help our most vulnerable community members. The City of Unley's Community Support and Wellbeing team phoned 1,200 people to identify those with no arrangements for assistance. This team spent five thousand hours giving advice and offering practical support, including helping people shop for daily necessities.

Our community is already passionate about healthy living and exercise and many enjoy walking or cycling through our city. One aspect of life that became more important to residents during social restrictions was being able to get out to walk or ride, and to utilise our public spaces. Council continued to implement final phases in our city's Walking and Cycling Plan, improving pedestrian and cycling routes and enhancing their visual appeal with more trees and greenery. Keeping our pathways, parks and reserves cool and leafy are a vital contributor to the wellbeing of our entire community and this was demonstrated by groups of residents who wanted to be involved in heat-mapping our urban streets as 'citizen scientists' or applying to programs to create green verges along footpaths. Improved safety features along bike routes also resulted in a tangible increase in students who now safely cycle to school in Goodwood and other locations across our City.

In a first for an Australian city, I was delighted when Unley was recognised as a Tree City of the World, along with our neighbouring councils Burnside and Mitcham. I'm pleased we have a Council who are united in their concern about the decline of tree canopy, and who support exploring ways we might address tree loss on private land.

Council endorsed our city's own Tree Strategy during the year, enunciating a plan which will see us continue to plant as many trees as we can in our streetscapes and reserves. A key aspect of this Strategy is to help our community appreciate the environmental and economic benefits of green space, and to work with us to find ways to restore tree canopy for future generations. Council will continue to explore incentives to retain existing trees and encourage new trees to be planted.

While focussing on our community's and the business sector's needs, Council made some difficult financial decisions which impacted our operating budget, but I remain confident we will continue to deliver essential services, popular events and programs by making sound fiscal choices. In these unparalleled times, I'm proud of the tough calls we made and applaud our committed staff and volunteers for their efforts in adapting so well to make those plans we put in place a reality.

I want to also acknowledge the passion and energy that our residents and business community contribute by getting involved and taking part in consultations with us, so that our achievements are shared and are a result of genuine collaboration.

Thank you to everyone who has shared their views and visions with me and my fellow councillors. You are making Unley such a special place to live.

Michael Hewitson AM, Mayor

CEO'S MESSAGE

This year's Annual Report highlights the programs, activities and innovations the City of Unley has undertaken to ensure our city is the best place to live, work, play and do business.

To be an effective organisation we need to work with our residents and business community to plan for our city's future, to establish productive partnerships and to identify opportunities for improvement, or to face challenges and deal with those for the benefit of our community.

It is no understatement to say that the second half of 2019-20 has been one of the most challenging times in our Council's history, and this sentiment is echoed widely across local government. While the impact of the COVID-19 epidemic has been relatively limited in South Australia, it will no doubt impact our fiscal operations over coming months, perhaps years.

Aware of the effect COVID was having on our community, Council made a number of decisions to provide financial relief including:

- Deferring the payment of rates until 31 August 2020 for all ratepayers.
- Postponing the debt collection of long-term outstanding rates amounts until 31 August 2020.
- Encouraging all ratepayers experiencing financial hardship to seek a payment plan beyond 31 August 2020.
- Waiving leases fees for Council lessees for a period of 3 months where a lessee has been affected by the Australian Government imposed restrictions.
- Offering a 50% reduction in lease fees for Council lessees for a period of 3 months where a lessee is experiencing financial hardship of at least 30% (subject to justification).
- Proposing a zero increase in rates for the 2020-21 rating period instead of CPI 2.4%. This will benefit all ratepayers.

One positive that emerged from social restrictions associated with COVID was a shift in the way we undertook business, with around eighty per cent of Council staff working from home. We successfully achieved a seamless transition to online, ably supported by our teams who accessed the software and installed the technology to do that, all in very short timeframes. I commend our workforce for its rapid response and engagement in the transition to working from home, which will have ongoing positive outcomes for our business practices.

Looking back over the financial year, there are many highlights worthy of mention.

The redevelopment of King William Road was a standout project for this popular retail and dining precinct, which improved the road's amenity and aesthetic appeal.

The whole development was delivered ahead of schedule, and I congratulate our project leaders and all the external contractors involved in this significant achievement.

While there were initially some parking issues adapting to flexible spaces, it seems businesses, local residents and visitors have adjusted well and business along this much-loved strip is booming again.

Before the financial year ended, projects offering greater amenity to Unley residents were underway. Improvements to public recreational spaces at Unley and Goodwood Ovals resulted in the reconstruction of two ageing grandstands, with improved functionality in meeting spaces, change rooms and bathrooms.

These oval redevelopments benefit their resident sporting clubs, encouraging greater participation by women and children in sport, and will, on completion, provide local residents and visitors comfortable, modern facilities and design features.

This theme was extended in planning work we undertook before the end of the financial year in a longer-term project to enhance greater use and improved public amenity for another space around our Village Green, the Civic Centre Precinct.

We engaged architects to devise concept plans which link a row of Council-owned character cottages to this public-access area, with the goal of creating an expanded business development co-working space and a cultural hub for our museum and arts groups, and we will continue to consult with our community about how this project might proceed.

This has been a challenging time for many individuals, businesses and organisations and local government is not exempt from these pressures. Nevertheless, it gives me great pleasure to report that, however testing the impact of this economic setback has been on our operations, we delivered exceptional service during a difficult time, and I congratulate our elected members and staff who have worked hard to achieve this for our customers, and to adapt quickly and willingly to changed circumstances.

Peter Tsokas, Chief Executive Officer

STRATEGIC MANAGEMENT FRAMEWORK

The City of Unley is committed to an integrated approach to strategic planning.

Informed by South Australia's Strategic Plan, our *Community Plan 2033* provides the vision, strategies and framework for the future of the City of Unley.

Our *Long Term Financial Plan* is used to guide our financial decision-making to ensure we remain financially sustainable in the medium to long term, while still achieving the objectives detailed in our *Community Plan 2033*.

Our *Four Year Delivery Plan* outlines how we will implement the vision, strategies and framework set out in our *Community Plan 2033*, and informs the Annual Business Plan and Budget process.

The Council's Strategic Management Framework ensures:

- Accountability to the community
- Effective use of existing resources to maximise economic, social, and environmental outcomes
- Accurate measuring and reporting processes
- A strong knowledge base for decision-making
- Clear strategic directions and corporate goals
- Effective administrative and governance procedures.

OUR VISION

Our City is recognised for its enviable lifestyle, environment, business strength and civic leadership.

Our vision is encompassed in the *Four Year Delivery Plan* under four key themes.

GOAL 1 - COMMUNITY LIVING

People value our City with its enviable lifestyle, activities, facilities and services.

Objectives

- 1.1 Our City's community is active, healthy and feels safe.
- 1.2 Our City's people 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.

GOAL 2 - ENVIRONMENTAL STEWARDSHIP

We will maintain and enhance our urban environment and strengthen our City's resilience to climate change by providing leadership to our Community.

Objectives

- 2.1 Our City's urban forest is maintained and improved.
- 2.2 Our City achieves excellence in waste management through avoidance, re-use and diversion.
- 2.3 Our City's energy efficiency is increased, and our carbon footprint reduced.
- 2.4 Our City ensures efficient, effective and sustainable water management.
- 2.5 Our City's resilience to climate change is increased.

GOAL 3 - ECONOMIC PROSPERITY

Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy.

Objectives

- 3.1 Our City is recognised as an easy place to do business.
- 3.2 Our City has thriving main streets and business activities operating across it.

GOAL 4 - CIVIC LEADERSHIP

Council will listen to the community and make transparent decisions for the long-term benefit of the City.

Objectives

- 4.1 Our City has strong leadership and governance.
- 4.2 Our City's Council provides best value services to the community.
- 4.3 Our City's business systems and solutions are effective and transparent.

KEY OUTCOMES – COMMUNITY LIVING

Active Ageing support program - BoxFit

This year we established the BoxFit program, a boxing group for older residents registered with the Commonwealth Home Support Program (CHSP). The program is based on research linking the practise of boxing moves with ageing well.

The class became very popular, with over 20 regular attendees. The feedback has been very positive, with participants agreeing that it has been an opportunity to socialise with other residents, meet new people and have fun while exercising. It has become a part of their week that all participants say they look forward to.

Participants have reported benefits to their physical health and fitness, many stating they have increased strength in their core, back, leg, shoulder and arm muscles. It has helped others keep mentally and physically fit by improving balance, which helps decrease the risk of falls.

This program is successful in improving older people's physical and mental wellbeing by keeping participants socially connected, happy and healthy.

Commonwealth Home Support Program helps residents

From March to June 2020, in response to COVID-19, we made contact and supported over 1,300 older residents through Council's Commonwealth Home Support Program (CHSP).

Over 4,500 hours were spent supporting older people while social distancing restrictions were in place. This included telephone calls and welfare checks, activity bag delivery to assist with living in temporary isolation, regular newsletters and mailouts, and updates on the COVID-19 situation, along with health and wellbeing information. For the more tech-savvy residents, emails and online communications were also provided.

Another 500 hours were spent helping people obtain groceries and necessary supplies, either as a once-off, or on a regular basis, when restrictions were in place. Feedback received from residents and families about support Council provided has been overwhelmingly positive.

Co-Housing project for Ageing Well

The City of Unley partnered with the University of South Australia (UniSA) to undertake a study exploring community co-housing. This concept is designed to enable older residents to remain in their community when they wish to 'downsize' or their living needs change.

In partnership with UniSA, the Office for Ageing Well, the State Planning Commission, the Cities of Burnside and Prospect and the Township of Walkerville, the project received a combined total of \$65,000 in grant and partner funding.

A community workshop ensured the lived experiences of older residents informed the creation of four detailed designs for innovative co-housing. These designs were based on 'character' properties commonly found in the four councils of different plot sizes, and allowed an increase in dwellings per plot, whilst retaining character, green space and a variety of shared amenities, which included shared gardens, laundries or full-shared common houses, as examples. As current planning and design regulations do not enable

co-housing innovation, a joint Council submission was made to the new State Planning Commission for consideration in the new Planning and Design Code.

This exciting project has tremendous potential for increasing housing options for older residents, allowing them to age in place and remain active members of their local communities, as well as facilitating 'urban infill' in a way which has positive impacts on local character, social interaction, active ageing and the environment.

Goodwood Oval Grandstand upgrade

The existing 60+ year old grandstand and sports facility has provided great service, however unfortunately no longer supports contemporary needs and cannot be effectively upgraded. With invaluable funding from the State Government Office of Recreation, Sport and Racing, and support from the Local Member, a new multiple football, cricket, male, female, junior and dis-ability facility is to be realised to best support participants, officials, club members and visitors. Work has progressed steadily through a series of community engagements, concepts and building designs, leading to securing approval to proceed. It is anticipated that tendering, appointment of a builder and commencement of construction will occur by late 2019 and the project will be completed before the end of 2020.

Millswood Croquet Club development progress

Council undertook an Improvement Plan for the Millswood Sporting Complex in 2014, which highlighted the need for a new Clubhouse building and surrounds for the Croquet Club as a key priority project. In 2019-20, a Concept Design was developed in partnership with the Millswood Croquet Club to realise a new vision for their facilities. The Club has outgrown their clubhouse and the amenities are no longer fit for purpose.

The Concept Design provides the Club with a new contemporary facility which includes an expanded member function area, and the introduction of additional services such as DDA toilets, increased storage, expanded kitchen and bar facilities, as well as an office, sick bay and improved onsite visitor parking.

The Concept Design responds to the Club's needs, the character of the local area and aligns with the established project budget. The Concept Design package was prepared for stakeholder and community engagement, and to inform the future stages of development ahead of the Club's centenary in 2022. Council will develop detailed design and documentation during 2020-21.

Planning and Development Act – process alignment

The State Government has continued to introduce significant reform through the implementation of the *Planning, Development and Infrastructure Act 2016*. These reforms aim to streamline processes for assessment of development applications under a State-controlled Planning and Design Code, which will replace each individual Council's existing Development Plan.

This has required Council to be responsive to changes to meet statutory timeframes and requirements associated with the Act.

As a result, City of Unley planning staff have been involved in the review of the new Planning and Design Code, testing of the new e-Planning online portal and designing new internal workflows in response to these changes.

With new assessment processes flagged to come into effect in 2021, Council's development assessment functions are well placed to respond to these significant changes to ensure that timeframes are met, and that a high standard of applications assessment is maintained through staff preparation and training.

Better parking controls

The City of Unley is responsible for enforcing local parking controls. This includes all public parking, and private parking spaces where agreements have been reached with landowners.

The aim of parking control is to ensure the safety of road users, cyclists and pedestrians, as well as helping to manage local parking demand.

Council staff focus on matters relating to safety in the public realm, ensuring our clearways are maintained, disabled zones are utilised by permit holders and school zones are regularly patrolled.

Private parking arrangements allow businesses to facilitate a regular turnover of vehicles to assist in parking availability for customers and visitors, which encourages patronage and supports economic development of our retail, dining and business precincts.

In 2019-20, a total of 10,150 expiations were issued for parking infringements, totalling \$865,379 in revenue received by Council.

Community events

Council's Community Event Sponsorship Program supported 13 community-run events which attracted over 45,000 people and activated many of the City of Unley's public spaces and community facilities. These included a new outdoor, immersive dance performance 'Gypsy Caravan' held on the Unley Village Green as part of the Adelaide Fringe. This exciting event, developed by local dance company 'Studio Flamenco', was awarded the Adelaide Fringe Emerging Artist Award and was a huge success in its inaugural year.

The popular ETSY Made Local and Alliance Francaise French Market events returned for another bumper year which saw more than 15,000 people enjoy a wide array of market stalls, food and entertainment in Oxford Terrace and the Soldiers Memorial Gardens. On the same weekend, Cycling SA held a criterium cycling race around Unley Oval which provided a great spectacle for residents as elite cyclists raced at high speed through the streets of Unley.

Council also supported the following local events:

- SALA on Goodwood Road
- Adelaide Showgrounds Farmers Market at Orphanage Park
- Black Forest Primary School Centenary Gala Day
- Halloween on King William Road
- Fork on the Road
- Goodwood Arthouse Pop-up Gallery & Marketplace
- Celebrate Summer Street Party
- Carols at the Rotunda
- Unley Park Baptist Church Carols & Street Party

Community events activate local Unley spaces and encourage community engagement, participation and celebration. They also contribute to a thriving business community by activating main streets, attracting crowds with substantial resident support and providing opportunities for local businesses to sustain and assist community activities.

Libraries

Despite a period of forced closure due to COVID, Unley Libraries attracted more than 214,000 visits and over 500,000 loans in 2019-20. Loans of online items such as e-books, audio books and e-magazines increased over the year and now account for 34% of all total loans.

While over 11,000 people participated in our children's programs in person, our online Storytime, Wiggletime and other children's programs also had high engagement, with over 5,000 views of our online children's programs.

An online school holiday program offered Zoom writing and drawing sessions, cooking classes and competitions. The team also worked closely with local businesses to offer interesting and informative sessions to the community in collaboration with local book stores, travel agents and small businesses, enabling free or low-cost workshops, events and training.

Unley's Toy Library also continued its high engagement with the public, with an 18% growth in membership over the year.

Unley Libraries welcomed the successful implementation of Sabrenet, providing significantly faster internet for our patrons, the culmination of a cross-departmental approach. Complementing this, Unley Library also acted as a test site for the new Libraries SA Free WiFi network, which has proven to be an excellent enhancement for our patrons. Adding to our services, we installed a Library Document Station, allowing patrons to scan to email and USB.

A customer satisfaction survey undertaken in December 2019 showed that 94% of respondents were satisfied or very satisfied with the Library services they received.

Unley Museum

Council's Museum continued to provoke, educate and engage, with a full year of exhibitions.

The 125th Anniversary of Women's Suffrage was an important milestone, celebrated with a full listing of those who had signed in support of the Adult Suffrage Bill in the 19th century.

The 'On Ya Bike' exhibition proved popular with cyclists and historians alike, providing customers the opportunity to view and interact with displays on the history of cycling.

The Tandanya exhibition, shown in collaboration with Tandanya, the National Aboriginal Cultural Institute, commenced in February 2020. The first of its kind, the exhibition showed Aboriginal artwork and cultural artefacts never seen before outside Tandanya.

After a COVID-19 related closure, the exhibition remained in place to allow the opportunity for the community to experience it, alongside the award-winning 'Terrible Tales of Unley' and 'Unley: 200 Years of Change' exhibitions.

Unley Swimming Centre

The Swimming Centre's total attendance for the year was 71,679 patrons. The centre closed nine weeks earlier than usual due to COVID-19 restrictions. Despite the shortened season it was still a success, with growth in membership sales and program participation. The swimming school conducted lessons for 1,100 students which contributed to 11,160 visits.

Season highlights included:

- Hosting the 15th Annual MS Mighty Swim in February, raising a record \$140,000 for people living with Multiple Sclerosis in our community.
- Expansion of the Age Friendly discount to include multi-visit options which continues to support our community in living longer, healthier lives.
- 1,665 patrons took advantage of this discount during the year.

Community Centres

Council's Community Centres continue to support community members across the City of Unley. Despite COVID-19 related closures, Fullarton Park, Clarence Park and Unley Community Centres welcomed a combined 188,505 visitors over 2019-20.

Additionally, Unley Community Centre's Meal Service provided nutritious freshly-made meals to close to 7,000 community members. A range of programs supported our community's diverse interests, with almost 6,000 programs delivered.

Goodwood Community Centre, managed by Goodwood Community Services Inc. on behalf of Council, continued to deliver a range of programs and events, with more than 82,000 visitors.

COVID-19 related closures provided opportunity to consider service delivery, with establishment of an online presence for some programs, offering more community members access to participate. Parenting seminars, cooking classes and exercise programs were delivered online to maintain engagement and helped grow our community's knowledge and skills.

Clarence Park Community Centre worked alongside Community Centres SA to identify potential improvements for community centres regarding access and inclusion for people living with disability. Learnings from the project will be shared across all sites to maximise opportunities for participation.

Tour Down Under stage start and Gourmet Gala

The Unley Gourmet Gala is Council's annual signature event, historically held on the eve of the Santos Tour Down Under Stage Start, and one of Adelaide's most prestigious outdoor gourmet food and wine events. The 2020 event was a twentieth anniversary celebration which attracted crowds of over 20,000 people to newly redeveloped King William Road, including visitors from throughout Greater Adelaide, interstate and overseas.

The event showcased the new King William Road streetscape, which provided a stunning backdrop for this popular event. Local businesses provided gourmet food and fashion, and highlights included a firework spectacular as the Mayor officially declared the new road open.

Four stages scattered throughout the event entertained the crowd across the evening with energetic music and dances from global cultures, featuring a performance from tenor Henry Olonga.

The addition of a piano and gin bar brought a distinctive touch and the fashion stage showcased the City of Unley's unique fashion houses as they displayed their trends for summer.

Flinders Private Hospital returned as a major partner, sponsoring a popular children's entertainment area featuring interactive dance performances and free photo booth.

The following morning, around 10,000 cycling fans and enthusiasts lined King William Road to witness the start of Stage 3 of the Santos Tour Down Under, bringing an influx of local residents and international visitors to enjoy the precinct.

Council's Active Ageing programs – Daily Moves

The City of Unley was successful in attracting funding for and establishing a physical health activity program for adults aged 65 and above in the eastern region of Adelaide. The *Daily Moves* Program, funded by the Australian Sports Commission, targets older adults living independently in the:

- City of Unley
- City of Burnside
- Campbelltown City Council
- City of Norwood Payneham & St Peters
- City of Prospect
- Town of Walkerville

Over the year, the program provided free activities aimed at increasing fitness and wellbeing. These included:

- Fitness assessments at regular intervals to understand an individual's strengths and limitations, goals and to track their progress
- One-on-one physical activity guidance, assistance and advice
- Health education seminars, webinars, and 'come and try' activities
- Referrals and linkages to our network of Daily Moves Health Partners
- Online motivation and support through YouTube exercise and educational videos
- Provision of a regular newsletter and access to the Go Get Fit app
- Personalised advice and coaching.

Over the last year, 470 participants have participated in the program and 112 participants undertook a fitness assessment. During the height of COVID-19 restrictions, the program received over 2,400 YouTube views.

Public Artwork – 'Echo' installation

In February 2020, the City of Unley welcomed its final public arts commission as part of Council's five year *Involve Unley: Public Arts Strategy*. The sculpture 'Echo' is a permanent public art project created for the City of Unley by artist Jason Sims. It is located in Heywood Park in Unley Park near the intersection of King William Road and Northgate Street.

Echo is a large-scale geometric sculpture that uses the properties of light and reflection to create a simple illusion of space and form. It has been designed to reflect the value Council places on community, heritage and the environment. The playful, interactive nature of the work ensures it is accessible and engaging for all age groups and reflects the City's focus on community and the park's role as a communal space designed to support health and wellness.

Echo builds upon a growing number of high quality and well-respected artworks in the public realm commissioned by the City of Unley. *Echo* has been recognised as the most significant large-scale piece of public art in 2019 in South Australia, with it being awarded \$80,000 in funding from Arts South Australia.

Emerging Civic Leaders program

A new initiative in 2020, the City of Unley organised a group of young people to participate in the Emerging Civic Leaders program run by YVote. The program encourages young people to create positive social impact by supporting them to have their voices heard and inspiring other young people to pledge to vote. Participants worked as a team to learn from local students about issues they wanted to see addressed in their community and used this information to design an online campaign. Feedback from young people who participated in the program was extremely positive, with many feeling they had developed the skills and resources to become a better leader and to be part of the change they want to see in the world.

Growing with Gratitude program

The City of Unley was proud to partner with 'Growing with Gratitude' to deliver resilience programs which aim to help build and protect young people's mental wellbeing. 70 students from Highgate Primary, Saint Spyridon College, Annesley Junior School, Black Forest Primary School, Sunrise Christian School and St Raphael's School took part in this important program. The program focuses on gratitude, kindness, reflection, empathy, mindfulness, resilience, happiness and serving others. 'Growing with Gratitude' encourages young people to overcome adversity and challenges, as well as teaching them to be good citizens.

A special workshop was also held for boys specifically. 'The Lads' was created for 8 to 11-year old boys, where this cohort participated in fun, engaging activities designed to practice life skills that lead to greater resilience.

'The Lads' workshop focused on:

- Empathy, gratitude, kindness, positive reflection and encouraging an acceptance of why these qualities are key to creating a more connected community;
- Encouraging participants to volunteer and to explain reasons why it is important for them individually for their own futures, as well as for their families;
- Developing emotional regulation skills so when disaster or adversity occurs they can use their growing resilience to see things more positively and ask what they can do to help others in their family and their communities.

Finalist, Excellent in Age Services Awards (LASA)

The City of Unley was a state finalist in the Leading Age Services Australia Ltd. 'Excellence in Age Services' Awards. This is recognition of our ongoing commitment to the City of Unley being an age-friendly city and our innovative initiatives including:

- Forget Me Not - an intergenerational dementia education program
- Daily Moves – a physical activity program for people over 65
- The Co-Housing for Ageing Well planning study, which seeks to examine how our neighbours can better support ageing in place
- Services to older residents through the Council's Commonwealth Home Support Program (CHSP).

Being a finalist in the LASA national awards is recognition that City of Unley is demonstrating excellence and continuous improvement in quality and innovation by supporting ageing residents.

125th Anniversary of Women's Suffrage SA

In 1894, after decades of activism, women in South Australia gained the right to vote and stand for Parliament. South Australia was the first electorate in Australia to give equal political rights to both women and men, a significant step toward gender equality. 2019 marked the 125th anniversary of this momentous occasion and the City of Unley held activities to commemorate and celebrate Unley's Women of Influence, supported by a grant from the Office for Women.

In August 2019, Council held an event in Gillingham Hall at Annesley Junior School. Community members and more than 100 local schoolchildren experienced a thought-provoking discussion about how the plight of women in the City of Unley has changed over time.

Master of Ceremonies Amanda Blair guided a panel of inspirational speakers, including Senator Penny Wong and Equal Opportunity Commissioner Niki Vincent, to discuss 'Unley Women of Influence, Past and Present' and looked to the future to identify leadership in the generations ahead.

An author talk was held at the Unley Town Hall featuring Denise George who provided a fascinating insight into her novel 'Mary Lee'. South Australian women won the rights to vote and be elected Members of Parliament thanks to Mary Lee's activism. Denise shared the compelling story of how this 'turbulent anarchist' took on the establishment and won.

The Unley Museum featured 'Unley for Equality', an exhibition about the people of Unley who signed the petition in support of the Adult Suffrage Bill, delving into who they were and why the Bill was important to them.

Finally, a 'Post It' display of images was created along Goodwood Road, where the community nominated past, present and future Unley women of influence who they felt should be recognised and celebrated, with the display on show until the end of 2020.

Supporting dog ownership – Doggy Doo campaign

To encourage more responsible dog ownership, The City of Unley delivered a 'Doggy Doo is a Do Not' campaign across Goodwood Oval and Unley Oval. The campaign's focus encourages owners to think about other users of recreational spaces and to pick up after their dog.

The campaign commenced at Unley Oval in April 2019. Council staff held information sessions and spoke with users of the oval to find their views on dog behaviour and management. It included installation of extra educational signage, posting social media

messages and an increase in patrols in the area by Council Inspectors. A similar campaign was undertaken at Goodwood Oval commencing in November 2019.

Council gathered information, finding strong support for shared use of the grounds between dog owners, recreational users and sporting clubs. It was encouraging to confirm that most dog owners are responsible and respectful of other users. Following information gathered, staff installed extra dispensers for dog bags and added extra patrols around peak dog usage times to help monitor dog behaviour in these locations.

The campaign findings will assist in updating Council's Animal Management Plan 2021-25.

Customer Experience – a customer-centred approach

During 2019-20 the City of Unley's call centre and Customer Experience (CX) team received 42,272 calls, equating to around 180 calls per day.

The CX team also facilitated around 16,300 customer requests over the financial year. 81% of these were able to be resolved on the first call, eliminating the need for a customer to call back or chase up a response.

Through the year, approximately 750 customers were called at random and participated in an independent survey about their experience with the City of Unley. Overall, 77% of customers were satisfied or highly satisfied with the service they had received from Council. This satisfaction rating is above the local government sector benchmark of 71% and close to City of Unley's own target of 80%.

With the implementation of Council's 3-year customer experience program, overall customer satisfaction has increased by over 20%.

Initiatives contributing to this in 2019-20 included:

- Upgrading of systems to allow for greater automation and efficiency
- The development of organisational Customer Service Standards
- Customer Service training for staff
- Maximising self-help options for our customers
- Improvements to Council's website

KEY OUTCOMES - ENVIRONMENTAL STEWARDSHIP

Tree Strategy - for a 'Tree City of the World'

The City of Unley has been recognised internationally as a 'Tree City of the World' for our efforts in creating and maintaining a greener, healthier environment for our communities.

An updated Tree Strategy was endorsed by Council at its May 2020 meeting, outlining a long-term vision to create a resilient, healthy and diverse 'urban forest' to keep Unley leafy for future generations. The Tree Strategy recognised the different drivers for the management and maintenance of established trees, with the need to expand and establish additional trees across the City of Unley. A total of 836 trees were planted in the 2019-20 financial year on Council owned land.

A range of tree-focused community events and activities were also held including;

- In July 2019, a National Tree Planting Day event was held with Parkside Primary School children (Years 3 and 4) to replant a local 'pocket park'
- Three community workshops were held, involving local schools in the development of Council's Tree Strategy
- Vouchers for new tree planting were provided to 385 new residents to support increased tree planting across Unley.

Civic Centre Precinct improvements

The Unley Civic Precinct Working Group was established in 2018 to enable community representation and input into the long-term development of the Unley Civic Precinct (an area bounded by Oxford Terrace, Rugby Street, Edmund Avenue and Unley Road) in partnership with Council.

The Working Group identified a collection of short-term improvements for delivery in 2019-20 that improved the presentation, accessibility and appeal of the Civic Precinct and the central Village Green for the wider community.

The delivered works included a new paved pathway along the northern edge of the Village Green to improve accessibility for people of all ages and abilities throughout the year, a new power supply for events, precinct wayfinding signage at key entry points, as well as a refresh of the existing planting beds surrounding the Civic Centre's public car park. The improvements also added six new trees and over 750 plants around the car park and entry.

Greening verges project for streetscapes

Council's Greening Verges incentive converts dolomite verges to soil ready for planting by adjacent residents. The program is in its third year, and, over the last year, 137 dolomite verges were converted.

Collectively this project increased the City of Unley's green cover by 2,252m², enhancing streetscapes throughout Unley. Every suburb had at least one new verge conversion, offering equitable distribution of this initiative across the city. Some of these occurred with groups of two to six adjacent residents working together to green their street. 2019-20 was the first year the program involved housing units, with three strata complexes successfully applying.

Some of the benefits of greened verges include:

- Providing a healthier environment for street trees
- Softening the effect of hard surfaces such as roads and footpaths
- Improving air quality
- Working as natural air conditioners through moisture in leaves
- Reducing stormwater run-off
- Providing habitat for small creatures like bees and butterflies.

Heywood Park Smart Cities project

Council secured \$240,000 in Smart Cities and Suburbs grant funding to integrate 'smart' technology in Heywood Park. The aim was to improve safety and useability of the popular park, to reduce operating and maintenance costs and realise environmental benefits.

The technology will assist staff to understand how the park is being used with real-time data to identify potential savings and/or to accurately assess community needs.

The project, which commenced in May 2019 and was completed in June 2020, cost \$490,406 total.

The smart technology installed includes:

- Smart City Data Platform and LoRaWAN Gateway, to manage and transmit data
- Smart parking sensors and signage
- Electric vehicle charging station
- Smart lighting along the western bike route path and art work
- Pedestrian counters
- Digital information kiosks
- Bin and BBQ sensors
- Amenities block usage sensors
- Environmental sensors
- Noise sensors
- Water usage meters

Playground and play space upgrades

In partnership with the State Government's 'Fund My Neighbourhood Program', Council undertook enhancements of several community open spaces across the City, including Heywood Park's 'Mini Ninja' course, Soutar Park and Goodwood Community Greenspace. Each design was different, responding to unique needs set out by the local community through the Fund My Neighbourhood Program.

Heywood Park Mini Ninja provides a challenging course suitable for 'Tweens' aged between 9-14 years old. The course provides a range of bespoke climbing obstacles to test the user's fitness, agility and balance, while preserving the natural character of the popular park.

Soutar Park saw a range of outdoor fitness opportunities installed for people to strengthen and improve balance, as well as 'nature-play' components and better connections across the park for people of all ages.

Goodwood Community Greenspace builds on a community space for a range of flexible activities, with a focus on upgrading the play-space, creating a 'nature play nook', edible garden and increased greenery, while also improving movement and flow through its spaces.

Recycled bricks were used to highlight featured trees and gravel pathways frame the open grassed areas. A 'Party in the Park' launch was held in October 2019 to celebrate the upgrade of this community space, highlighting its multi-function recreational uses. The improvements added 25 trees and over 300 new plants across the three parks.

Pocket Parks project

Council established a pilot in 2019-20 to revitalise an existing road closure along Duthy Street to make it greener, safer and more accessible, given its proximity to clusters of local shops and services nearby. The project identified local community support for change and worked with residents to develop practical, affordable improvements to transform existing road closures into more appealing 'pocket parks.'

The Clifton Street Pocket Park provided a place to pause or safely cross on Duthy Street and brought local residents together to assist in its creation. It incorporated additional greenery, a community orchard and a communal garden space, all connected by a meandering pathway. The upgrade reclaimed 90 square metres of bitumen and saw 13 new trees established and over 250 new plants introduced, including edible varieties, in its raised planter beds.

Reserve and Open Space improvements

Two new shade structures were installed over the play equipment at Morrie Harrell Reserve. The two areas with play equipment were exposed to sun for most of the day and these structures were designed to shade both sets of play equipment during daylight hours. Both shade structures are in sail form, with a larger structure over the main playground and smaller shade over swings.

The shade structures were designed following consultation with residents from the local community, who provided valuable input.

Water fountains for drinking were also installed or replaced in Dora Gild, Page Park, Heywood Park, Soutar Park and Scammell Reserve.

KEY OUTCOMES - ECONOMIC PROSPERITY

King William Road – final phase of 2-year project

Council is thrilled at the transformation of King William Road which was completed ahead of schedule in early 2020. This project ushered in a new era for one of Adelaide's premier retail and dining destinations and delivered on its promise to realise our community's vision for this popular retail and dining precinct.

The key features of the upgrade include:

- a continuation of the uniqueness of a brick-paved road surface within the key segment of the precinct
- provision of 70 flexible spaces used for on-street parking, outdoor dining and other forms of activation
- planting of 84 advanced trees, with thousands of understorey plantings
- integration of various smart systems in the form of parking sensors, benches, signage and lighting, incorporating the latest technology
- installation of two pedestrian crossings, enhancing safety along the precinct.

Council staff worked in close collaboration with the King William Road Traders Association, individual traders and the SA Small Business Commissioner to deliver an integrated design and result which Council and our community are proud of.

Mainstreet precinct improvements

The four main streets located within the City of Unley - namely Goodwood, King William, Unley and Fullarton Roads - are an important part of our City, offering vibrancy and attracting people to live, work, visit and invest. To assist in maintaining these environments, The City of Unley undertook main-street improvement projects. This year those projects included installing pedestrian counters on Goodwood Road, placing additional planters on Fullarton Road and planting new trees on Unley Road.

The pedestrian counters on Goodwood Road utilise the same technology as that installed on King William Road as part of that thoroughfare's major upgrade, enabling data to be compared and analysed across precincts. They provide pedestrian data on peak times of activity, movement along the street and movement south from the Goodwood tram stop.

The planters on Fullarton Road are the final instalment in beautifying the precinct with six additional boxes installed in the heart of the precinct.

48 additional street trees were planted on Unley Road and in entrances to side-streets directly off Unley Road.

The new trees included Jacarandas, Oaks, Bottlebrushes, White Cedars and London Planes. Jacarandas were the dominant choice along Unley Road to align with the current themed 'avenue', while the Oaks will dominate the side streets, acting as entry or exit statements to the Unley Road precinct.

The Unley Road tree planting works will be appreciated in future years as the trees mature and provide both community amenity and environmental benefits.

Boffa Street car park redevelopment

As part of the King William Road upgrade, the City Design team identified that a redevelopment of a car park on Boffa Street was needed.

The objective of the redevelopment was to provide a better layout of parking provision and enable the planting of new trees and landscaping. Given the importance of the carpark to local businesses, redevelopment of carpark works started immediately after the road upgrade stage and the entire project was completed two weeks ahead of schedule, within a 19-day timeframe.

The redevelopment delivered a new parking layout which gained four new spaces, planting of four new trees (Crepe Myrtles), new LED lighting, a disabled parking space compliant with relevant standards and new landscaping. New smart parking sensors were also installed for each space in the carpark and added to the King William Road smart parking system – the smart parking capacity is indicated on King William Road near the Boffa Street intersection.

Council has received positive feedback from the King William Road Traders Association about its good work and the increase in car parking spaces.

Edmund Avenue Cottages redevelopment planning

The Edmund Avenue Cottages are a row of six Council-owned buildings which define the southern edge of the Village Green. Their current form provides limited community use, appeal or activity in relation to the Village Green or wider Unley Civic Precinct (an area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue).

The Concept Design finalised in 2019-20 proposes the replacement of the tired 'lean-tos' at the rear of the cottages with new, contemporary extensions to support reuse of these character buildings, with the provision of new services to support business and innovations, as well as arts and culture.

In addition to the built form, a new interface to the Village Green is proposed to encourage improved accessibility and activation of the Village Green from the cottages. The designs reflect feedback from the Civic Precinct Working Group, key tenants and Elected Members, as well as wider community feedback.

The Concept Design is intended to inform the long-term redevelopment of each of the six cottages, supporting new activities and/or land uses to enhance their appeal and community benefit from services and features within the Civic Precinct. Community consultation on the Concept Design will be undertaken during 2020 and early in 2021.

Strategic Property Acquisition

From time to time Council acquires property that can contribute to the achievement of strategic objectives. With a longer term aim of improving car park availability in the King William Road precinct, Council acquired two properties during the year. The opportunity arose following a direct approach from the property owners. Located near an existing parking area behind shops fronting King William Road, the properties provide an opportunity for future development of additional car parking in the precinct.

Renewable Energy initiatives

Council installed 30kW solar systems at its Works Depot on King William Road and at its Unley Civic Centre on Unley Road to improve Council's energy efficiency. This adds to Council's existing solar-powered systems at the Unley Swimming Centre and at the Clarence Park and Fullarton Park Community Centres.

By investing in renewable energy, Council has been able to offset electricity consumption, reduce its carbon footprint, contribute to climate change mitigation and reduce financial risk against future electricity price rises.

KEY OUTCOMES - CIVIC LEADERSHIP

Depot technology upgrades

A 'People Centred Design' approach was used to research the technology needs of depot staff.

Interviews and workshops were held with our employees and IT staff went onsite with every work team to observe how they operate.

New iPad tablets were provided to field staff to improve mobility and remote access. Devices were selected based on field staff input. Rugged cases with keyboards were also selected by staff members to help protect and extend the life of technology assets.

Job Safety forms previously provided on paper were transformed into online forms. This outcome shortened the average completion time from 10 minutes to around 1 minute. When a job is completed in the field, the Customer Service Request system is updated so that customers can be informed promptly when their request has been accomplished.

New GIS data-capture applications have been rolled out to collate and archive information about infrastructure and assets. This includes photographs of public assets such as memorials and trees, and evidence of examples of work in traffic changes due to road closures.

Working from home transition – technology improvements

In response to COVID-19 social distancing requirements, a large percentage of Council's inside workforce from the Civic Centre were moved to Work from Home (WFH) arrangements in March and April 2020. A structured transition plan ensured safe and productive working arrangements for all impacted staff.

IT remote access systems were set up within days, allowing staff to work from home as if they were at their desks in the office.

Microsoft Teams and Office 365 software programs were rapidly made available to around 200 staff to support online meetings, document collaboration, phone calls and instant messaging.

Staff were provided with easy to understand guidelines and introductory tutorials to assist working at home safely.

Executive leaders were encouraged to establish workplans and regular video calls with their staff to monitor work progress and staff wellbeing.

95% of staff surveyed indicated they were satisfied with the WFH arrangements and 93% said they were more focussed and productive.

COVID-19 Response

Recognising the significant impact of COVID-19 on our community Council offered a range of financial assistance, including:

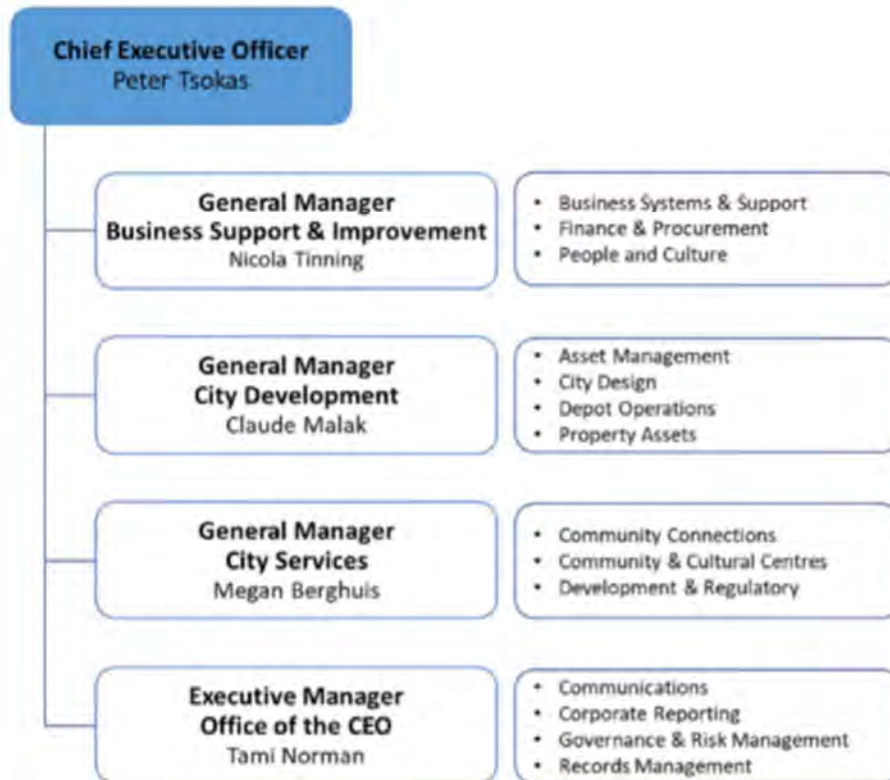
- Deferring the due date for payment of the final quarter of rates for 2019-20 until 31 August 2020 for all ratepayers.

- Postponing debt collection of long-term outstanding rates amounts until 31 August 2020
- Encouraging all ratepayers experiencing financial hardship to seek a payment plan beyond 31 August 2020
- Waiving lease fees for Council lessees for a period of 3 months where a lessee has been affected by the Australian Government imposed restrictions
- Offering a 50% reduction in lease fees for Council lessees for a period of 3 months where a lessee is experiencing financial hardship of at least 30%
- Proposing a 0% rate increase in the 2020-21 Annual Business Plan and Budget
- Reducing 2019-20 outstanding 4th quarter rates for specified land use descriptions (businesses suffering the biggest impact through State Government COVID Directions) by 50%.

Throughout the year a range of activities were undertaken in order to ensure the City of Unley met all relevant legislative requirements.

OUR ORGANISATION

Organisational Structure



OUR EXECUTIVE TEAM

The City of Unley's Executive Team consists of the Chief Executive Officer, Executive Manager, and three General Managers. The team is responsible for leading and developing the administration, as well as building the organisational capability and culture required to deliver the vision, strategies and framework set out in Council's *Community Plan 2033*

The members of the executive team are paid a salary package, which varies for each individual. Packages include 9.5 per cent compulsory superannuation and provision of a motor vehicle for unrestricted private use on a salary sacrifice basis.

Our Values

The City of Unley has a clear vision for a constructive culture that is performance-based and customer-focused. This vision is supported by a set of organisational values that outline the way we want all employees and volunteers to behave.

A Workplace of Possibilities

- **Pursue Excellence**
We strive for the best in all that we do
- **Achieve Together**
We deliver results by working together across all of Council
- **Demonstrate Integrity**
We do the right thing at all times
- **Customer First**
We understand and deliver on customer expectation
- **Be Progressive**
We think outside the box to innovate and improve.

Staff Overview

Staff numbers as at 30 June 2020 are shown as Full-Time Equivalent (FTE) while the gender ratio is reflective of headcount. The difference in these figures reflects the number of part-time staff employed by the City of Unley and highlights the flexible working conditions that are offered to employees. Providing flexibility to our staff allows us to attract and retain high quality people.

Division	Staffing Numbers (FTE)
Office of the CEO	10.6
Business Support and Improvement	22.71
City Services	76.39
City Development	64.29
Total	174.39

Division	Female*	Male*	Total*
Office of the CEO	9	2	11
Business Support and Improvement	15	10	25
City Services	108	37	145
City Development	14	53	67
Total	146	102	248

*On a head count basis.

Division	Age Range*					
	<21	21-30	31-40	41-50	51-60	60+
Office of the CEO	0	1	0	5	4	1
Business Support and Improvement	0	2	9	7	4	3
City Services	7	33	30	35	29	11
City Development	0	2	19	17	20	9
TOTAL	7	38	58	64	57	24

*On a head count basis

Staff Training

The organisation continues to work on our response to survey results in non-survey years, deploying initiatives that impact on employee engagement, organisational performance, innovation in the work environment and, most importantly, a positive experience for employees - and for our customers when interacting with us.

Staff have undertaken learning and development in the areas such as:

- Mental Health awareness
- Autism awareness
- ICAC awareness
- Aggressive customer training
- Leadership training for frontline supervisors
- Child Safe Environment training
- UV and skin cancer awareness
- Hearing Protection awareness
- Sharps and Infectious Waste
- WHS and task-specific safety training
- Work Zone Traffic Management training
- First Aid training
- Health and Safety Representative training
- Coffee making for café staff

OUR COUNCIL

City of Unley Ward Overview

The City of Unley is located immediately south of the City of Adelaide, bounded by Greenhill Road in the north, Glen Osmond Road in the east, Cross Road in the south and South Road and Anzac Highway in the west. The City is bordered by the local government areas of the City of Adelaide in the north, City of Burnside in the east, City of Mitcham in the south and the Cities of Marion and West Torrens in the west.

With a total land area of 14 square kilometres, our City is predominantly residential, with some commercial and industrial areas and includes the suburbs of Black Forest, Clarence Park, Everard Park, Forestville, Fullarton, Goodwood, Highgate, Hyde Park, Keswick (part of), Kings Park, Malvern, Millswood, Myrtle Bank, Parkside, Unley, Unley Park and Wayville.

The six Council wards are Clarence Park, Fullarton, Goodwood, Parkside, Unley and Unley Park.



City of Unley Ward Boundary Map

Elector Representation

The representation quota is the number of electors for the Council area divided by the number of Elected Members (including the Mayor). Unley's representation quota is 1:2,106 with 27,389 electors and compares with other similar councils.

Council	Electors	Representation
City of Burnside (13)	31,624	1:2,432
City of Campbelltown (11)	35,575	1:3,234
City of Holdfast Bay (13)	27,899	1:2,146
City of Norwood, Payneham & St Peters (14)	25,344	1:1,810

Source: 2019-20 Representation Quotas - Local Government Association of SA.

The legislation specifies that if a Council is divided into wards, then the number of electors in each ward must fall within a ward quota so that there is fair representation on Council.

A Council is required to conduct a review of its representation at least once in each relevant period, as prescribed by the regulations of the *Local Government Act 1999* (The Act). The Minister for Local Government publishes a timing schedule to determine the relevant period in which a review is required. The next Representation Review for the City of Unley will occur in 2020.

Elected Members

Councils are part of the democratic framework of Australia and the community has opportunity to elect its Council Members every four years. The most recent elections were held in November 2018, with the next election scheduled for November 2022.

More information about Council elections is available on the Council website. The elected body for the City of Unley is comprised as follows:

Mayor - Michael Hewitson AM

Fullarton Ward Councillors

- Cr Peter Hughes
Deputy Mayor (26/11/2018 – 27/11/2020)
- Cr Jordan Dodd

Goodwood Ward Councillors

- Cr Nicole Sheehan
- Cr Emma Wright

Clarence Park Ward Councillors

- Cr Jennie Boisvert
- Cr Don Palmer

Parkside Ward Councillors

- Cr Kay Anastassiadis
- Cr Mike Hudson **Resigned effective 01/06/2020*

Unley Ward Councillors

- Cr Sue Dewing
- Cr Jane Russo

Unley Park Ward Councillors

- Cr Monica Broniecki
- Cr Michael Rabbitt

Elected Member Allowances and Benefits

Section 76 of the *Local Government Act 1999* provides that Elected Members are entitled to receive an allowance that is determined by the Remuneration Tribunal of South Australia, which is adjusted annually by formula prescribed by the *Local Government (Members Allowances and Benefits) Regulations 2010*.

Elected Member Allowances & Benefits	
July 2019 – November 2019	
Mayoral Allowance	\$70,880
Total amount paid to other Elected Members including Presiding Member Allowances and allowances for the members of the CAP Committee	\$147,295
Elected Member Annual Allowance	\$17,720
Presiding Member Annual Allowance (includes Elected Member allowance)	\$22,150

Elected Member Allowances & Benefits**November 2019 - June 2020**

Mayoral Allowance	\$71,648
Total amount paid to other Elected Members including Presiding Member Allowances and allowances for the members of the CAP Committee	\$143,247
Elected Member Annual Allowance	\$17,912
Presiding Member Annual Allowance (includes Elected Member allowance)	\$23,390

Council has endorsed an Allowances and Benefits Policy which provides facilities and support for the Mayor and Elected Members. To date this Council term the Mayor has opted not to access the Council funded fully maintained vehicle or mobile phone.

Elected Member Training Seminars & Conferences

In accordance with the City of Unley's Elected Member Training and Development Policy, Council members were provided with the opportunity to undertake training and development activities during 2019-20 as per the table below.

Elected Member Training Seminars & Conferences**July 2019– June 2020**

Name	Date	Details
Mayor Hewitson	07-10 July 2019	Asia Pacific Cities Summit and Mayors Forum
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
	12-Mar-20	Planning for non-planners
Cr Hughes	30-31 Oct-19	2019 LGA Conference and AGM
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
Cr Anastassiadis	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
Cr Boisvert	24 – 25 Oct 19	ICTC Society Inc Conference
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making

Elected Member Training Seminars & Conferences July 2019– June 2020		
Name	Date	Details
Cr Dewing	4-5 July-19	2019 Local Government Communications Conference
	16-Aug-19	LGA Tourism & Councils Forum
	19-Aug-19	LGA Elected Member Leadership Session
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
Cr Dodd	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
Cr Hudson	23-Aug-19	Online Mandatory Training Module 1: Introduction to Local Government
Cr Palmer	19-Aug-19	LGA Elected Member Leadership Session
	30-31 Oct-19	2019 LGA Conference and AGM
	30-Oct-19	2019 LGA Conference
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making
	13-Mar-20	Road Safety Seminar
Cr Russo	09-Oct-19	LifeChanger Conference
	20-Nov-19	Mandatory Training – Legal (Module 2)
Cr Wright	13-Nov-19	LGA – Enhanced Public speaking and Presenting
	08-Feb-20	Elected Member Development Program (in house) – Strategic Thinking & Decision Making

DECISION MAKING STRUCTURE

The Local Government system is integral to the democratic system of government in Australia and provides vital infrastructure, social and environmental support for communities.

The City of Unley is responsible for providing strategic direction for the local area, planning and development control, setting policy, providing and maintaining infrastructure and services, and regulating activities, whilst complying with and enforcing many diverse pieces of legislation.

The City of Unley operates autonomously within the framework of the *Local Government Act 1999*, and the elected body may delegate authority to the Chief Executive Officer in accordance with legislative requirements, budgets, strategic planning policy and corporate structure. Unley Council has a small number of committees which assist in the decision-making process.

Council Meetings

Council Meetings are an important part of the Council's operations. The decisions made by the Elected Members at formal Council Meetings provide the direction and authority for the ongoing operation of the Council.

During the 2019-20 financial year, Council meetings were held on the fourth Monday of every month at 7pm at the Civic Centre, 181 Unley Road, Unley (entrance from Oxford Terrace), with appropriate adjustments to accommodate public holidays. When required, additional Council meetings were scheduled to assist decision-making processes.

All Council meetings were open to the public and were conducted in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*, except items that were identified as falling within the provision of Section 90 of the *Local Government Act 1999*. These items were considered in confidence and members of the public were excluded from the meetings during those items.

In the months of April and May 2020, due to Government-imposed restrictions in response to COVID-19, Council meetings were held using video conferencing technology and live-streamed via YouTube.

Council Committees

Under Section 41 of the *Local Government Act 1999*, the Council has the power to establish committees that will assist Council in the performance of its functions. These committees make recommendations to the Council.

A brief summary of the functions, membership and meeting arrangements for each committee follows. The complete Terms of Reference for the Committees can be found on Council's website.

For the period July 2019 to June 2020, the City of Unley had the following Section 41 Committees:

- Audit Committee
- City Strategy and Development Policy Committee
- Strategic Property Committee

Audit Committee

The City of Unley Audit Committee is appointed by Council and is tasked with reviewing the annual financial statements and Business Plan, monitoring financial indicators and targets in the Long Term Financial Plan, obtaining independent professional advice and liaising with the Council's auditor.

The Committee also has oversight of the City's risk management and audit initiatives and is a source of advice to the Council and Chief Executive Officer. Membership comprises three independent members and two Elected Members.

Members

- Mr David Powell (Presiding Member)
- Mr Nicholas Handley
- Ms Annette Martin
- Cr Monica Broniecki
- Cr Kay Anastassiadis

The Terms of Reference provide that the Committee will meet at least four times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary. In 2019-20 the Audit Committee met on four (4) occasions, with the May 2020 meeting conducted electronically via Zoom.

The Presiding Member's report was presented to Council at its 23 March 2020 meeting, outlining a range of matters that was considered as part of the Terms of Reference, which are summarised below:

- General Purpose Financial Statements – 2018-19
- External Audit Plan 2018/19
- Internal Financial Controls Self-Assessment 2018-19
- Strategic Risk Register
- Risk Management Policy
- Risk Management Framework
- Fraud and Corruption Prevention Policy
- Agreed Actions from External Audit
- Long Term Financial Plan 2021-22: 2029-30 (development & consultation)
- Annual Business Plan and Budget 2020-21(consultation)

Financial Reporting and Sustainability

In accordance with its duties under the *Local Government Act 1999* and its Terms of Reference, the Committee reviewed the 2018-19 General Purpose financial statements and met with external auditors, Galpins, to discuss matters arising from their audit.

On 11 November 2019 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 2019. Other financial reporting matters considered by the Committee during the year included:

- Procurement Savings/Overruns 2018-19
- General Purpose Financial Statements 2018-19

Sitting fees for independent members were as follows:

- Presiding Member \$450 per meeting attended
- Independent Members \$300 per meeting attended
- If Independent Members are required to attend a workshop, \$150 per workshop

City Strategy & Development Policy Committee

The Committee is established to:

- Provide advice to the Council in relation to proposals of, and the extent to which, the Council's strategic planning and development policies accord with the State Planning Strategy 30 Year Plan for Greater Adelaide
- Assist the Council in strategic reviews of the City of Unley Development Plan and consider specific changes initiated by the State Government
- Provide advice to the Council (or act as its delegate under Section 101A of the *Development Act 1993*) when preparing a Strategic Directions Report or Development Plan Amendment proposal
- Review relevant State legislative, strategy and policy changes
- Receive reports from the Development Assessment Panel
- Provide advice to the Council regarding strategies and policies re major changes to urban form and changing demographics.

Membership is comprised of all members of Council. Cr Jordan Dodd is Presiding Member.

Strategic Property Committee

The Committee is established to assist Council to investigate and/or make recommendations to Council on strategic opportunities for property acquisition or divestment to support Council's Community Plan.

The Strategic Property Committee meet on an 'as needs' basis and met once in 2019-20.

Members

Membership comprises up to six (6) members nominated by Council and the Mayor (ex-officio) as follows:

- Cr Don Palmer (Presiding Member)
- Cr Kay Anastassiadis
- Cr Monica Broniecki
- Cr Jordan Dodd
- Cr Peter Hughes
- Cr Michael Rabbitt
- Mayor Michael Hewitson (ex-officio)

Council Assessment Panel

The Council Assessment Panel (CAP) is established under the *Planning, Development and Infrastructure Act 2016* (the PDI Act). The CAP is convened under the PDI Act and operates under the Terms of Reference derived from the legislation.

Members

Membership comprises four Independent members, one Elected Member and a Deputy Member:

- Ms Shanti Ditter (Presiding Member)
- Mr Roger Freeman
- Mr Brenton Burman
- Mr Sandy Wilkinson
- Cr Jennie Boisvert (Elected Member)
- Cr Emma Wright (Deputy Member – will only act if the Elected Member is unable to attend a meeting)
- Mr Rufus Salaman (Deputy Independent Member)

The sitting fees were as follows:

- Presiding Member \$520 per meeting attended
- Independent Member \$416 per meeting attended
- Elected Members \$400 per meeting attended
- If Independent Members are required to attend formal Council training or workshops \$150 per workshop.

Meeting Times, Dates, Agendas & Minutes

Agendas and minutes for the Unley Council and Committee meetings and information regarding Elected Members' Briefings are available on the City of Unley website.

CONFIDENTIALITY

While Council and committee meetings are generally conducted in public, in the interest of the broader community it may be necessary to restrict public access to discussion and/or documents.

During 2019–20, of the 281 agenda items, 11 were considered in accordance with Section 90(3) of the *Local Government Act 1999*, where it was necessary to exclude the public from the discussion of a particular matter. This represents 4% of all decisions made by Council and its committees.

On every occasion that the provision to exclude the public within Section 90(2) of the *Local Government Act 1999* was utilised, the minutes included the proceedings for making a confidentiality order, and the grounds on which the order was made.

The table below shows the confidentiality orders made during the financial year, the grounds for those orders, and on what date, if any, the order expired or was lifted.

Council/Committee	Subject	Grounds	Revoked/Expired
Council Item 7.2 22 July 2019	Centennial Park Cemetery Authority - 2019/20 Budget	(3)(d)(i) and (ii)	until 1 December 2020
Council Item 7.2 25 November 2019	Confidential Minutes of Strategic Property Committee	(3)(b)(i) and (ii) and (d)(i) and (ii)	Until conditions relating to the confidentiality orders for Items 4.2 and 4.5 have been met
Council Item 7.8 28 January 2020	Tree Prosecution – Determination of Future Action	(3)(h) and (i)	Until conclusion of legal proceedings relating to the matter
Council Item 7.2 23 March 2020	Unley Central – Litigation	(3)(b)(i) and (ii)	Until conclusion of legal proceedings relevant to the matter
Council Item 7.2 27 April 2020	Notice of Motion from Cr M. Rabbitt – Change to Council Resolution CO185/20: Unley Oval Upgrade Stage 2	(3)(b)(ii) and (ii)	Until Council has endorsed the concept design plans and not available for public inspection until the cessation of that period.
Council Item 7.2 22 June 2020	Application for Waiver of 2020-21 Council Rates – Royal Agricultural and Horticultural Society	(3)(d)(i) and (ii)	Report and Attachment to remain in confidence until 30/12/22 – minutes are released.
Council Item 7.5 22 June 2020	Unley Central – Litigation Further Update	(3)(i)	Until conclusion of legal proceedings relevant to the matter.

The table below shows all items remaining in confidence from November 2010 up to and including June 2019 and the grounds for those orders.

Council/Committee	Subject	Grounds
Council 30/06/03 Item 48 (GP&ED Committee 30/6/03, Item 1)	Annual Performance Assessment – CEO	3(a) <i>Personal affairs</i>
Council 30/1/04 Item 244	Mayor for Performance Appraisal Committee re Performance Appraisal and Remuneration – CEO	3(a), (g) and (h) <i>Personal affairs, Breach of law and Legal advice</i>

Council/Committee	Subject	Grounds
Special Council 30/1/04 Item 246	Mayor re Dispute – Employment Agreement with the CEO	3(a), (g) and (h) <i>Personal affairs, Breach of law and Legal advice</i>
Special Council 21/6/04 Item 351	Mayor re Contract of Employment – CEO	3(a) and (d) <i>Personal affairs and Commercial information</i>
Council 28/6/04 Item 377	Mayor re Contract of Employment – CEO	3(a) and (h) <i>Personal affairs and Legal advice</i>
Council 26/7/04 Item 394	Mayor re Contract of Employment – CEO	3(a) and (h) <i>Personal affairs and Legal advice</i>
Council 29/3/05 Item 575	Contract dispute – previous employee	3(a) <i>Personal affairs</i>
Council 28/8/06 Item 889	Contract Dispute between ex-employee and Council	3(a) <i>Personal affairs</i>
Council 26/2/07 Item 64	Settlement of Employment Dispute	3(a) <i>Personal affairs</i>
City Strategy and Policy 21/09/09 Item 259	Water Supply Council Reserves (Report & Attachments only) Maintain for life of contract. 35 years.	3(d)(i) and (ii) <i>Commercial information</i>
Council 27/04/10 Item 660	Brown Hill Keswick Creek Stormwater Project – Legal opinion – Stormwater Management Plan and Implications Attachments 3 – 7	(3)(h) <i>Legal advice</i>
CEO Recruitment Committee 05/09/11 Item 9	Presentation by Stillwell Management Consultants re Applicants	(3)(a) <i>Personal affairs</i>
CEO Recruitment Committee 15/09/11 Item 12	Applicants for the position of Chief Executive Officer	(3)(a) <i>Personal affairs</i>
Council 27/08/12 Item 556 (Adjourned item 132 CSP)	Street Tree Removal 26 Porter Street Parkside Attachments 6 and 7	(3)(h)(i) <i>Legal advice and Litigation</i>

Council/Committee	Subject	Grounds
Council 26/11/12 Item 615	CPCA Provision of Services to Other Local Government Councils	3(d)(i) and (ii) <i>Commercial information</i>
Council March 2013 Item 715	CPCA Strategic Plan 2012-2033	3(d)(i) and (ii) <i>Commercial information</i>
Council May 2013 Item 780	CPCA Operating Budget	3(d)(i) and (ii) <i>Commercial information</i>
Council 24/06/13 Item 808	Council Owned Property 166 – 168 Unley Road Unley	3(d)(i) and (ii) <i>Commercial information</i>
Council 22/07/13 Item 842	CPCA Operating Budget 2013-2014	3(d)(i) and (ii) <i>Commercial information</i>
Council 26/05/14 Item 1161	CPCA Draft Operating Budget 2014-15	(3)(d)(i) and (ii) <i>Commercial information</i>
Council 11/08/14 Item 1226	Unley Central Precinct Property Development Options	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 25/05/15 Item 151	CEO Employment Contract	(3)(a) <i>Personal affairs</i>
Council 27/06/15 Item 173	Centennial Park Cemetery Authority Proposal	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 27/07/15 Item 207	CEO Performance Review	(3)(a) <i>Personal affairs</i>
Council 24/08/15 Item 238	Strategic Land Acquisition Report and Attachments Recommendations 2 and 3 in Minutes.	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 24/08/15 Item 241	CEO Contract	(3)(a) <i>Personal affairs</i>
Council 28/09/15 Item 275	Unley Central	(3)(b)(i) and (ii) <i>Commercial advantage</i>

Council/Committee	Subject	Grounds
Council 23/11/15 Item 321	Centennial Park Cemetery Authority Quarterly Progress Report Attachment only in confidence	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council December 2015 Item 356	Unley Central Property Development Opportunities	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council January 2016 Item 375	Property Development Opportunities Unley Central	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council April 2016 Item 459	Goodwood Community Centre Lease Attachment 3 only	3(d)(i) and (ii) <i>Commercial Information</i>
Council May 2016 Item 480	Unley Central Property Development Report only	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Special Council June 2016 Item 6 (Council, June 2016, Item 516)	CEO Remuneration Review	3(a) <i>Personal Affairs</i>
Council June 2016 Item 510 (Audit & Governance Committee)	Item 33 - Centennial Park Cemetery Authority – Upkeep Fund	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 27/06/16 Item 513	Centennial Park Cemetery Authority – Operating Budget	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 22/08/16 Item 569	Centennial Park Cemetery Authority Progress Report	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 22/08/16 Item 578	Unley Central Property Development Project	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 12/09/16 Item 592	Property Development Project Report and Attachment	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 26/09/16 Item 619	Centennial Park Cemetery Authority Business Case	(3)(b)(i) and (ii) <i>Commercial advantage</i>

Council/Committee	Subject	Grounds
Council 26/09/16 Item 622	Brown Hill Keswick Creek Update Report only	3(j) <i>Information provided in confidence</i>
Council 28/11/16 Item 688	Tree Prosecution	3(f) and (h) <i>Prejudice maintenance of law and Legal advice</i>
Council 28/11/16 Item 691	Strategic Property Development	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 23/01/17 Item 748	King William Road Traders Association	3(g) <i>Breach of law</i>
Council 23/01/17 (Audit and Governance Committee)	Item 44 - Centennial Park Cemetery Authority Strategic Plan and Asset Management Plan	3(d)(i) and (ii) <i>Commercial Information</i>
Council 23/01/17 (Strategic Property Committee).	Item 4 - Investigation of Potential Future Property Purchases	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 27/03/17 Item 796 (Strategic Property Committee)	Item 9 – Property Details Item 12 – Other Business	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 27/03/17 Item 798 (Strategic Property Committee)	Item 19 – Possible Strategic Land Acquisition – Multiple Properties Item 22 – Motion Without Notice – Potential Properties for Further Investigation	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 22/05/17 Item 852 (Strategic Property Committee, Item 26)	Unley Road Property and Goodwood Road Property	3(d)(i) and (ii) <i>Commercial Information</i>
Council 22/05/17 Item 852 (Strategic Property Committee, Item 29)	105 – 109 Goodwood Road	3(d) (i) and (ii) <i>Commercial Information</i>

Council/Committee	Subject	Grounds
Council 24/07/17 Item 920	Walter Street	3(d)(i) and (ii) <i>Commercial Information</i>
Council 24/07/17 Item 920	King William Road	3(d)(i) and (ii) <i>Commercial Information</i>
Council 24/07/17 Item 925	Centennial Park Cemetery Authority Operating Budget	3(d)(i) and (ii) <i>Commercial Information</i>
Council 24/07/17 Item 928	Strategic Property Development	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 14/08/17 Item 938	Co-working Space	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 28/08/17 Item 967	CEO Remuneration 2016/17	3(a) <i>Personal Affairs</i>
Council 23/10/17 Item 1009	Appointment Independent Member City Strategy	3(a) <i>Personal Affairs</i>
Council 23/10/17 Item 1012	Recommendation for Item 40 SPC Walter Street Property	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 27/11/17 Item 1036	Unley Central Update	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 11/12/17 Item 1060	Property Acquisition Opportunity	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 29/01/18 Item 1088	Strategic Property Acquisition Opportunities	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 26/03/18 Item 1130	Minutes of the Audit and Governance Committee	(3)(b)(i)(ii) <i>Commercial advantage</i>
Council 23/04/18 Item 1154	Minutes of the Strategic Property Committee	(3)(b)(i) and (ii) <i>Commercial advantage</i>
Council 14/05/18 Item 1165	Unley Central Precinct	(3)(b)(i) and (ii) <i>Commercial advantage</i>

Council/Committee	Subject	Grounds
Council 23/07/18 Item 1252	CEO 2017/18 Performance	3)(a) <i>Personal Affairs</i> Report and attachment confidential for the duration of the employment of the CEO
Council 27/08/18 Item 1280	Confidential Minutes of the Audit and Governance Committee – 21 August 2018	(3)(d)(i) and (ii) <i>Commercial information</i> 5 years
Council 27/08/18 Item 1283	Brown Hill Keswick Creek – Wilberforce Walk	(3)(b)(i) and (ii) <i>Commercial advantage</i> Until completion of property negotiations
Council 29/01/19 Item 1392	Chief Executive Officer Review Panel – Terms of Reference and Membership	(3)(a) <i>Personal Affairs</i> 2 years
Council 15/05/19 Item 1442	Brown Hill Keswick Creek – Wilberforce Walk	(3)(b)(i) and (ii) <i>Commercial advantage</i> Until completion of property negotiations
Council 27/05/19 Item 7.2	Appointment of Independent Members to the Audit Committee	(3)(a) <i>Personal Affairs</i>

COUNCIL REPORTING

Council By-Laws

Council has by-laws for permits and penalties, the regulation of activities on roads, local government land, moveable signs and the keeping of dogs.

Freedom of Information

During the 2019-20 financial year the City of Unley received 14 applications for information under the Freedom of Information legislation. The fee per application was \$36.75.

We received or undertook:

- 5 Development Applications
- 8 General Applications
- 1 Internal Review

Following an internal review, access to Development Applications changed at the start of the 2019-20 financial year - these are no longer managed through the FOI applications process.

During the 2019-20 financial year, the City of Unley processed 67 Request to View/Copy Development Plans and Reports applications, in addition to the 5 initially processed through FOI applications. The fee charged per application was \$25.

During the 2019-20 financial year, 17 determinations were reached (including 3 which were carried over from the 2018-2019 financial year).

- 12 Full Release
- 4 Partial Release
- 1 Decision varied – Full Release (Internal Review)

Internal Review Applications

During the 2019-20 financial year there was one (1) request for internal review under s270 of the *Local Government Act 1999*.

Date Requested	Matter	Decision	Closed
12 Nov 2019	Expiation for Salisbury Street Parking in Permit Zone	Original Decision Upheld	10 Dec 2019
17 Nov 2019	Red Light Camera Request for reimbursement for fine during volunteer bus driving	Original Decision Upheld	9 Dec 2019
16 Mar 2020	Removal of tree adjacent to 13B Myrtle Ave, Myrtle Bank	Original Decision Upheld	14 May 2020

APPLICATION OF COMPETITION PRINCIPLES

The City of Unley has determined that the Centennial Park Cemetery Authority is the only activity assessed as a Significant Business Activity under the National Competition Policy.

To separate this activity from ordinary operations, the City of Unley has created a regional subsidiary in partnership with the City of Mitcham.

COMMUNITY LAND MANAGEMENT PLANS

Community Land Management Plans identify the purpose and objectives for each parcel of land contained within the City of Unley Community Land Register.

These plans reflect existing policies and strategies and operate under Section 196 of the *Local Government Act 1999*, grouping parcels of land that have similar purposes, objectives, management policies, and performance targets.

They are measured by four categories:

- Major parks
- Minor parks and streetscape areas
- Sports clubs and recreational facilities
- Other community land.

Community Land Management Plans and a register of Community Land Management Agreements can be viewed on the City of Unley website.

COMPETITIVE TENDERING ARRANGEMENTS

The City of Unley's Procurement Policy guides the practices and procedures for the acquiring of goods and services. It provides clear direction for procurement within the organisation to ensure consistency and control over procurement activities and to encourage best practice.

It also ensures that all procurement activities are conducted in accordance with five key principles, which have a focus on:

- Open and effective competition
- Value for money
- Ethical behaviour and fair dealing
- Social, economic and environmental sustainability, and
- Risk management.

The Policy and Framework guides the competitive tendering processes to ensure the Council obtains value for money when approaching the marketplace.

Procurements greater than \$10,000 are generally subject to a competitive process, which in 2019-20 resulted in a total of 140 tenders and quotations being sought.

Council will, to the extent permitted by law, favour engagement of local suppliers and the use of South Australian made goods and suppliers whose activities contribute to the economic development of the region and/or provide local employment opportunities.

To this end, Council encourages employment, capital investment and support of supply chains in our immediate region by promoting the South Australian Industry Participation Policy (IPP), *Industry Advocate Act 2017*.

In doing so, Council recognises the geographical boundaries of the member Councils of the Eastern Regional Alliance (ERA) as its immediate region for the application of the IPP when evaluating and awarding tenders.

Council may give preference to local contractors and suppliers by:

- Actively promoting to local businesses opportunities to supply to Council
- Structuring the purchasing processes to be accessible to all businesses
- Ensuring, where possible, that specifications and purchasing descriptions are not structured so as to potentially exclude local suppliers and contractors.

RATING POLICY

Individual property rates are calculated by multiplying the property's capital valuation (as determined by the Valuer General) by a rate in the dollar that will be sufficient to achieve the amount of income required.

The total amount of income required to deliver the broad range of services provided by Council and achieve the outcomes in the 4 Year Plan, is derived from a number of sources. Rates provide the primary source of income, but other income sources include: statutory fees, user charges, grants and subsidies.

When the City of Unley establishes the level of income required from rates, Council considers the following:

- 4 Year Plan
- Current economic climate
- Funding needs to deliver the agreed service levels
- Savings identified through the service review program and
- Specific issues and the impact of rates on the community.

INCOME

During the 2019-20 financial year the City of Unley received income from:

- Rates	\$42,336,902
- Statutory Charges	\$1,576,840
- User Charges	\$1,614,669
- Operating Grants and Contributions	\$3,357,602
- Investments	\$51,310
- Reimbursements	\$591,835
- Other	\$919,038

SUBSIDIARY- BROWNHILL & KESWICK CREEKS STORMWATER BOARD

The City of Adelaide, the City of Burnside, the City of Mitcham, the City of Unley, and the City of West Torrens resolved to establish a subsidiary pursuant to Section 43 of the *Local Government Act 1999*, to implement or oversee the construction of stormwater infrastructure for the purpose of implementation of the *Brown Hill and Keswick Creeks Stormwater Management Plan* (the Plan); oversee the maintenance and repair and/or renewal of stormwater infrastructure; oversee implementation of associated or related infrastructure works; hold stormwater infrastructure; implement other non-infrastructure measures; provide a forum for the discussion and consideration of the constituent council's obligations and responsibilities under the Plan; and enter into agreements with constituent councils for the purpose of managing the Plan.

Pursuant to clause 17 of Part 2 of Schedule 2 of the *Local Government Act 1999*, the Minister for Local Government, Geoff Brock MP, approved the establishment of the Brown Hill and Keswick Creeks Stormwater Board on 15 February 2018.

A copy of the Brownhill & Keswick Creeks Stormwater Board 2019-20 Annual Report is provided as Appendix 2.

SUBSIDIARY - CENTENNIAL PARK CEMETERY AUTHORITY

Centennial Park Cemetery was established on 8 June 1936 and is located on Goodwood Road, Pasadena.

With more than 50 themed gardens and award-winning chapels, the Centennial Park Cemetery Authority (CPCA) is South Australia's largest provider of cremation, burial and memorial services.

With \$31.3m of net assets, the Cemetery is jointly owned by the City of Unley and the City of Mitcham and is managed by the CPCA.

The CPCA operates as a regional subsidiary under the *Local Government Act 1999* and is jointly administered by a Board comprising of three independent members and two elected members from each constituent Council. Councillors Jane Russo and Michael Rabbitt represented the City of Unley on the Subsidiary for the 2019-20 financial year.

In accordance with the Charter and responsible business management practices, the CPCA allocates a financial contribution to the City of Unley and City of Mitcham each financial year. A Liability Guarantee payment of \$318,088 was made to each Council during 2018-19.

A copy of the Centennial Park Cemetery Authority 2019-20 Annual Report is provided as Appendix 3.

LIST OF REGISTERS & CODES

The following table provides a list of registers, policies, codes and other documents that legislation requires Council to make available for inspection without charge.

The documents listed below are available at the Civic Centre and most are on the Council's website. When a hard copy is requested a fee may apply, or the item may be downloaded free of charge from the website.

Document	Local Govt Act 1999 section	Mandatory for public view	Website	Customer service	Hard copy
Annual Business Plan, Budget & Audited Financial Statements	123	√	√	√	√
Annual Report	131	√	√	√	√
Codes					
Code of Conduct for Council Employees	110	√	√	√	√
Code of Conduct for Council Members	63	√	√	√	√
Code of Practice for Access to Council Meetings and Documents	92	√	√	√	√
Code of Practice Meeting Procedures	Reg 6	√	√	√	√
Complaint handling procedure under Council Members Code of Conduct	S63	√	√	√	√
Council and Committee Agendas and Minutes	84 & 91(4)	√	√	√	√
Planning, Development and Infrastructure Act					
Code of Conduct for Council Assessment Panel	Schedule 3	√	√	√	√
Register of Interests for CAP members	Schedule 1	on request			
Building and Swimming Pool Inspection Policy	S156(5)		√	√	√
Policies					
Caretaker [<i>Local Government (Elections) Act 1999</i>]	91A		√	√	√
Procurement (i.e. Contracts and Tenders)	49	√	√	√	√
Elected Member Allowances and Benefits policy	76(2), 76(9) & 77	√	√	√	√
Elected Member Training and Development	80A	√	√	√	√

Document	Local Govt Act 1999 section	Mandatory for public view	Website	Customer service	Hard copy
Internal Financial Control (Various)	125				
Internal Review of Council Decisions Procedure	270	√	√	√	√
Order making	259	√	√	√	√
Prudential Project Management	48(aa1)		√	√	√
Public Consultation	50	√	√	√	√
Requests for services, compliments and complaints	270(a1)	√	√	√	√
Risk and Opportunity Management	134(4)(b)		√		
Naming of Roads & Council assets	219		√	√	√
Registers					
By-Laws	252	√	√	√	√
Campaign donations returns <i>[Local Government (Elections) Act 1999]</i>	80 & 87	on request	N/A	N/A	N/A
Community Land	207	√	√	√	√
Delegations	44	√	√		
Dogs <i>[Dog Cat Management Act 1995]</i>	26	√	N/A	√	√
Gifts and Benefits - Council Employees	Code of Conduct 2.21	√	√	√	√
Gifts and Benefits – Elected Members	Code of Conduct 3.10	√	√	√	√
List of Fees and Charges	188(6)	√	√	√	√
Land Management Agreements	196	√	√	N/A	√
Members Allowances and Benefits	79	√	√	√	√
Members' Interests	65+68	on request	N/A	N/A	N/A
Members' Interests – short form	70(a1)	√	√	√	N/A
Independent Members of Section 41 Committees Interests	65 & 66 & 72	on request	N/A	N/A	N/A
Officers' Interests	116	N/A	N/A	N/A	N/A

Document	Local Govt Act 1999 section	Mandatory for public view	Website	Customer service	Hard copy
Officer Salaries	105	√	N/a	√	√
Public Roads	231	√	√	√	√
Rate Assessment	172 & 174	√	N/a	√	√
Other Legislation					
Freedom of Information Act 1991 – Annual Statement	9		√		



2019/20 Annual Report

Brown Hill and Keswick Creeks Stormwater Board

For the cities of Adelaide, Burnside, Mitcham, Unley and West Torrens



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Chairperson's Report

This is the third annual report of the Brown Hill and Keswick Creeks Stormwater Management Board, a regional subsidiary formed in February 2018 pursuant to the Local Government Act (SA).

The report reflects the considerable achievements of the Project Director in further developing the foundation relationships, policies, systems and procedures that underpin the Board's operations. It also reflects the sharpening focus of the Board on advancing the implementation of a number of projects, working closely with the five constituent councils. The 2019-2020 year saw considerable progress in the current projects at Everard Park, South Park Lands and Glenside, building on the groundwork laid for these projects with the stakeholder community and suppliers throughout the year.

The year has not been without its challenges, including COVID-19 and the consequent economic impact. The progress made throughout the year in advancing the active projects is much to the credit of the constituent councils and the Stormwater Management Authority, whose cooperation, commitment and professionalism has been invaluable. I extend my thanks, on behalf of the Board members and staff, to all those involved.

I also wish to recognise the substantial contribution of retired Board member Paul Bowler, and to thank him for his contribution over the previous two years. I welcome new Board member Rob Gregory to the team and look forward to continuing the progress of our work to date.

It is my pleasure as Chair of the Board to deliver the 2020 Annual Report.

Judith Oppenheimer



2

Project Director's Report



The 2019/20 financial year saw a significant shift in my focus as Project Director. Having commenced with the project in January 2019, my initial priorities centred around the establishment of robust systems, policies and procedures and it has been rewarding to put this foundation into practice with the on-ground delivery of project works in Everard Park. The project has engaged with several SA based suppliers and consultants and it is satisfying to have the opportunity to work closely with a very talented pool of professionals in the local market.

COVID-19 has presented a challenging working environment and seen significant change in the way the Board has communicated and operated. Project delivery has continued uninterrupted and our project teams are to be commended on their ability to respond expeditiously and professionally. Social distancing measures continue to be observed and Government directives are regularly reviewed to ensure compliance.

The inaugural Board of the Subsidiary was appointed in August 2018 and has, until recently, remained unchanged with Judith Choate providing strong leadership as Chairperson. Judith and Board members Paul Gelston, Geoff Vogt, Rachel Barratt and Paul Bowler have provided a diverse range of experience and capability across a wide spectrum of skills and I have greatly valued their guidance and direction over the 18 months of my tenure. Already, the Subsidiary has evolved from a relatively new organisation in its infancy to an efficient and well-rounded operation and the Board members are to be applauded for their dedication to the success of the project.

Paul Bowler's tenure as a Board member has recently concluded and I wish to thank him on behalf of the project for his significant contribution, particularly as we moved into the delivery phase of works and his project management expertise became a valuable asset. I also wish to welcome our new Board member Rob Gregory who commenced in August 2020. Rob has strong Regional Subsidiary experience given his role as General Manager of EastWaste and I look forward to working with him in the coming years.

Delivery of the Hawthorn Reserve, Everard Park and South Park Lands projects has required extensive engagement with technical staff from the cities of Mitcham, Unley and Adelaide in particular and I have appreciated the input and assistance of these experienced local government professionals as we have moved through the various project stages. This engagement will continue in the coming years and I look forward to working more closely with City of Burnside personnel as the Glenside project works develop and with City of West Torrens as we move toward planning for the Lower Brown Hill Creek upgrades. The support from the Chief Executives, technical, finance and other staff of the member Councils has been integral to the successful operation of the project.

The delivery schedule of the project is influenced by the availability of funding and a significant commitment has been made by our member Councils and the Stormwater Management Authority (SMA). Historically, SMA capital funding has been provided in arrears

however this has cashflow impacts, particularly in the delivery of more substantial works in excess of \$10m. The SMA Board have recently committed to providing project funding in advance and this decision has very real implications in the ability of the project to move forward with construction activities. The immediate beneficiary of this decision is the South Park Lands project which will go to tender in the coming weeks with wetland construction scheduled to commence in late 2020. I thank the SMA Board, led by Presiding Member Stephen Hains, along with General Manager David Trebilcock for their commitment to the project.

As we move into the new financial year, our focus will again shift with an increased emphasis on asset management and strategic planning. We continue to build on the strong foundation that has been established to ensure we are delivering in accordance with our 5 key values – integrity, collaboration, excellence, progressive and simplicity.

The 2019/20 financial year has been both challenging and busy and I would like to thank the Board, our member Councils and the Stormwater Management Authority for their support and collaboration.

Peta Mantzarapis

3

The Project

The Brown Hill Keswick Creek Stormwater Project is a collaborative undertaking between the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens.

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a low standard of flood protection resulting in a history of flooding. Their combined catchment is predominantly contained within the Local Government area of the five Constituent Councils, which are home to more than 200,000 residents. The Project is designed to mitigate serious flood risks and help safeguard properties across the catchment through the implementation of a stormwater management plan that was approved and gazetted in February 2017.

The plan satisfies best practice outcomes for stormwater management as set out in the Stormwater Management Planning Guidelines of the Stormwater Management Authority.

The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity. The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to co-ordinate delivery of the plan. Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.

Funding Acknowledgement



The Brown Hill Keswick Creek Stormwater Project is jointly funded by five Constituent Councils and the Stormwater Management Authority.



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Our Key Stakeholders

The Brown Hill and Keswick Creeks Stormwater Board works to deliver successful project outcomes in an efficient and professional manner. We interact with a diverse range of internal and external stakeholders and value the contribution they make.



Constituent Councils



Stormwater Management Authority



Adelaide Park Lands Authority



Residents



Green Adelaide



Kurna



Suppliers



Consultants



Community Groups

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Acknowledgment of Country

The Brown Hill and Keswick Creeks Stormwater Board acknowledges that the project and our Constituent Councils are located on the traditional Country of the Kurna People of the Adelaide Plains and pays respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

We also extend that respect to other Aboriginal Language groups and other First Nations.

*The Brown Hill and Keswick Creeks Stormwater Board
tampendi, ngadlu Kurna yertangga
banbabanbalyarnendi (inbarendi). Kurna meyunna
yaitya mattanya Womma Tarndanyako.*

*Parnako yailtya, parnuko tappa purruna, parnuko yerta
ngadlu tampendi. Yellaka Kurna meyunna itto yailtya,
tappa purruna, yerta kuma burro martendi, burro
warriappendi, burro tangka martulyaiendi.*

*Kumarta yaitya miyurna iyangka yalaka ngadlu
tampinhi.*

Kurna people play a key role in the design and delivery of the Brown Hill Keswick Creeks Stormwater Project and we value the input and guidance of representatives of the Kurna Nation Cultural Heritage Association (KNCHA) and RAW Recruitment and Services.

Willawilla - Brown Hill Creek



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Our History

Joint Arrangement Phase

From its inception in 2007 until February 2018, the project was conducted as a joint arrangement between the Constituent Councils in accordance with a Memorandum of Agreement dated December 2008.

During the joint arrangement phase the Stormwater Management Plan was developed as a collaborative effort leading to its subsequent approval by the Stormwater Management Authority and gazettal of its adoption in February 2017. Certain investigations and works of the plan were also delivered during the joint arrangement phase.

Regional Subsidiary

A condition of the Stormwater Management Authority approving the Stormwater Management Plan was that a Regional Subsidiary be established within 12 months to implement the plan and manage its works on behalf of the Constituent Councils. The Regional Subsidiary, known as the Brown Hill and Keswick Creeks Stormwater Board was established in February 2018. The Board is governed by a Charter prepared by the five Constituent Councils and subsequently approved by the Minister for Local Government.

Charter

The Charter governs the affairs of the Board by setting out its purpose, function and powers, including governance provisions. It also provides the Constituent Councils with a legally enforceable agreement specifying their rights and obligations in achieving common interests.



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Governance

The Brown Hill Keswick Creek Stormwater Project is administered by a Board in accordance with the requirements of the Local Government Act 1999, the Board Charter, and various other policies.

The Board is comprised of 5 independent members, appointed following recommendations made by a Nominations Committee of representatives from each of the Constituent Councils. Each Board member contributes a unique set of skills and experience, particularly covering:

- Corporate financial management
- Corporate governance
- Project management
- General management
- Engineering
- Economics
- Environmental management

The Board appoints a Project Director who is responsible for implementing the decisions of the Board and managing the operational requirements of the project.

We thank outgoing Board member Paul Bowler for his contribution over his 2-year term and welcome new Board member Rob Gregory.

The Audit and Risk Committee comprises 4 Board members and an independent member and meets quarterly.

Current Board Members



Judith Choate
Chair since August 2018,
appointed August 2018



Paul Gelston
Appointed August 2018



Geoff Vogt
Appointed August 2018



Rachel Barratt
Appointed August 2018



Rob Gregory
Appointed August 2020



Outgoing Board Member

Paul Bowler
August 2018-2020

Project Director



Peta Mantzarapis
appointed
January 2019

Independent Member of Audit and Risk Committee



Justin Humphrey
appointed
November 2018

Board Member Meeting Attendance 2019/20

Board Member	Meeting Attendance
Judith Choate	8/8
Paul Gelston	8/8
Geoff Vogt	8/8
Rachel Barratt	8/8
Paul Bowler	8/8

Audit and Risk Committee Member Meeting Attendance 2019/20

Committee Member	Meeting Attendance
Judith Choate	4/4
Paul Gelston	4/4
Geoff Vogt	4/4
Rachel Barratt	4/4
Justin Humphrey	3/4

Owners Executive Committee

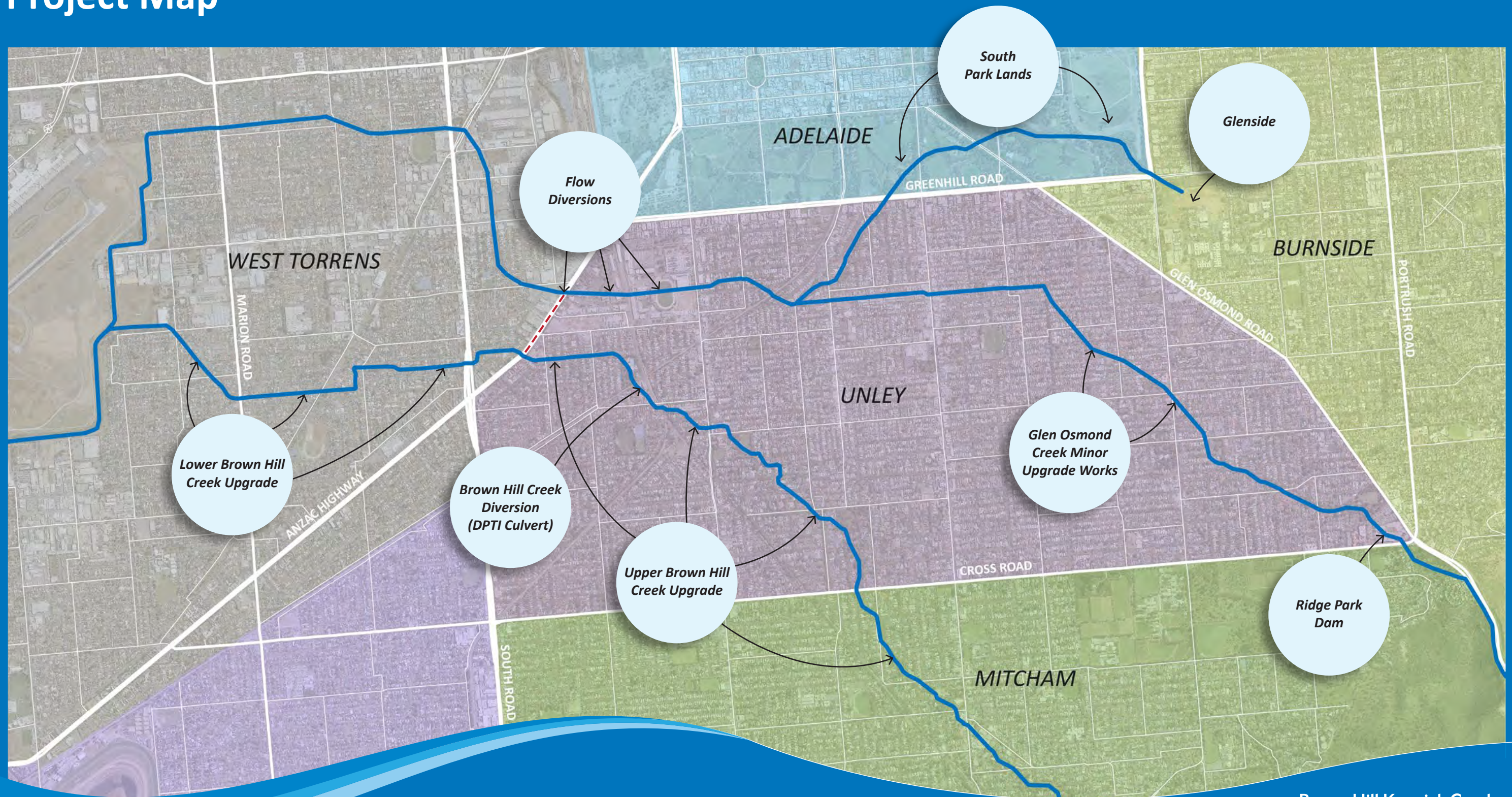
The Owners Executive Committee is comprised of a representative from each of the Constituent Councils. Meetings between the Board and the Owners Executive Committee are scheduled quarterly and three meetings were held in the 2019-20 financial year.

Membership of the committee is as follows:

Klinton Devenish	Director, Place	City of Adelaide
Chris Cowley	Chief Executive	City of Burnside
Matthew Pears	Chief Executive	City of Mitcham
Peter Tsokas	Chief Executive	City of Unley
Terry Buss	Chief Executive	City of West Torrens

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Project Map



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Project Schedule

The project works required to successfully meet the objectives of the Stormwater Management Plan are best described as 8 sub-projects. There is a logical progression in which the works should be delivered, with the project stages including:

Stage 1

Flood detention – Ridge Park Flood Control Dam, Glenside and South Park Lands

Stage 2

Lower Brown Hill Creek Upgrade

Stage 3

Flow Diversions from Keswick Creek to Brown Hill Creek

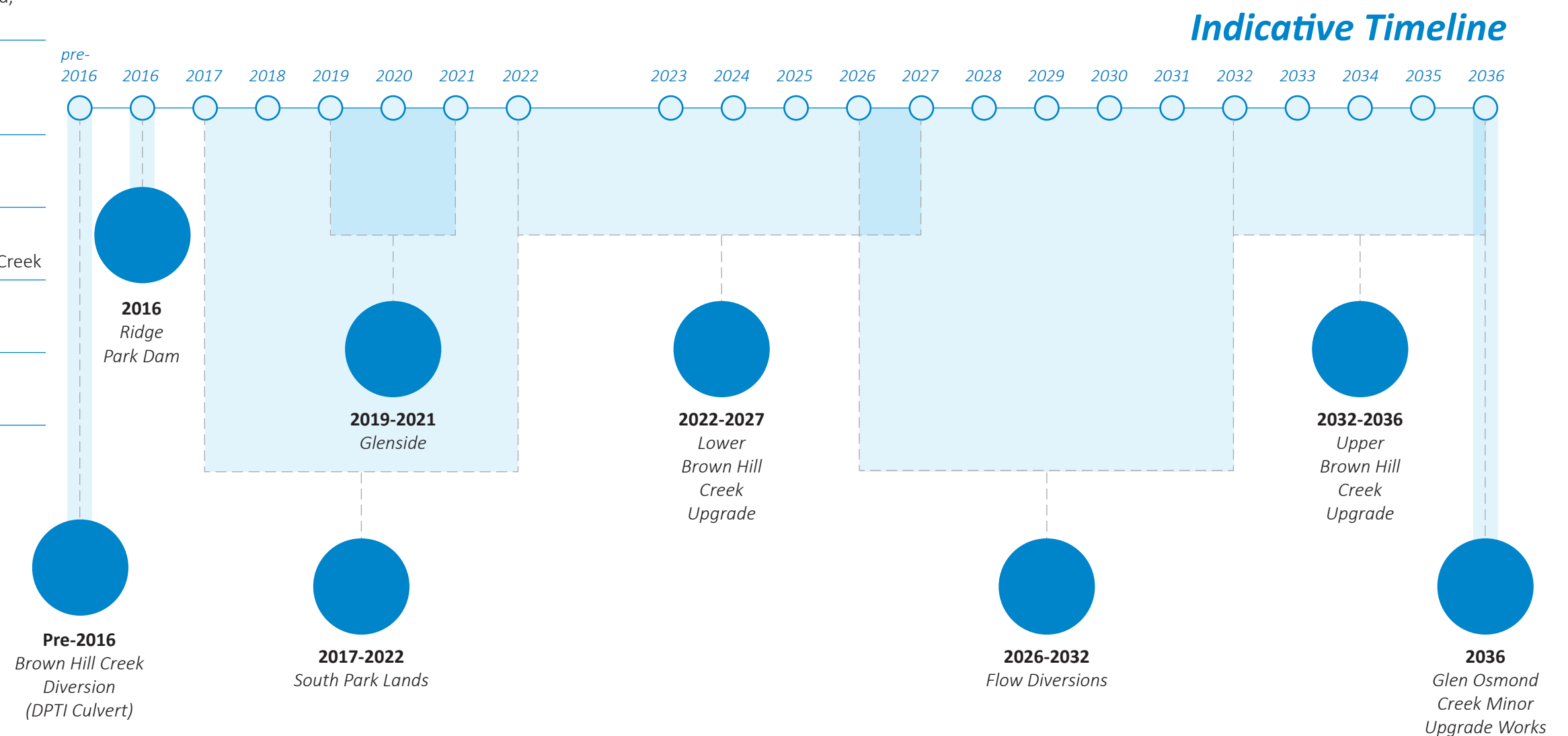
Stage 4

Upper Brown Hill Creek Upgrade

Stage 5

Glen Osmond Creek Minor Upgrade Works

There is an opportunity for works to be delivered out of schedule in instances where there is overwhelming justification for expedition. This justification may include access to a site that will no longer be available or contribution to the cost of works by an interested party.



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Current Projects

The 2019-20 financial year saw significant progress in 3 active sub-projects.

Upper Brown Hill Creek, Area 1 (Everard Park)

Comprising portion of the Upper Brown Hill Creek capacity upgrade, these works are located between Anzac Highway, Everard Park and Third Avenue, Forestville. The project involves replacement of an existing open concrete channel with an increased capacity underground covered culvert. Subsequent to installation of the culvert, the City of Unley will extend Wilberforce Walk to Anzac Highway, with a shared use path for pedestrians and cyclists traversing the culvert.

Culvert construction works commenced in April 2020 and are scheduled for completion in mid-August 2020, at which point the site will be handed over to City of Unley for the shared use path works to commence.

Our Project Team

Project Manager	Inside Infrastructure
Construction Manager	Southfront
Engineering	WGA
Culvert Manufacture	Humes
Construction	Beltrame
Property Assessments	Public Private Property
Legal	Botten Levinson



Channel excavation



Base preparation



Culvert installation



Artist Impression - shared use path

South Park Lands

The South Park Lands project comprises two areas of work aimed at reducing the peak stormwater flows through the Park Lands and into downstream areas. The project includes:

• Victoria Park/ Pakapakanthi/ Park 16 Wetland

Located at the southern end of Victoria Park, the wetland will include areas of permanent water, areas that become inundated during 'normal' flows, and a broader area that will only become inundated during a large flood event along with a range of features that facilitate recreational use and improved biodiversity outcomes.

• Blue Gum Park/ Kurangga/ Park 20 Creek Works

Works include construction of a low-level mound and the realignment of existing open channels in the southern section of the park. The mound will be constructed to the south and west of the existing playing fields and will stretch for a total distance of approximately 600metres. A shared use path will be constructed on top of the mound.

The South Park Lands project design was endorsed by the Adelaide Park Lands Authority in May 2020 and approved by the City of Adelaide in June 2020. The wetland project will be delivered first with early works including removal of a large stand of Poplars and associated earthworks in August/September 2020. Construction works for the wetland are scheduled for late 2020 with completion in late 2021 and the creek works in Blue Gum Park/ Kurangga/ Park 20 will follow.

Our Project Team

Project & Construction Manager	ProcurePM
Design Team	Tonkin, DesignFlow and T.C.L
Stakeholder Engagement	URPS
Poplar Removal	BMD
Construction	Not yet awarded
Landscape Supply	Ecodynamics



Artist Impression - wetland design



Artist Impression - wetland design

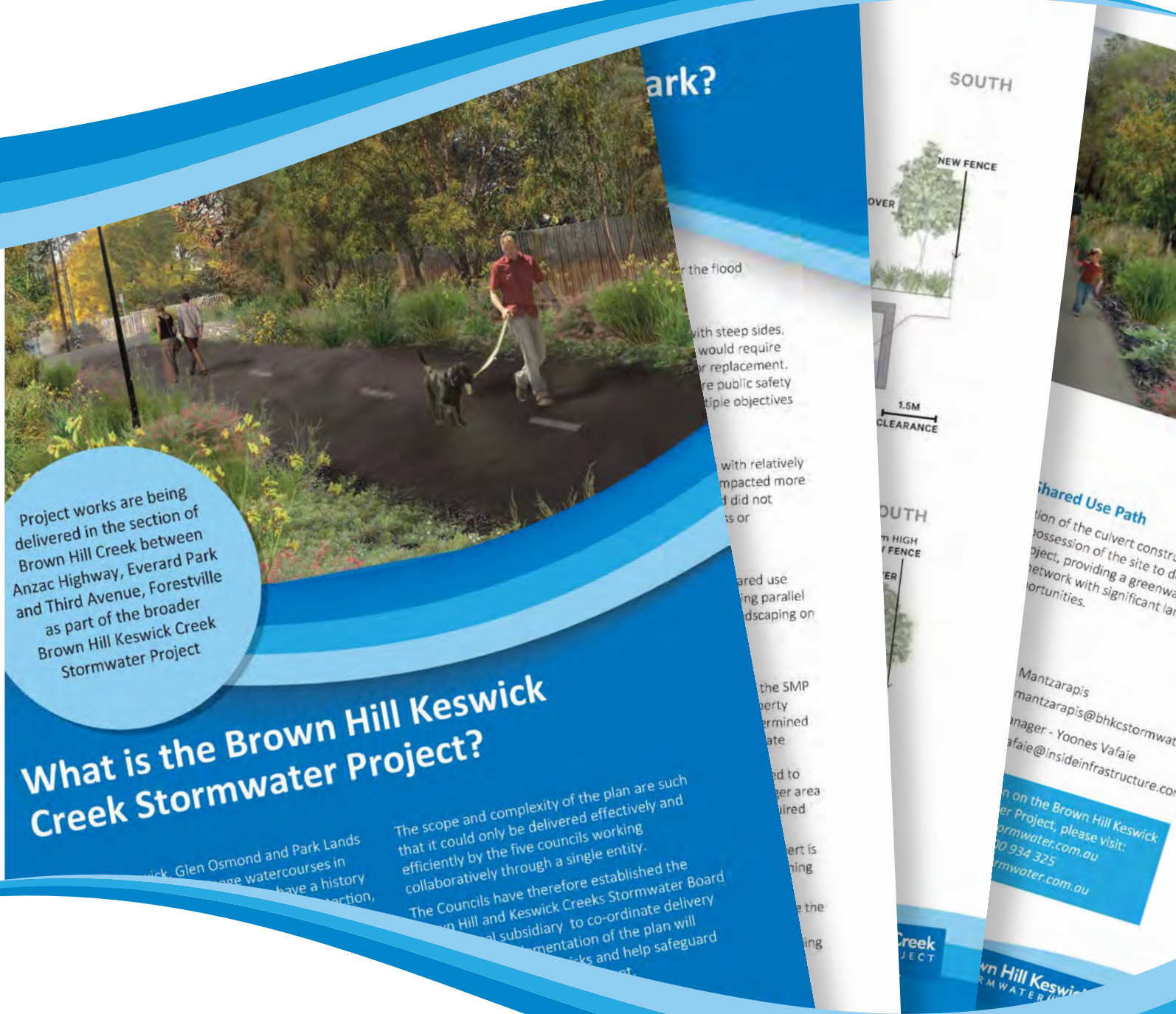
Glenside


This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection. The detention basin, together with other works in the South Park Lands, is intended to reduce the peak stormwater flows along Park Lands Creek and further downstream.

The Glenside project works are being delivered by Cedar Woods as part of their residential development and bulk earthworks are currently underway. Excavation of approximately 25,000m³ of material is required to form the detention basin and primary water quality treatment is provided via 3 new large gross pollutant traps.



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Project Brochures





Project works are being delivered in the section of Brown Hill Creek between Anzac Highway, Everard Park and Third Avenue, Forestville as part of the broader Brown Hill Keswick Creek Stormwater Project

What is the Brown Hill Keswick Creek Stormwater Project?

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a history of flooding and a low standard of flood protection, and therefore a relatively high flood risk.

Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.

The Brown Hill Keswick Creek Stormwater Project has been a collaborative undertaking by the catchment councils to develop a Stormwater Management Plan (SMP).

The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity.

The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to co-ordinate delivery of the SMP. Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.

What's happening in Everard Park?

Stormwater Management Plan (SMP)

The Stormwater Management Plan is designed to substantially reduce the number of properties within the catchment that would be affected by very large flood events, up to and including a 100 year ARI flood.

A 100 year ARI (Average Recurrence Interval) flood is a flood that will occur statistically on average once every 100 years, and has a 1 in 100 (1%) chance of occurring in any given year. It is the most commonly applied standard in Australia for providing an acceptable level of flood protection for the community.

The SMP, approved by the Stormwater Management Authority in February 2017, details construction of a number of flood mitigation works across the catchment, as well as non-infrastructure measures to help reduce the impact of major flooding for more than 2,000 properties during a one in 100-year storm event.

Area 1 - Everard Park

The SMP identifies the section of Brown Hill Creek between Anzac Highway and Leah Street as portion of Area 1.

The SMP indicates that this section of creek would need to be widened to 4 to 5 metres and deepened to about 3 metres with the tops of the banks to be raised by 0.5 to 0.75 metres in places, which could be achieved as a levee or bund embankment.

More recent detailed hydraulic modelling indicates that, assuming an open channel is retained, the width of the creek bed would actually need to be widened to approximately 6 to 7 metres in order to achieve the required increase in capacity.

This increased width would result in a more significant impact on adjoining properties, both to the north and south.

Options

Three options were considered for the flood mitigation works in Everard Park:

Option 1: Concrete Open Channel

An engineered concrete structure with steep sides. This option was least preferred as it would require removal of all trees with no ability for replacement. The site would be fenced off to ensure public safety and this option did not meet the multiple objectives desired by the SMP.

Option 2: Gabion Open Channel

An open channel for the whole section with relatively steep gabion creek banks. This option impacted more significantly on adjoining properties and did not provide adequate width for public access or landscaping.

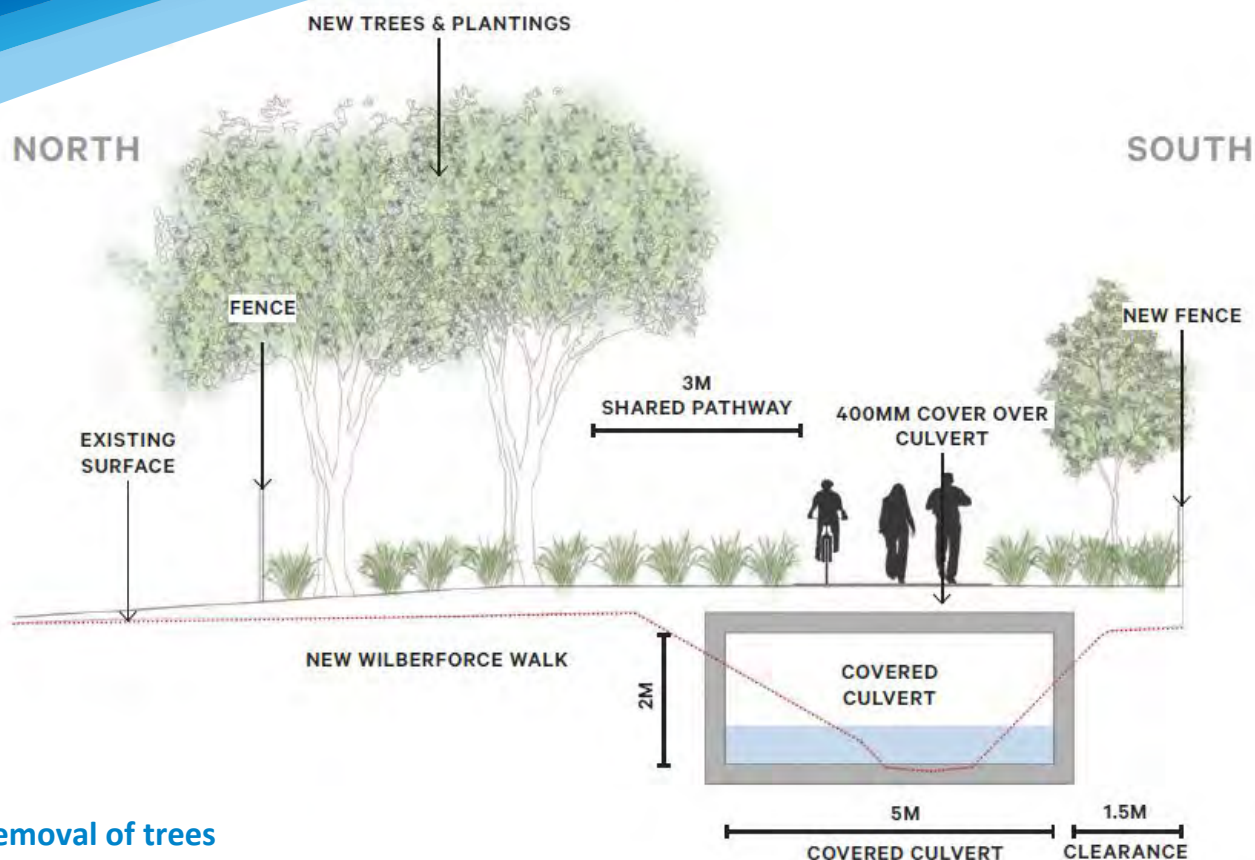
Option 3: Covered Culvert

Installation of a covered culvert with a shared use pathway for pedestrians and cyclists running parallel to properties on the northern side and landscaping on the southern side.

The covered culvert

Following consideration of the objectives of the SMP and consultation with directly adjoining property owners, the Board and the City of Unley determined that the covered culvert is the most appropriate outcome on the basis that:

1. The expansion of the open channel required to mitigate creek flooding would impact a larger area of privately owned land than would be required for the underground culvert;
2. Consultation indicated that the covered culvert is the preferred option of the majority of adjoining owners;
3. A covered culvert would enable Council to use the area above the culvert for other community purposes (a shared walk / cycle path, landscaping and tree planting are proposed for this area).



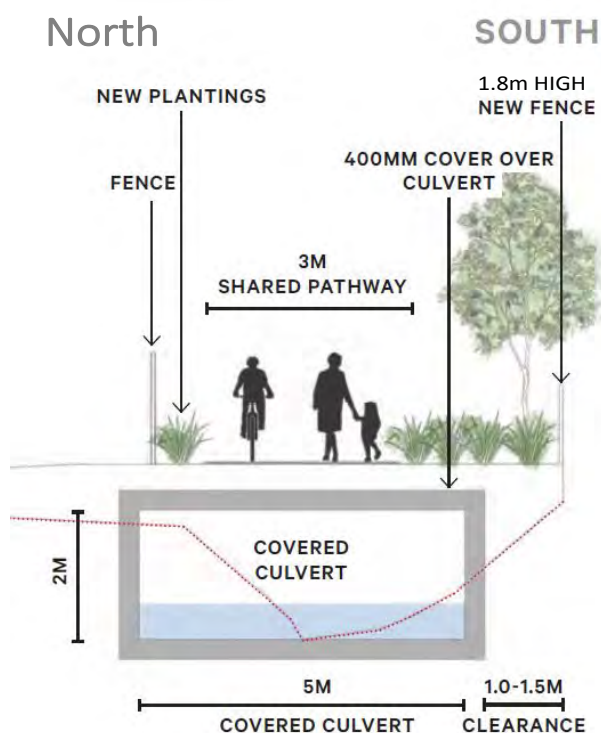
Removal of trees

The early construction works require clearance of the creek channel including removal of the existing concrete channel and trees located within the corridor.

An arboreal assessment was conducted during the design phase of the project and concluded that the trees within the creek channel are self-seeded plants such as Desert Ash, White Cedar and Hackberry. None of the trees requiring removal are significant or regulated and, in some instances, they are considered weed species.

With reference to the arboreal advice, the project is committed to maintaining the health of two trees located in close proximity on adjoining land - a Canary Island Date Palm on Anzac Highway and a River Red Gum located within private land to the south. Monitoring will be undertaken on site during construction to ensure the protection of these trees.

Landscaping and trees will be re-established on site as part of the City of Unley shared use path project, immediately following construction of the covered culvert.





Who owns the land?

The whole section of Brown Hill Creek between Anzac Highway and Third Avenue was held in private ownership. In most instances, the adjoining owners to the south owned the southern portion of the creek and the adjoining owners to the north owned the northern portion of the creek.

The whole of the creek corridor has now been acquired to enable construction of the covered culvert, with the acquired land being limited to the area outside of the rear fence lines of adjoining properties. No rear yard areas have been impacted by the works.

What's next?

The construction contract has been awarded to Beltrame Civil, a highly respected and experienced South Australian business.

The first phase of the project involves removal of the existing concrete channel, trees and vegetation from the corridor. Rear fencing is removed from adjoining properties and the base of the channel is covered with stabilised pavement which will act as a protective layer in the event of flows.

The individual culvert segments are then installed in 5 substages. Following completion of backfilling activities, new fencing will be constructed to adjoining properties at the southern side and private drainage connections will be installed.

The culvert construction is due for completion in July.

City of Unley Shared Use Path

Following completion of the culvert construction, the City of Unley will take possession of the site to deliver the shared use path project, providing a greenway and pedestrian/ cyclist network with significant landscaping and biodiversity opportunities.

Contact

Project Director - Peta Mantzarapis

☎ 1800 934 325 ✉ pmantzarapis@bhkcstormwater.com.au

Everard Park Project Manager - Yoonas Vafaie

☎ 0423 172 528 ✉ yvafaie@insideinfrastructure.com.au

For more information on the Brown Hill Keswick Creek Stormwater Project, please visit:

www.bhkcstormwater.com.au

Ph 1800 934 325

info@bhkcstormwater.com.au

Flood management works in the South Park Lands - Victoria Park/Pakapakanthi (Park 16) Wetland

The Brown Hill and Keswick Creeks Stormwater Board is building an important project in the South Park Lands which will help manage flooding from Park Lands Creek and within downstream residential areas. The flood management project will be undertaken in Victoria Park/Pakapakanthi (Park 16) and Blue Gum Park/Kurangga (Park 20).

The project in Victoria Park/Pakapakanthi (Park 16) involves constructing a wetland at the southern end of the Park Lands. In addition to aiding the management of flooding in Park Lands Creek and downstream residential areas, the wetland will deliver a range of

benefits including improving water quality, enhancing the biodiversity of the area and creating amenity for park users, such as spaces to picnic, rest and to watch sport.

For more information about the Victoria Park/Pakapakanthi (Park 16) wetland, please visit www.bhkcstormwater.com.au and the Frequently Asked Questions.

If you would like to know more about the Blue Gum Park/Kurangga (Park 20) works, view the information brochure at www.bhkcstormwater.com.au





Legend

- Pathways
- Mounding & landscape
- Existing creek line
- Wetland
- New retaining wall
- New tree

0 15 30 60m

Artist Impression May 2020

What will the wetland look like?

The design of the wetland includes areas of permanent water, areas that become inundated with stormwater during 'normal' flows and a broader area that will only become inundated during a large flood event.

The wetland will have a range of features that enhance the amenity and facilitate recreational use of the area such as footpaths and walking trails that connect to the existing path network. New trees, shrubs and grassland areas will be planted, including aquatic species to create the wetland biodiversity and ecology.

The design maintains large trees as part of the layout, and includes mounding ('berms') on the western, northern and south eastern sections of the site to help contain water during a flood event. Board walks and picnic areas are key features, as well as a look-out point for viewing the entire wetland.



Construction of the wetland

The construction of the wetland is scheduled to commence in November 2020 and will take approximately 12 months (weather permitting).

Signage will be displayed on site to make sure the general community using the South Park Lands know what is happening and how to navigate around the construction site.

The construction techniques required to build the wetland will involve managing noise and dust.

As construction progresses, regular updates will be provided.

How can I stay in touch with what is happening with the wetland?

To stay in touch with project updates please provide your email address to info@southparklands.com.au

For more information about the project including Frequently Asked Questions visit www.bhkcstormwater.com.au

To provide feedback or make an enquiry at any time while the project is underway email info@southparklands.com.au or call 1300 281 235



www.bhkcstormwater.com.au



info@southparklands.com.au



1300 281 235

Flood management works in the South Park Lands - Blue Gum Park / Kurangga (Park 20)

The Brown Hill and Keswick Creeks Stormwater Board is building an important project in the South Park Lands which will help manage flooding from Park Lands Creek and within downstream residential areas. The flood management project will be undertaken in Victoria Park/Pakapakanthi (Park 16) and Blue Gum Park/Kurangga (Park 20).

The project in Blue Gum Park/Kurangga (Park 20) involves realignment of the existing creek lines to better manage flooding and also includes rehabilitation works and landscaping.

For more information about the Blue Gum Park/Kurangga (Park 20) works, please visit www.bhkcstormwater.com.au and the Frequently Asked Questions.

If you would like to know more about the Victoria Park/Pakapakanthi (Park 16) wetland, view the information brochure at www.bhkcstormwater.com.au



What is going to happen in Blue Gum Park/Kurangga (Park 20)?

These works involve the construction of a low-level mound (typically up to 1 metre high) generally in an east west direction and the realignment of existing creek lines in the southern section of the park. The mound will be constructed to the south and west of the existing playing fields and will stretch for a total distance of approximately 600 metres.

Two new open drainage channels will bring together the existing creeks to a common point behind the mound (northern side) which will enable controlled flows to be discharged under Greenhill Road and downstream. The existing shared use paths will be

re-constructed to suit the new layout and the new drainage works will enable part of the existing creek alignment to be backfilled to support tree health. This section of the creek is in poor condition, and the red gums are vulnerable due to creek erosion.



Artist Impression May 2020



How will the works help manage flooding issues?

The existing creeks will be realigned to a single convergence at the northern side of the new mound. An existing culvert beneath the mound will restrict peak flows into a new open drainage channel on the southern side of the new mound. When large flows exceed the capacity of the culvert, water will build up and be contained behind the mound and temporarily inundate parts of Blue Gum Park/Kurangga (Park 20) until it subsides. This will limit the outflows of water from Blue Gum Park/Kurangga (Park 20) towards Greenhill Road and further downstream.

Construction of the Works

The construction of the Blue Gum Park/Kurangga (Park 20) works is subject to funding and will follow the Victoria Park/Pakapakanthi (Park 16) wetland work. Once commenced, the works are expected to take about 6 months.

How can I stay in touch with what is happening with the project?

To stay in touch with project updates please provide your email address to info@southparklands.com.au

For more information about the project including Frequently Asked Questions visit www.bhkcstormwater.com.au

To provide feedback or make an enquiry at any time email info@southparklands.com.au or call 1300 281 235



www.bhkcstormwater.com.au



info@southparklands.com.au



1300 281 235

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Financial Snapshot

The activities of the Board are funded by the five Constituent Councils and the Stormwater Management Authority.

Operational expenditure is funded equally by the Constituent Councils.

2019/20 Operational Funding

City of Adelaide	20%	\$77,731
City of Burnside	20%	\$77,731
City of Mitcham	20%	\$77,731
City of Unley	20%	\$77,731
City of West Torrens	20%	\$77,731

Total **\$388,655**

50% of Capital expenditure is provided by Constituent Councils and 50% is provided by the Stormwater Management Authority. Constituent Councils provide funding biannually in advance while SMA funding has, historically, been provided biannually in arrears. As we move into the 2020/21 financial year, an agreement has been reached for SMA funds to be provided annually in advance.

2019/20 Capital Funding

City of Adelaide	8%	\$184,165
City of Burnside	12%	\$276,248
City of Mitcham	10%	\$230,206
City of Unley	21%	\$483,433
City of West Torrens	49%	\$1,128,012
Stormwater Management Authority		\$1,696,766
NWM Water Sustainability Grant		\$65,000

Total **\$4,063,930**



BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Financial Statements

For the Year Ended 30 June 2020

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

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For the Year Ended 30 June 2020

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BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2020

		2020	2019
	Note	\$	\$
Contributions	4	388,655	618,195
Investment income	4	24,737	15,826
Employee Costs	5	(270,290)	(234,663)
Materials, contracts and other expenses	5	(151,631)	(181,510)
Depreciation	5	(36,646)	(2,180)
Finance costs	5	(198)	(192)
Operating surplus / (deficit)		(45,373)	215,476
Capital funding / grants	4	1,761,766	-
Total surplus		1,716,393	215,476
Other comprehensive income		-	-
Total comprehensive income for the year		1,716,393	215,476

The accompanying notes form part of these financial statements.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Statement of Financial Position

As At 30 June 2020

	Note	2020 \$	2019 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	5,002,849	3,966,683
Trade and other receivables	7	325,122	2,024,173
TOTAL CURRENT ASSETS		5,327,971	5,990,856
NON-CURRENT ASSETS			
Property, plant and equipment	8	6,410,219	3,209,193
TOTAL NON-CURRENT ASSETS		6,410,219	3,209,193
TOTAL ASSETS		11,738,190	9,200,049
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	1,568,187	3,052,742
Employee benefits	10	10,739	6,500
TOTAL CURRENT LIABILITIES		1,578,926	3,059,242
TOTAL LIABILITIES		1,578,926	3,059,242
NET ASSETS		10,159,264	6,140,807
EQUITY			
Capital contributions	11	8,231,343	5,929,279
Capital funding / grants		1,761,766	-
Retained earnings		166,155	211,528
TOTAL EQUITY		10,159,264	6,140,807

The accompanying notes form part of these financial statements.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Statement of Changes in Equity

For the Year Ended 30 June 2020

2020

	Note	Capital Contributions of Councils \$	Capital Funding and Grants \$	Accumulated Surplus \$	Total \$
Balance at 1 July 2019		5,929,279	-	211,528	6,140,807
Surplus for the year		-	-	1,716,393	1,716,393
Capital contributions of Councils		2,302,064	-	-	2,302,064
Transfer capital funding / grants		-	1,761,766	(1,761,766)	-
Balance at 30 June 2020		8,231,343	1,761,766	166,155	10,159,264

2019

	Note	Capital Contributions of Councils \$	Capital Funding and Grants \$	Accumulated Surplus \$	Total \$
Balance at 1 July 2018		246,870	-	(3,948)	242,922
Surplus for the year		-	-	215,476	215,476
Capital contributions of Councils		5,682,409	-	-	5,682,409
Balance at 30 June 2019		5,929,279	-	211,528	6,140,807

The accompanying notes form part of these financial statements.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Statement of Cash Flows
For the Year Ended 30 June 2020

		2020	2019
	Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Operating receipts from constituent councils		394,922	1,246,839
Payments to employees		(266,051)	(228,163)
Payments to suppliers		(1,810,552)	(502,539)
Interest received		24,539	15,634
Net cash provided by / (used in) operating activities	12	<u>(1,657,142)</u>	<u>531,771</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Purchase of property, plant and equipment		<u>(3,237,673)</u>	<u>(223,324)</u>
Net cash provided used in investing activities		<u>(3,237,673)</u>	<u>(223,324)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:			
Contributions from Constituent Councils		4,169,214	3,658,236
SMA Funding		1,696,767	-
NRM Board Water Sustainability Funding		65,000	-
Net cash provided by financing activities		<u>5,930,981</u>	<u>3,658,236</u>
Net increase in cash and cash equivalents held		1,036,166	3,966,683
Cash and cash equivalents at beginning of year		3,966,683	-
Cash and cash equivalents at end of financial year	6	<u><u>5,002,849</u></u>	<u><u>3,966,683</u></u>

The accompanying notes form part of these financial statements.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group Interpretations (UIGs) and relevant South Australian Legislation. These financial statements comply with International Financial Reporting Standards as issued by the International Accounting Standards Board.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Board was established by a Gazette dated 27 February 2018. The Board has been established to implement the construction and maintenance of infrastructure and other measures for the purposes of a stormwater management plan prepared by the constituent councils and approved by the Stormwater Management Authority.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of these financial statements are presented below and have been applied consistently unless otherwise stated.

The financial statements, except for cash flow information, have been prepared on an accruals basis and are based on historical costs. The amount presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on September 2020 by the members of the Board.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Board expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally, the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Board have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue from contracts with customers

All revenue is stated net of the amount of goods and services tax (GST).

Specific revenue streams

The revenue recognition policies for the principal revenue streams of the Board are:

Operating revenue from constituent councils

Operating revenue from constituent councils is recognised as income as and when the Board becomes entitled to receive the funds. This is outlined within the Boards Annual Business Plan which is agreed with all constituent councils.

Interest revenue

Interest revenue is recognised using the effective interest method, which for all floating rate financial assets is inherent in the instrument.

Other income

Other income is recognised on an accruals basis when the Board is entitled to it.

(b) Equity

Capital contributions

Capital contributions received from constituent councils are recognised as capital contributions by owners and recognised directly in equity.

(c) Income Tax

The activities of the Board are exempt from taxation under the Income Tax Assessment Act.

(d) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(e) Property, plant and equipment

All assets are initially recognised at cost. For assets acquired at no cost or nominal consideration, cost is determined as fair value at the date of acquisition.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

(e) Property, plant and equipment

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held 'ready for use'. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees, engineering design costs and all other costs incurred.

The cost of non-current assets constructed by the Board includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

The Board considers that it controls the infrastructure assets in accordance with its Charter. The constructed infrastructure assets may be located on land owned by constituent councils.

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds the materiality thresholds set by the Board within the capitalisation policy. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Current thresholds applicable to Board assets are as follows:

Stormwater infrastructure - \$10,000

Computer equipment - \$5,000

Office equipment - \$1,000

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the Board, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Stormwater infrastructure	1% - 2%
Freehold Land	0%
Land improvements	1% - 10%
Office equipment	10%
Computer Equipment	10% - 33%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(f) Financial instruments

Financial instruments are recognised initially on the date that the Board becomes party to the contractual provisions of the instrument.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

(f) Financial instruments

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, the Board classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss - FVTPL
- fair value through other comprehensive income - equity instrument (FVOCI - equity)
- fair value through other comprehensive income - debt investments (FVOCI - debt)

Financial assets are not reclassified subsequent to their initial recognition unless the Board changes its business model for managing financial assets.

Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows; and
- the contractual terms give rise on specified dates to cash flows are solely payments of principal and interest on the principal amount outstanding.

The Board's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of financial position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

(f) Financial instruments

Impairment of trade receivables

Impairment of trade receivables have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses. The Board has determined the probability of non-payment of the receivable and multiplied this by the amount of the expected loss arising from default.

The amount of the impairment is recorded in a separate allowance account with the loss being recognised in finance expense. Once the receivable is determined to be uncollectable then the gross carrying amount is written off against the associated allowance.

Financial liabilities

The Board measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the Board comprise trade payables.

(g) Impairment

At the end of each reporting period the Board assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

(h) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(i) Trade and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Board during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

(i) Trade and other receivables

These include amounts due from owner councils for capital contributions, the ATO and accrued interest on deposits in financial institutions. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

(j) Employee benefits

Provision is made for the Board's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on government bond rates, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

No accrual is made for sick leave. The Board does not make payment for untaken sick leave.

Superannuation

All superannuation schemes to which the Board makes contributions on behalf of employees are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Board.

(k) Adoption of new and revised accounting standards

The Board has adopted all standards which became effective for the first time at 30 June 2020, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Board.

(l) Economic dependence

Brown Hill and Keswick Creeks Stormwater Board is dependent on its constituent councils and other funding bodies for the majority of its revenue used to achieve its objectives. At the date of this report, the Board believe that the Member Councils and other bodies will continue to support the Board.

3 Critical Accounting Estimates and Judgments

The Board makes estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

P 1800 934 325

E info@bhkcstormwater.com.au

PO Box 124 Unley SA 5061

www.bhkcstormwater.com.au

BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

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BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

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BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements For the Year Ended 30 June 2020

2 Summary of Significant Accounting Policies

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BROWN HILL & KESWICK CREEKS STORMWATER BOARD

Notes to the Financial Statements

For the Year Ended 30 June 2020

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P 1800 934 325

E info@bhkcstormwater.com.au

PO Box 124 Unley SA 5061

www.bhkcstormwater.com.au





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From the Chair

On behalf of the Centennial Park Board, I am pleased to present the 2019/20 Annual Report. I consider it a great privilege to continue to serve as the Chair of the Centennial Park Board for another year.

The tail end of this financial year has certainly brought challenges, but we were still able to celebrate many achievements throughout the year. This year Centennial Park recorded a deficit of \$451K, significantly better than the budget, and after distributing a liability guarantee fee of \$636K to our owner councils. A deficit was budgeted in anticipation of the introduction of new accounting standards that require a significant portion of the income received from Interment Rights to be deferred and brought to account over the entire period of the Interment Right. A commitment to sound financial discipline ensured that Centennial Park delivered a better result than budgeted, despite the impacts of the COVID-19 pandemic.

Centennial Park is an important place for our community and those with loved ones resting here. It is not just a place of mourning. It is a place that connects people through beautiful gardens, services, events and stories. The leadership team at Centennial Park continue their work to future-proof the Park to ensure it meets the needs of our families and the broader community.



Geoff Vogt
– Chair

This year, we made excellent progress on the development of an appropriately scaled café, function, and retail facility. We were pleased to appoint an architect, builder and operator, all South Australian businesses. With work underway, this project will be the first facility of its kind in a South Australian cemetery.

To strengthen our governance framework, we worked with our owner councils to review the Centennial Park Cemetery Authority Charter that outlines the functions and powers of the Authority. In the upcoming year, we will begin developing a new Strategic Plan to set our path and objectives for the next five years.

Throughout the year, \$466k was invested in replacing the footings that support headstones within the burial sections of the Park. This is important work to preserve the memory of those resting here and to maintain the high standards of our Park. This project will continue throughout the next financial year and beyond.

It is with pleasure and gratitude that I extend a sincere thank you to our CEO Janet Miller, and her dedicated team, for their diligence and resilience throughout the year. They continue to deliver on our strategic objectives while remaining committed to our values of compassion, inclusion, excellence and innovation. Janet's conscientious leadership ensures that Centennial Park continues to operate commercially whilst engaging with all aspects of the community. In particular, the way she proactively managed the risks brought by the COVID-19 pandemic was exemplary. Her approach maximised assurance that the Park will continue to operate, regardless of the circumstances, in what might have and might still, based on experience elsewhere in the world, become a very much in demand essential service.

I am proud to share our progress towards our strategic priorities in this report and look forward to another year working with Janet, the Board and the whole Centennial Park team.

From the CEO

I want to begin by extending a heartfelt thank you to the entire Centennial Park team and the Board for their hard work and resilience throughout the year. Everyone's ongoing commitment to our values of compassion, inclusion, excellence and innovation meant that we were able to remain focused and continue to meet the needs of families and the community. The impact of COVID-19 is fresh in our minds and continues to impact our lives. However, I would like to take a moment to reflect on and celebrate, the milestones we achieved throughout the year. As part of our focus on inclusive community engagement, we hosted many beautiful and memorable events. Some of my highlights included:

- The self-guided sculptural walk in our gardens for the SALA festival.
- The commemorative service Remembrance Day including a flyover by four F/A-18 Hornets.
- Unveiling our 'Poppies' sculpture in Derrick Gardens, pictured on the cover of this report, dedicated to War Service personnel resting here at Centennial Park.
- All Souls Day memorial service which was conducted in both English and Italian and included a live radio telecast to the Italian community by Radio Italiana.



Janet Miller
– CEO

During the year we made several improvements to our grounds and facilities. In the Jubilee Complex, new carpets were laid and bench seating in the Heysen chapel was re-upholstered. In our memorial gardens, we refurbished the signature water feature in the Tuscan Garden, improving the appearance significantly. We invested significantly in the replacement of headstone footings, and work started on our long-awaited café and function centre development.

In March 2020, the COVID-19 pandemic began to impact our services. It is always incredibly difficult to farewell a loved one, and the restrictions implemented by the State Government in response to the pandemic caused additional anguish for already grieving families. I am thankful for the compassion and dedication of our team; in helping families say goodbye and ensuring that every unique life is acknowledged and remembered – even in a pandemic.

The restrictions on attendances at funerals meant fewer services were hosted by Centennial Park. Hospitality restrictions meant we could not offer catering in our lounges after a service. This is often a time for families and friends to connect and reminisce, and we know this custom has been missed. We also saw a reduction in cremation numbers at this time. Without the preceding service being held at Centennial Park, we saw some move away from the premium service we offer for cremations at Centennial Park.

We continue to set ourselves apart through the quality of our services and facilities. Every person who comes into our care is treated with sensitivity and respect at every step. We believe transparency is important, in both what we do and the prices we charge, and we hope to resume behind the scenes tours of our facilities as soon as the COVID-19 restrictions are eased sufficiently.

On a final note, I would like to say that in times of adversity there is no other team I would want to have by my side than the team here at Centennial Park. I thank each and every one of you for your contribution to the very important work we do here.

OUR KEY STAKEHOLDERS

Centennial Park works with a diverse range of internal and external stakeholders. We value their contribution in helping us to continue to provide quality services and a beautiful space for the community to use.



Families



Funeral directors



Celebrants



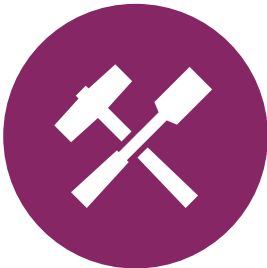
Suppliers



Employees



Local residents



Monumental masons



Cultural, religious and special interest groups



Local government



Community groups

AT A GLANCE

455,000+

PARK VISITORS 2019/20



54
EMPLOYEES



1,523
MEMORIAL
APPOINTMENTS



161
VARIETIES &
7,800 ROSES



1,500
SQUARE METRES
OF LAWN



1,060 FUNERAL
SERVICES



1,200
TREES PLANTED



10
COMMUNITY
EVENTS
1,297
ATTENDEES

40 HECTARES
OF GARDENS
MAINTAINED



748 
BURIALS

3,291 
CREMATIONS



154
JOINED A
BEHIND THE
SCENES TOUR

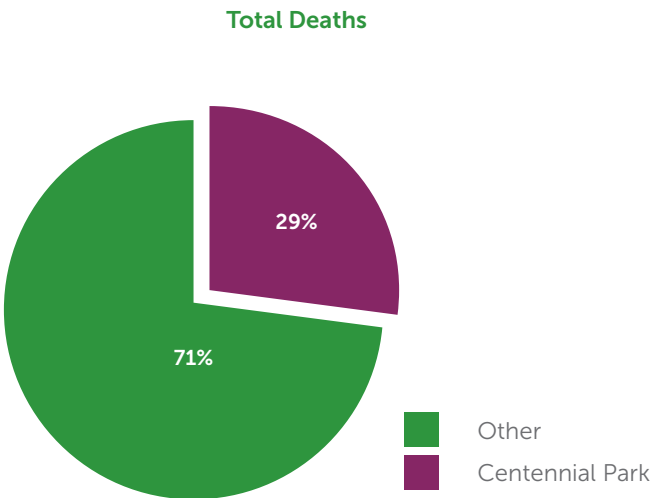
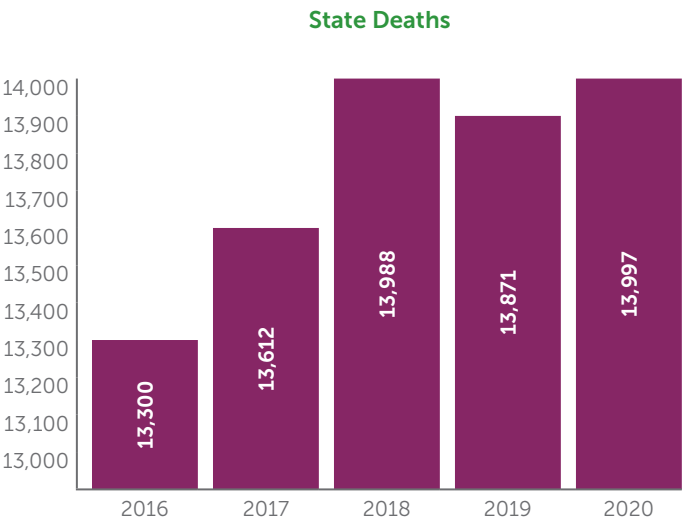


Operating Environment

Our core purpose is to provide cremation, burial, memorialisation and funeral services with compassion, sensitivity and transparency. Over the last year, we served the needs of the families of almost one-third of all deaths in South Australia.

State deaths

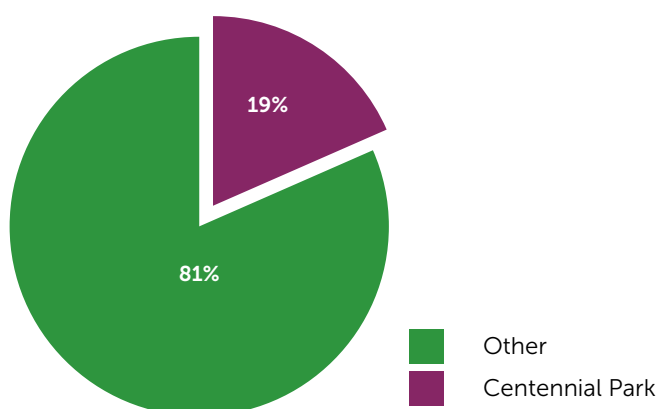
Centennial Park provided burial or cremation services for 29% of all recorded deaths in South Australia over the last financial year.



Burials

This year, there were 748 burials at Centennial Park, representing 19% of all state burials and 39% of all metropolitan burials. This is an increase of 9.4% from the previous period, indicating that we continue to meet the expectations of the community with our services and facilities.

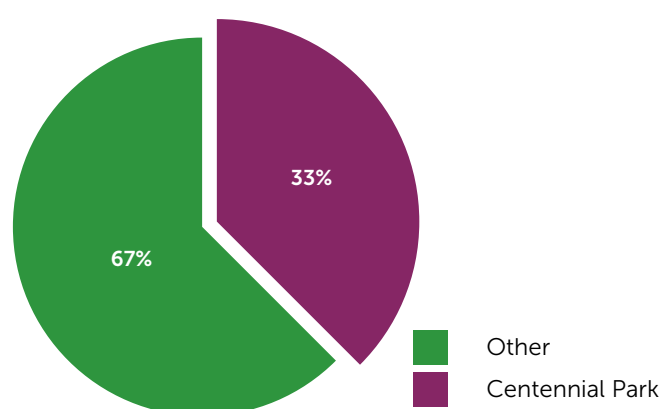
State Burials



Cremations

We conducted 3,291 cremations at Centennial Park during 2019/20, representing 33% of all cremations in South Australia. This is a 6% reduction on the previous year, which we consider a sound result despite the impacts of COVID-19 restrictions on our operations.

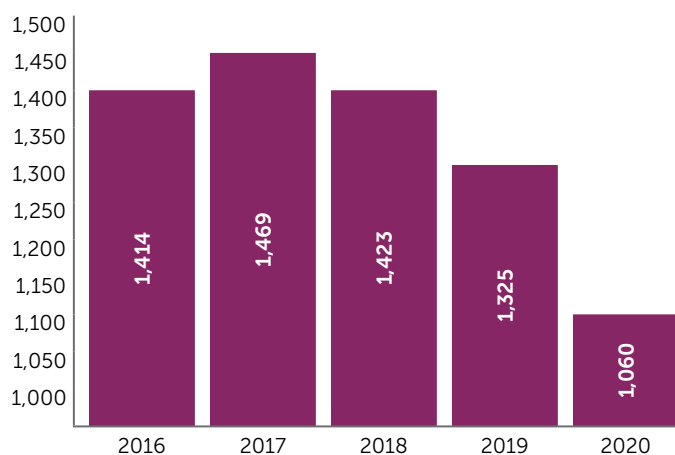
State Cremations



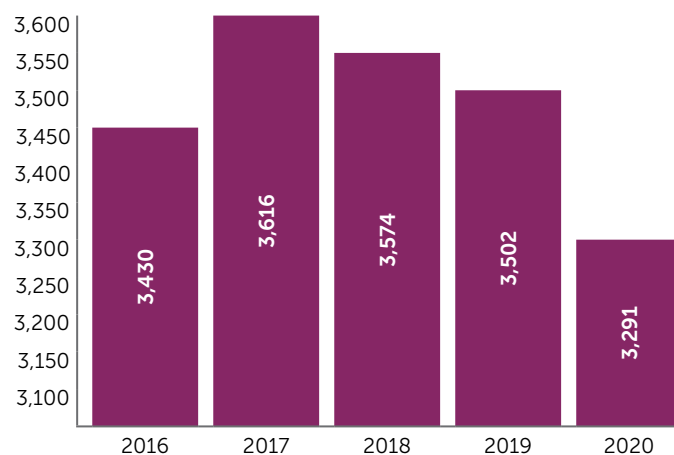
Funeral & memorial services

We hosted 1,060 funeral and memorial services this year. This was less than the previous period due to the COVID-19 restrictions imposed from March until June which impacted the number of people allowed to attend a funeral service.

Chapel Services



Cremations



COVID-19 PANDEMIC IMPACT & RESPONSE

In addition to focusing on the strategic priorities this year, we had to adapt our operations as a result of the COVID-19 pandemic.

Coping with grief and loss in a time of physical distancing is particularly challenging, and it was important that we were able to continue to support those who needed us. In responding to the risk of the pandemic, our priorities were the health and wellbeing of our team, families and visitors, and preserving our ability to provide our essential services to families in their time of need.

We followed the advice of State and Federal Governments, and continue to do so while the threat of a second wave remains a possibility. The most notable impacts on our usual operations were:

- Limits on funeral attendances were changed regularly, often at short notice, requiring us to act quickly in changing seating plans and reassessing room capacities in our Jubilee Complex, and in communicating changes to our funeral directors and families.
- The restrictions on funeral, memorial and catered lounge services had a flow on effect on our cremations with some families opting for a low-cost cremation service elsewhere.
- Catered lounge services ceased in March 2020 and have not yet been able to resume.
- Tours and events were suspended.
- Backup teams were established in all our key service areas to ensure we could continue to care for the needs of our community should any of our team members need to self-isolate. These backup teams were moved to different locations within the Park to mitigate the risk of spread of infection.
- Work from home arrangements were put in place where appropriate.

We look forward to resuming normal services as soon as it is safe to do so.

Supporting our families during COVID-19

Our team showed resilience, adaptability and innovation during this time and we introduced some new ways to support our families.

- By partnering with a local florist, we now offer a flower placement service for those who cannot visit the Park. Families and friends can order their flower arrangement online, and our team will place them at the memorial and provide a photo. This was introduced just in time for Mothers Day and was so well received by our community that we continue to offer it.
- We introduced a live-streaming capability for funeral services so that those who cannot attend can see and hear the service from home.
- We reduced the prices of our chapels so that families could use larger spaces and maximise the number of people who could attend funeral services, without incurring a higher cost whilst still complying with restrictions to gathering sizes.
- For those experiencing financial hardship, we introduced flexible payment options for renewals, memorial fees and laybys, as well as providing refunds without the usual administration fees.



Progress on Strategic Priorities

During the year we continued to invest in our assets, technology and people to deliver on our Strategic Plan 2017 – 2022.

The Strategic Plan values our history and tradition while providing a clear direction to move the Park forward so that it can continue to thrive for the community it serves. The plan focuses on four clear strategic priorities:

- Maximise our existing assets.
- Improve communication and engagement with our community.
- Grow through innovation.
- Strengthen organisational capacity.

This Annual Report summarises our progress on the four strategic priorities during the year.

Progress on Strategic Priorities

PRIORITY 1: MAXIMISE OUR EXISTING ASSETS

Upgrades in the Jubilee Complex

While we were unable to hold funeral services in some areas of the Jubilee Complex due to COVID-19 restrictions, we took the opportunity to undertake several improvements throughout the building.

All three chapels have had new carpet installed, and the pew seating in the Heysen Chapel was reupholstered, creating a fresh, modern look and feel. We have also upgraded audio-visual facilities throughout the building.

Beam replacements

During the year we continued with the cemetery beam replacement program, which involves replacing the old concrete foundations on which headstones are placed. We replaced 12 beams in our Catholic F section in FY2020 and will continue this beam replacement program in FY2021.

New sculptural artwork

In the lead up to Anzac Day and in dedication to the service personnel resting at Centennial Park, we revealed the 'Poppies' sculpture within Derrick Gardens, facing the Cross of Remembrance. This impressive piece by Everlon, depicts three poppies standing tall as well as a fallen one. 'Poppies' is a stunning and important addition to our existing collection of sculptures.





Landscaping & beautifying our gardens

We are continually working to keep our grounds looking beautiful. This year we have completed several projects including:

- Refurbishing the pond in the Tuscan Garden. The original paint has been removed and replaced with tiles and a new structure to house pumps and filters has been installed. The pond is the central feature in this formally landscaped garden and this refurbishment has improved the appearance of the entire area.
- Continuing to maintain the 7,800 roses across our gardens. As part of our maintenance program, 600 roses were replaced with new varieties due to age and poor health.
- The completion of a tree maintenance report was completed for the long-term maintenance of the 300 significant and regulated trees located across the Park. This maintenance report outlines how we can maintain these important trees to ensure their ongoing health and longevity.
- Installation of nine new bench seats in key locations across the cemetery grounds to provide visitors with the opportunity to sit, rest and reflect while visiting the park. Additional seats will be installed in FY2021.
- Improving the appearance of our memorial walls and gardens by installing 4000 niche cover plates on vacant positions.

Progress on Strategic Priorities

PRIORITY 2: IMPROVE COMMUNICATION AND ENGAGEMENT WITH OUR COMMUNITY

Building a strong connection with the community continues to be a focus for us. Through hosting events and celebrations that embrace life, art, culture, horticulture, music and much more, we are encouraging a sense of connection to Centennial Park. Below are just some of the highlights from the year.

Events

Our dedicated program of events provides opportunities for the community to enjoy our beautiful park and celebrate life. We held over ten events in the year including:

- **Fathers Day**
This year we had live music and free coffee in the Park. There were five musicians scattered throughout the grounds including acclaimed harpist and soprano, Emma Horwood. Her rendition of Ave Maria was a highlight for visitors enjoying free coffee on the lawns outside the Jubilee Complex.
- **Pregnancy & Infant Loss Tribute**
Celebrant and end-of-life companion, Michelle Jewells-Parson, led a touching service followed by a release of bubbles on the lawns outside the Jubilee Complex in memory of loved ones lost too soon.
- **Remembrance Day**
The annual flag-laying ceremony was performed by Walford Anglican School for Girls this year. The service began with a catafalque party of cadets from all three armed forces and Re-enact SA, led by the mounted Barossa Light Horse Division. They were accompanied by the Scotch College Pipes and Drums Band and the Walford Girls' Choir. This year's event was made extra special by a flyover of four classic F/A-18 Hornets.

Art in the Park

Our stunning gardens and facilities provide an ideal space in which to showcase the works of local artists.

For the month of August, we were proud to host the SALA in the Park sculptural walk in our gardens once again. The public were invited to contemplate life and art in our gardens while taking a self-guided walk throughout the grounds to view a collection of eighteen sculptures, including our permanent sculptures and others temporarily placed as part of our partnership with SALA.

The foyer of the Jubilee Complex played host to two art exhibitions this year. The Three Generations exhibition featured paintings from three generations of a family of artists including renowned artist, Allyson Parsons, her mother Marie Parsons, and son, Henry Cockington. To herald the arrival of Spring, the Mitcham Felters held their New Life exhibition in the foyer during September and October.

Perpetual garden calendar

We were immensely proud to launch a perpetual garden calendar this year. The calendar provides month-by-month gardening tips accompanied by photos from our gardens. Our horticultural staff collaborated with celebrity horticulturist, Michael Keelan to produce this beautiful souvenir that we provide as a useful keepsake to tour participants.

Embracing Life program

We are now in the second year of our wellness program, Embracing Life. We have received keen community interest and positive feedback on the events and activities offered through this initiative. The yoga sessions, delivered in partnership with Yogita Yoga, continue to be very popular. This year we offered a Succulent Wreathmaking Workshop hosted by The Succulent Workshop. This was our first paid event, and it sold out within days.

Tours

Our personalised Garden and History Tours for community groups continue to be successful, generating very positive feedback. This year we hosted several groups, including the Carrick Hill Volunteer Group, Flinders University of the Third Age and Marion Council Community Bus group.

Our Behind the Scenes Tours, available to the general public on weekends, continued to be well attended until they were suspended due to the COVID-19 restrictions. We look forward to resuming these tours as soon as it is safe to do so.

Media & public relations

Our proactive and reactive approach to media opportunities enables us to spread our message far and wide. This year we had over 25 features and mentions in the South Australian media including television, radio and print.

Highlights included:

- The unveiling of the Poppies sculpture and tips from Janet Miller on observing Anzac Day during COVID-19 restrictions were featured in the Adelaide Advertiser and on Channel 7 News.
- Janet Miller and Judy Inkster (from our gardens team) were interviewed on Five AA radio by Michael Keelan to promote the Centennial Park Perpetual Garden Calendar.
- Janet Miller was interviewed live by ABC Radio's David Bevan about our COVID-19 response and advice for funeral service attendance.
- Five AA Radio recorded an interview with Janet Miller on advice for funeral services during COVID-19 such as holding a smaller service now and a larger gathering later.

Progress on Strategic Priorities

PRIORITY 3: GROW THROUGH INNOVATION

Environmental performance

As part of our commitment to responsible environmental practices, we have been reporting on our environmental performance annually for over ten years. Our most recent independent Greenhouse Gas audit was commissioned by Centennial Park and managed by Pangolin Associates to conduct a holistic assessment of the environmental impacts of our operations. The report includes assessments of our energy usage and emissions, water usage, tree planting and soil management. This year's key findings are outlined below:

- **Energy**
Overall emissions have reduced by 545 tonnes of CO₂-e since the base year (FY2008). A decrease of 37.1%, based on an annual like-for-like net comparison.
- In 2019, a new Facultatieve Technologies cremator was installed which has reduced our gas consumption and emissions.

Water management

- In 2012, we installed a 214,000 litre stormwater tank. Since then, more than 16,000kL of stormwater has been recycled and used for irrigating the grounds.
- The development of garden beds and pathways in the memorial gardens has reduced the total area of grass, which in turn, reduces our water consumption.
- Trees pruned on our grounds are turned into mulch which is used on garden beds to reduce water usage.
- Water retention crystals are used in all new plantings.
- This year we purchased a Smart Meter, soil temperature probes and moisture sensors to monitor our water usage.

Tree planting

- We have been a member of Trees for Life since mid 1990's. Each year 1,200 native trees and shrubs are planted to maintain boundary vegetation providing habitat for wildlife and a natural screen.

Soil management

- The amount of soil removed from the site due to burial operations has reduced from approx. 3,000 tonne per year prior to 2009 to less than 100 tonne this year. We have been reusing the excess soil onsite for the beam replacement program.



South Australia's first café facility within a cemetery

We are proud to be leading the way with South Australia's first café and function facility within a cemetery, with construction well underway. This project is a purely South Australian collaboration between Centennial Park, Studio S2 Architects, Chappell Builders and Blanco Horner Hospitality Management. It will create more than fifteen full-time jobs during construction and a further ten full-time jobs upon completion to operate the café and function spaces.

It will provide a comfortable space for families and friends to gather, share stories and remember loved ones after funeral or memorial services in the Jubilee Complex. We also anticipate that the community will utilise it as a peaceful place to enjoy a coffee in a beautiful and unique setting.

Community partnerships

We partner with several not-for-profit organisations to help us maintain and improve our facilities:

- **Bedford Group**
Local disability and support services provider, Bedford, continues to help us to maintain our grounds. Bedford clients learn new skills and gain hands-on experience while working in our gardens. It helps us to expand our workforce on demand during busy periods in the park.
- **Urrbrae TAFE**
Our gardens become a classroom for Urrbrae TAFE students who gain practical experience pruning our roses under the supervision of their lecturers. Rose pruning is one of the biggest tasks in the garden during the year, and we are pleased to be part of this mutually beneficial arrangement.
- **Trees for Life**
As part of our commitment to a sustainable environment, we continue to be an active member of Trees for Life including the planting of 1,200 native trees and shrubs along the boundary of the Park. Native plants are a vital part of our gardens; they add colour and texture and attract native fauna and bees.

Progress on Strategic Priorities

PRIORITY 4: STRENGTHEN ORGANISATIONAL CAPACITY

Information & communications technology

To meet the expectations of our customers and enable our staff to provide efficient service, we continue to invest in business technology. Through investment in fit-for-purpose technology, we are ensuring our data and systems are robust, enabling more efficient business operations, producing insightful reporting and providing a better user experience for staff and customers.

Over the past twelve months, we have focused on the following information technology initiatives:

- Commenced work on the replacement of our Cemetery Management System. This is a key strategic project to bring our core business system in line with current technologies. We will be migrating to a cloud-based system specially designed for cemetery management. We expect to finalise this project in 2021.
- Commissioned an external audit on cyber security. We implemented several measures and safeguards to align with best practice frameworks on cyber and data security. Along with our continuous improvement program, this will ensure the security of our systems and data in the long term.
- Successfully completed the migration to Office 365 for all staff. This has increased the security, availability and capacity of our business systems as well as creating a more agile and adaptable workforce that is not limited by technology constraints.

People & culture

The health and wellbeing of our people is paramount to creating a positive, engaged and high performing culture. For this reason, we continue to invest in health and wellbeing initiatives to support our team.

This past year, we have continued with our skin cancer screening checks, mental health first aid training for leaders, and offered flu vaccinations for our employees. We also hosted an external speaker from the Zahra Foundation to provide information and advice around domestic violence in Australia. We continue to investigate additional ways to support mental and physical health in the workplace.

We recognise the very sensitive nature of our work and continue to provide support to our team in managing these aspects of our services. This year we have delivered workshops around resilience and positive thinking where participants identified strategies to build their resilience and positive connections, in an activity-based format.

We have also undertaken comprehensive ergonomic assessments for our team and our facilities. As a result, we developed a framework to assist in creating an environment where best practice ergonomics are the norm, and our team is empowered to maintain good ergonomic health.

Health and wellbeing will continue to be an ongoing focus for the organisation, particularly in light of the widespread wellbeing challenges resulting from the COVID-19 pandemic.

We review our resourcing and professional development needs on an ongoing basis to develop robust organisational structures that support and enhance our service offerings, along with the customer experience.



Workplace health & safety

In line with our broader culture of care and compassion, we take our responsibility to provide a safe and healthy working environment seriously. Our goal is to eliminate, where possible, the risk of accident or incident and work-related injuries.

We continue to develop and implement an annual Work Health Safety and Injury Management Action Plan in consultation with the LGAWCS to assist us in continuing to improve our WHS management system.

To foster general good health among our employees, we continue to offer the CHG Healthy Lifestyle Program.

The table below summarises our WHS data for the last five years:

Indicator	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Number of injuries resulting in lost time at work	0	0	0	1	0
Lost days due to injury	0	0	0	2	0
Number of accidents/incidents reported	44	46	36	34	35
Number of hazards reported	12	9	7	4	8

The Board

The Centennial Park Cemetery Authority is governed by a Board comprised of seven members – two members from each of the constituent councils and three independent members.

Each member makes a unique contribution and we value the diversity of their knowledge and experience in local government and commercial enterprise.

This year was the first full year for the current board, and they have shown great professionalism, high levels of accountability and transparency. There have been robust discussions that have resulted in sound decision making and a clear strategic direction.

All board members are active in their attendance at meetings and on committees to ensure they keep abreast of industry and other developments for the continual improvement of the Park.

CURRENT BOARD MEMBERS



Geoff Vogt
(Chair since July 2017 –
appointed to the Board June 2011)



Andrew Kay
(Independent –
appointed April 2017)



Amanda Heyworth
(Independent –
appointed July 2017)



Jane Russo
(City of Unley –
appointed February 2019)



Michael Rabbitt
(City of Unley –
appointed February 2019)



Karen Hockley
(City of Mitcham –
appointed February 2019)



Dave Munro
(City of Mitcham –
appointed February 2019)

Board/ Committee Member Meeting Attendance

Board /Committee Member	Committee	No. of Meetings Held During Term of Office	No. of Meetings Attended
A Heyworth (Chair)	Audit & Risk Management	4	4
A Kay	Audit & Risk Management	4	4
G Vogt	People & Culture	2	2
A Kay	People & Culture	2	2
A Heyworth	Café Development	2	1
M Rabbitt	Café Development	2	2
A Kay	Café Development	2	2

Board Member Meeting Attendance

Board Member	No. of Meetings Held During Term of Office	No. of Meetings Attended
G Vogt (Chair)	9	9
A Kay	9	8
A Heyworth	9	9
J Russo	9	9
M Rabbitt	9	9
K Hockley	9	8
D Munro	9	8

Financial Performance

We achieved an operating deficit of \$451K which was a result of the introduction of the new accounting standard AASB 16 - Leases. This standard requires us to defer a portion of Interment Right revenue and the first time adoption of this standard has resulted in the deferral of \$814K in revenue this year.

The Liability Guarantee Fee paid to the owner Councils was \$636K in total, which is 1.6% more than last year. Discounting the Liability Guarantee Fee, the result for the year was a Surplus of \$185K, representing a 2% return on revenue.

Our revenue was further impacted by the COVID-19 pandemic restrictions which affected chapel and cremation services. However, a strong focus on financial discipline has resulted in a better outcome than budgeted.

A complete set of audited general purpose financial reports follows in this Annual Report.



ANNUAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2020

To be the pre-eminent end-of-life resting place: a place that connects people through a rich tapestry of beautiful gardens, services, events and histories.

Centennial Park Cemetery Authority

760 Goodwood Road, Pasadena, South Australia 5042

Telephone: (08) 8276 6011

Email: enquiry@centpark.org.au

Website: www.centennialpark.org

CENTENNIAL PARK CEMETERY AUTHORITY GENERAL PURPOSE FINANCIAL REPORTS

FOR THE YEAR ENDED 30 JUNE 2020

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CENTENNIAL PARK CEMETERY AUTHORITY

GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

CERTIFICATION OF FINANCIAL STATEMENTS

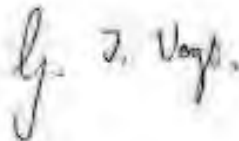
We have been authorised by the Authority to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Authority's financial position at 30 June 2020 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Authority's accounting and other records.



Janet Miller
CHIEF EXECUTIVE OFFICER



Geoff Vogt
CHAIRMAN

Date: 2 / 09 / 2020

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2020

\$	Notes	2020	2019
Income			
User Charges	2a	9,929,868	10,723,617
Investment Income	2b	165,957	249,173
Total Income		10,095,825	10,972,790
Expenses			
Employee Costs	3a	4,752,628	4,645,568
Materials, Contracts & Other Expenses	3b	4,102,047	4,528,403
Depreciation, Amortisation & Impairment	3c	1,691,996	1,594,475
Total Expenses		10,546,672	10,768,446
Operating Surplus / (Deficit)		(450,846)	204,345
Asset Disposal & Fair Value Adjustments	4	(794,415)	(231)
Net Surplus / (Deficit) ¹		(1,245,261)	204,114
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Impairment (Expense) / Recoupments Offset to Asset Revaluation Reserve	9a	(302,648)	-
Total Other Comprehensive Income		(302,648)	-
Total Comprehensive Income		(1,547,909)	204,114

¹ Transferred to Statement of Changes in Equity

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2020

\$	Notes	2020	2019
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	10,564,156	9,713,151
Trade & Other Receivables	5b	869,383	871,642
Inventories	5d	701,730	857,131
Total Current Assets		12,135,269	11,441,924
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	7a	35,039,437	36,696,943
Other Non-Current Assets	6a	1,333,902	495,086
Total Non-Current Assets		36,373,339	37,192,029
TOTAL ASSETS		48,508,608	48,633,953
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	2,453,758	2,147,375
Borrowings	8b	58,195	-
Provisions	8c	574,328	596,800
Total Current Liabilities		3,086,282	2,744,175
Non-Current Liabilities			
Borrowings	8b	111,390	-
Provisions	8c	12,950,198	14,608,865
Total Non-Current Liabilities		13,061,588	14,608,865
TOTAL LIABILITIES		16,147,869	17,353,040
Net Assets		32,360,739	31,280,913
EQUITY			
Contributed Equity		48,702	48,702
Accumulated Surplus		10,022,718	7,888,780
Asset Revaluation Reserves	9a	22,065,449	23,227,097
Other Reserves	9b	223,870	116,334
Total Authority Equity		32,360,739	31,280,913

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2020

			Asset			
\$	Notes	Accumulated	Revaluation	Other	Contributed	Total
		Surplus	Reserve	Reserves	Equity	Equity
2020						
Balance at the end of previous reporting period		7,888,780	23,227,097	116,334	48,702	31,280,913
Net Surplus / (Deficit) for Year		(1,245,261)	-	-	-	(1,245,261)
Other Comprehensive Income						
- IPP&E Impairment (Expense)/Recoupments Offset to ARR	7a	-	(302,648)	-	-	(302,648)
- Transfer to Accumulated Surplus on Sale of I,PP&E	9a	859,000	(859,000)	-	-	-
- Reversal of Future Upkeep Provision	1.11	14,526,000	-	-	-	14,526,000
- Deferred IR Revenue		(12,005,801)	-	-	-	(12,005,801)
- E M M Kay	9b	-	-	(814)	-	(814)
- Recycled Metals Charitable Reserve	9b	-	-	108,350	-	108,350
Other Comprehensive Income		3,379,199	(1,161,648)	107,536	-	2,325,087
Total Comprehensive Income		2,133,938	(1,161,648)	107,536	-	1,079,826
Balance at the end of period		10,022,718	22,065,449	223,870	48,702	32,360,739
2019						
Balance at the end of previous reporting period		7,684,666	23,227,097	82,850	48,702	31,043,315
Net Surplus / (Deficit) for Year		204,114	-	-	-	204,114
Total Comprehensive Income		204,114	-	-	-	204,114
Transfers between Reserves		-	-	33,484	-	33,484
Balance at the end of period		7,888,780	23,227,097	116,334	48,702	31,280,913

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2020

\$	Notes	2020	2019
Cash Flows from Operating Activities			
<u>Receipts</u>			
Operating Receipts		10,845,537	10,702,250
Investment Receipts		165,957	249,173
<u>Payments</u>			
Operating Payments to Suppliers and Employees		(8,359,699)	(9,221,358)
Net Cash provided by (or used in) Operating Activities	11b	2,651,794	1,730,065
Cash Flows from Investing Activities			
<u>Receipts</u>			
Sale of Replaced Assets		15,947	77,071
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(1,189,033)	(1,530,949)
Expenditure on New/Upgraded Assets		(582,000)	(359,556)
Net Cash provided by (or used in) Investing Activities		(1,755,086)	(1,813,434)
Cash Flows from Financing Activities			
<u>Payments</u>			
Repayment of Lease Liabilities		(45,704)	-
Net Cash provided by (or used in) Financing Activities		(45,704)	-
Net Increase (Decrease) in Cash Held		851,005	(83,369)
plus: Cash & Cash Equivalents at beginning of period	11	9,713,151	9,796,520
Cash & Cash Equivalents at end of period	11	10,564,156	9,713,151

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention (except as stated below) in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the

1.2 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying the Authority's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

1.3 Rounding

All amounts in the financial statements have been rounded to the nearest dollar.

2 The Local Government Reporting Entity

Centennial Park Cemetery Authority is incorporated under the South Australian

and has its principal place of business at 760 Goodwood Road, Pasadena.

The principal activities relating to the Authority's functions are:

Provision of cremation, cemetery and chapel services and memorial garden facilities.

3 Income Recognition

Revenue is recognised under

(AASB 15), (AASB 16) or
(AASB 1058) when appropriate.

The Authority predominately generates revenue through the following streams:

- I. Burial, Cremation and Chapel services
- II. Burial and Memorial Interment rights

Each of the above goods and services delivered or to be delivered to the customers are considered separate performance obligations even though for some situations they may be governed by a single legal contract with the customer.

I. Burial, Cremation and Chapel Services

- **At-need** – Revenue is recognised when the service is performed, or the goods are supplied.
- **Prepaid funeral services** – The Authority enters into prepaid contracts to provide burial and cremation services in the future. Funds received are treated as unearned revenue as the payment has been received but the service has not yet been provided.

II. Burial and Memorial Interment rights

- **Interment Rights (Limited Tenure)** – Revenue from interment rights is apportioned between a right to inter, a right to erect a monument, and a right to ongoing maintenance of the site. The right to inter provides an immediate benefit and this portion of revenue is recognised at contract inception. The right to erect a monument and the right to garden maintenance provide an ongoing benefit and this portion of revenue is accounted for on a straight-line basis over the term of the right.
- **Interment Right Renewals (Limited Tenure)** – Revenue from interment right renewals is for

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

the ongoing maintenance of the site and is recognised as income on a straight-line basis over the average term of renewals that year.

- **Interment Rights (Perpetual)** – As a perpetual Interment Right has no end date revenue is recognised when control of the interment right passes to the customer. The customer gains control of the interment right at contract inception.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition, except for trade receivables from a contract with a customer, which are measured at the transaction price. A detailed statement of the accounting policies applied to financial instruments forms part of Note 12.

5 Inventories

Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the

Authority includes the cost of all materials used in construction and direct labour on the project.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by the Authority for each type of asset. The current policy is to expense all capital items less than \$1,000.

6.3 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of the Authority, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Plant & Equipment	2.5 to 10 years
Buildings	65 to 70 years
Other Structures	35 to 65 years
Infrastructure	12 to 100 years
Motor Vehicles	4 to 10 years

6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

where the future economic benefits would be replaced if the Authority were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts received from external parties in advance of service delivery are recognised as liabilities until the service is delivered or the amount is refunded as the case may be.

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using

government guaranteed securities rates with similar maturity terms.

Weighted avg. discount rate	0.98% (2019, 2.20%)
Weighted avg. settlement period	7 years (2019, 7 years)

No accrual is made for sick leave as the Authority experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave.

8.2 Superannuation

The Authority makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and the Authority's involvement with the schemes are reported in Note 17.

9 Leases

Accounting policy applicable from 01 July 2019

The Authority assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

9.1 The Authority as a lessee

The Authority recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

i.) Right-of-Use-Assets

The Authority recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

Computers	3 to 5 years
-----------	--------------

The right-of-use assets are also subject to impairment. Refer to the accounting policies above - Impairment of non-financial assets.

ii.) Lease Liabilities

At the commencement date of the lease, the Authority recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Authority uses its incremental borrowing rate or the interest rate implicit in the lease.

iii) Short-term leases and leases of low-value assets

The Authority applies the short-term lease recognition exemption to any short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

10 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

11 Future Upkeep Provision

The Future Upkeep Provision was established by the Authority to provide for the future maintenance of the Park. With the adoption of the new standard *AASB 16 Leases*, which also serves to provide for future maintenance of the Park, the policy has been rescinded and the provision reversed to Accumulated Surpluses at 1 July 2019.

The movement in the Future Upkeep Provision is as follows:

Provisions	\$'000
Future Upkeep Provision	
Opening Balance	14,526,000
Adjustment relating to change in accounting policy	(14,526,000)
Closing Balance	-

12 Payments to Constituent Councils

A Liability Guarantee Fee of \$636,176 was paid to the Constituent Councils (2019 Liability Guarantee Fee \$626,000).

13 Covid-19 Impact

The Covid-19 pandemic and resulting restrictions on funeral attendees impacted the Authority's revenue. Chapel Services and Cremations were the two key revenue streams that were impacted and we saw a steep decline in service numbers during this period. The gross impact to the Authority's revenue has been quantified at \$421K in lost revenue and the Net reduction to operating surplus has been quantified as \$287K.

14 New and amended accounting standards and interpretations

In the current year, the Authority adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period.

The Authority has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Adoption of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities

The Authority applied AASB 15 and AASB 1058, for the first time from 1 July 2019. The standards affect the timing with which revenues, particularly special purpose grants, are recognised. Amounts received in relation to contracts with sufficiently specific performance obligations are only recognised as these obligations are fulfilled.

The Authority has determined that the adoption of these new standards has not impacted the timing of revenue recognition.

Adoption of AASB 16 Leases (AASB 16)

AASB 16 supersedes AASB 117 Leases, Interpretation 4 Determining whether an Arrangement contains a Lease and other related Interpretations. The standard sets out the principles for the recognition, measurement, presentation, and disclosure of leases and requires lessees to recognise most leases on the balance sheet under a single on-balance sheet model.

The Authority applied AASB 16 for the first time from 1 July 2019. The standard applies to the Authority as both a Lessor and a Lessee.

- **Lessor** – The Authority adopted AASB 16 using the modified retrospective method of adoption. Under this method, the standard has been applied retrospectively with the cumulative effect of initially applying the standard recognised as an adjustment to the opening balance of Accumulated Surplus as at 1 July 2019 and comparatives have not been restated.

The Authority recognises these leases on the balance sheet as Deferred Interment Right Revenue Liability and Revenue is recognised as outlined in Note 1 Revenue Recognition.

The adoption of this standard has resulted in \$814,014 of revenue received during the financial year being quarantined to the balance sheet as a Deferred Interment Right Revenue liability.

- **Lessee** - The Authority recognised right-of-use assets and lease liabilities for those leases previously classified as operating leases, except

for short-term leases with lease terms that end within 12 months of the date of initial application and leases of low-value assets. The right-of-use assets for all leases were recognised based on the amount equal to the lease liabilities. No adjustments were needed for any previously recognised prepaid or accrued lease expenses as there were none. Lease liabilities were recognised based on the present value of the remaining lease payments, discounted using the incremental borrowing rate at the date of initial application.

Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020.

The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at the time of compiling these illustrative statements. The Authority is of the view that the standards are not expected to have a material impact upon the future financial statements.

Effective for NFP annual reporting periods beginning on or after 1 January 2020

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-6 Amendments to Australia Accounting Standards – Definition of a Business
- AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Material
- AASB 2019-3 Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform

Effective for NFP annual reporting periods beginning on or after 1 January 2021

- AASB 17 Insurance Contracts

Effective for NFP annual reporting periods beginning on or after 1 January 2022

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- AASB 2014-10 Sale or Contribution of Assets between an Investor and its Associate or Joint Venture (amended by AASB 2015-10 and AASB 2017-5)

15 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

16 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 2. INCOME

\$	Notes	2020	2019
(a). User Charges			
Sundry		192,686	56,695
Cremation		1,553,235	1,592,279
Memorial		2,844,634	2,766,186
Burial		5,056,655	4,886,135
Chapel Fees		1,097,262	1,422,322
Deferred Interment Right Revenue	1.14	(814,014)	-
Total User Charges		9,929,868	10,723,617
(b). Investment Income			
Interest on Investments		-	
- Local Government Finance Authority		156,586	215,242
- Banks & Other		9,371	33,931
Total Investment Income		165,957	249,173

NOTE 3. EXPENSES

(a). Employee Costs			
Salaries and Wages		3,954,718	3,848,433
Employee Leave Expense		348,788	343,175
Superannuation	17	370,863	371,874
Workers' Compensation Insurance		82,454	117,500
Less: Capitalised and Distributed Costs		(4,194)	(35,415)
Total Operating Employee Costs		4,752,628	4,645,568
Total Number of Employees (full time equivalent at end of reporting period)		51	53

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 3. EXPENSES (continued)

\$	Notes	2020	2019
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Auditing the Financial Reports		14,564	18,603
Subtotal - Prescribed Expenses		14,564	18,603
(ii) Other Materials, Contracts and Expenses			
Contractors		435,242	477,762
Energy		253,114	281,332
Individually Significant Items		636,176	626,000
Maintenance		664,227	569,413
Legal Expenses		42,203	47,796
Parts, Accessories & Consumables		684,268	954,858
Professional Services		26,908	276,976
Insurance		119,699	119,253
Licences		124,183	113,983
Water		304,280	356,700
Sundry		797,183	685,728
Subtotal - Other Material, Contracts & Expenses		4,087,483	4,509,800
Total Materials, Contracts and Other Expenses		4,102,047	4,528,403
(iii) Individually significant items			
Liability Guarantee Fee		636,176	626,000
(c). Depreciation, Amortisation and Impairment			
(i) Depreciation and Amortisation			
Buildings & Other Structures		363,656	298,161
Infrastructure		752,203	785,235
Right-of-Use Assets		51,949	-
Plant & Equipment		347,950	328,655
Motor Vehicle		175,026	182,241
Subtotal		1,690,784	1,594,292
(ii) Amortisation			
Trademarks		1,212	183
Subtotal		1,212	183
Total Depreciation, Amortisation and Impairment		1,691,996	1,594,475

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 4. ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

\$	Notes	2020	2019
Infrastructure, Property, Plant & Equipment			
(i) Assets Renewed or Directly Replaced			
Proceeds from Disposal		15,947	77,071
Less: Carrying Amount of Assets Sold		(97,210)	(77,302)
Gain (Loss) on Disposal		(81,263)	(231)
(ii) Assets Surplus to Requirements			
Less: Carrying Amount of Assets Disposed		(713,152)	-
Gain (Loss) on Disposal		(713,152)	-
Net Gain (Loss) on Disposal or Revaluation of Assets		(794,415)	(231)

NOTE 5. CURRENT ASSETS

(a). Cash & Cash Equivalent Assets			
Cash on Hand at Bank		359,588	226,912
Deposits at Call		704,568	886,239
Short Term Deposits & Bills, etc.		9,500,000	8,600,000
Total Cash & Cash Equivalent Assets		10,564,156	9,713,151
(b). Trade & Other Receivables			
Debtors - General		679,858	652,701
Prepayments & Other Receivables		189,525	218,941
Total Trade & Other Receivables		869,383	871,642
(c). Inventories			
Stores & Materials		8,922	10,274
Trading Stock		692,808	846,857
Total Inventories		701,730	857,131

NOTE 6. NON-CURRENT ASSETS

(a). Financial Assets			
Capital Works-in-Progress		1,306,478	489,276
Trademarks		27,424	5,810
Total Other Non-Current Assets		1,333,902	495,086

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

\$	Fair Value Level	as at 30/6/2019				Asset Movements during the Reporting Period					as at 30/6/2020			
		At Fair Value	At Cost	Accumulated Dep'n	Carrying Value	Asset Additions		WDV of Asset Disposals	Depreciation Expense (Note 3c)	Impairment Loss (recognised in Equity) (Note 9)	At Fair Value	At Cost	Accumulated Dep'n	Carrying Value
						New / Upgrade	Renewals							
Land	2	5,650,000	-	-	5,650,000	-	-	-	-	-	5,650,000	-	-	5,650,000
Buildings & Other Structures	2	25,000	1,167,522	(27,453)	1,165,069	96,430	-	-	(85,483)	-	25,000	1,263,952	(112,936)	1,176,016
Buildings & Other Structures	3	20,293,372	-	(7,991,531)	12,301,841	-	-	(713,152)	(278,173)	-	19,580,220	-	(8,269,704)	11,310,516
Infrastructure	2	25,000	2,530,473	(90,571)	2,464,902	14,846	634,147	-	(71,093)	-	25,000	3,179,466	(161,664)	3,042,803
Infrastructure	3	51,997,150	-	(38,720,663)	13,276,487	-	-	(97,210)	(681,110)	(302,648)	51,597,292	-	(39,401,773)	12,195,519
Right-of-Use Assets	-	-	-	-	-	227,780	-	-	(51,949)	-	-	227,780	(51,949)	175,831
Plant & Equipment	-	3,918,156	-	(2,877,983)	1,040,173	53,629	92,355	(5,110)	(347,950)	-	-	4,059,030	(3,225,933)	833,097
Motor Vehicles	-	1,628,869	-	(830,398)	798,471	-	37,589	(5,378)	(175,026)	-	-	1,661,080	(1,005,424)	655,656
Total Infrastructure, Property, Plant & Equipment		77,990,522	9,245,020	(50,538,599)	36,696,943	392,684	764,092	(820,850)	(1,690,784)	(302,648)	76,877,512	10,391,308	(52,229,383)	35,039,437
Comparatives		78,014,822	7,302,076	(48,912,746)	36,404,152	476,582	1,487,806	(77,305)	(1,594,292)	-	77,990,522	9,245,020	(50,538,599)	36,696,943

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 7b. VALUATION OF INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT & INVESTMENT PROPERTY (continued)

Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7a for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Fair value hierarchy level 2 valuations - Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Fair value hierarchy level 3 valuations of land - Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets - There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by the Authority.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques. Accordingly, formal sensitivity analysis does not provide useful information.

Other Information

Building & Other Structures and Infrastructure shown in fair value hierarchy level 2 and 3 were revalued as at 30 April 2017 by Martin Burns, Senior Commercial Valuer – Certified Practising Valuer of Liquid Pacific. Subsequent additions at cost have been disclosed on the basis that cost is a material representation of fair value.

Land for cemetery purposes is zoned Institutional and is considered a restricted asset. The valuation of the Land was based on sales of similarly zoned land which prohibit development.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 7b. VALUATION OF INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT & INVESTMENT PROPERTY (continued)

Valuation of Assets (continued)

Other Information (continued)

Increases in the carrying amount arising on revaluation of land, buildings, improvements, plant, machinery and contents are credited to a revaluation reserve in equity. Decreases that offset previous increases of the same asset class are charged against fair value reserves directly in equity; all other decreases are charged to the income statement.

Land & Land Improvements

Land available for burials and memorials is a restricted asset as the Authority has issued interment rights to third parties for perpetuity and the site must be maintained for the term of the interment right.

Buildings & Other Structures

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Infrastructure

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Plant, Furniture & Equipment

Plant and equipment is carried at cost, less any accumulated depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 7b. VALUATION OF INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT & INVESTMENT PROPERTY (continued)

Valuation of Assets (continued)

Motor Vehicles

Motor vehicles are measured on the cost basis less accumulated depreciation and impairment losses..

The carrying amount of motor vehicles is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

NOTE 8. LIABILITIES

\$	Notes	2020 Current	2020 Non Current	2019 Current	2019 Non Current
(a). Trade and Other Payables					
Goods & Services		895,445	-	712,212	-
Payments Received in Advance		1,218,306	-	1,197,032	-
Accrued Expenses - Employee Entitlements		84,686	-	34,971	-
Accrued Expenses - Other		255,321	-	191,699	-
Other		-	-	11,461	-
Total Trade and Other Payables		2,453,758	-	2,147,375	-
(b). Borrowings					
Lease Liabilities	16	58,195	111,390	-	-
Total Borrowings		58,195	111,390	-	-
All interest bearing liabilities are secured over the future revenues of the Authority					
(c). Provisions					
Employee Entitlements (including oncosts)		574,328	94,387	596,800	46,865
Heritage Monuments Restoration		-	36,000	-	36,000
Future Upkeep Provision		-	-	-	14,526,000
Deferred Interment Right Revenue		-	12,819,811	-	-
Total Provisions		574,328	12,950,198	596,800	14,608,865

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 9. RESERVES

\$	1/7/2019	Increments (Decrements)	Transfers	Impairments	30/6/2020
(a). Asset Revaluation Reserve					
Land	3,743,237	-	-	-	3,743,237
Buildings & Other Structures	7,907,528	-	(484,117)	-	7,423,411
Infrastructure	11,576,332	-	(374,883)	(302,648)	10,898,801
Total Asset Revaluation Reserve	23,227,097	-	(859,000)	(302,648)	22,065,449
Comparatives	23,227,097	-	-	-	23,227,097
\$	1/7/2019	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2020
(b). Other Reserves					
E M M Kay	30,719	-	-	(814)	29,905
Recycled Metals Charitable Reserve	85,615	-	-	108,350	193,965
Total Other Reserves	116,334	-	-	107,536	223,870
Comparatives	82,850	33,484	-	-	116,334

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

E M M Kay Reserve

A reserve has been recognised for a bequest received from the estate of a deceased interred at the Park to maintain the site. The Board has resolved that the expenses incurred on an annual basis maintaining the site will be charged against the reserve. Interest accrued from the reserve will be absorbed in general operating revenue to offset the administration of the same. During Financial Year 2015/16 the interment right for E M M Kay was converted to perpetuity and costs offset against the reserve.

Recycled Metals Charitable Reserve

Funds received from the recycling of metal plaques have been directed to a reserve to be used for philanthropic and charitable purposes.

Contributed Equity Reserve

Equity contributed from City of Mitcham and City of Unley.

NOTE 10. ASSETS SUBJECT TO RESTRICTIONS

The land on which the Authority operates is subject to restrictions as detailed in Note 7. No further restrictions to assets apply.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 11. RECONCILIATION TO STATEMENT OF CASH FLOWS

\$	Notes	2020	2019
(a). Reconciliation of Cash			
Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:			
Total Cash & Equivalent Assets	5	10,564,156	9,713,151
Balances per Statement of Cash Flows		10,564,156	9,713,151
(b). Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		(1,245,261)	204,114
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		1,691,996	1,594,475
Net (Gain) Loss on Disposals		794,415	231
		2,162,700	1,798,820
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		2,259	27,393
Net (Increase)/Decrease in Inventories		155,401	39,246
Net (Increase)/Decrease in Other Current Assets		-	(48,760)
Net Increase/(Decrease) in Trade & Other Payables		306,383	223,424
Net Increase/(Decrease) in Unpaid Employee Benefits		25,050	(88,958)
Net Increase/(Decrease) in Other Provisions		-	(254,587)
Net Increase/(Decrease) in Other Liabilities		-	33,488
Net Cash provided by (or used in) operations		2,651,794	1,730,066
(c). Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		50,000	50,000
Corporate Credit Cards		30,000	30,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 12. FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Carried at lower of cost and net realisable value;
Interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates between 1.10% and 0.80% (2019: 1.90%). Short term deposits are held either in LGFA or NAB at call and term deposit accounts.

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables

Fees & Other Charges

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Unsecured, and do not bear interest.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Liabilities

Creditors and Accruals

Accounting Policy:

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities

Leases

Accounting Policy:

Accounted for in accordance with AASB 16 as stated in Note 17.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 12. FINANCIAL INSTRUMENTS (continued)

\$	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2020					
<u>Financial Assets</u>					
Cash & Equivalents	10,564,156		-	10,564,156	10,564,156
Receivables	679,858	-	-	679,858	679,858
Total Financial Assets	11,244,014	-	-	11,244,014	11,244,014
<u>Financial Liabilities</u>					
Payables	2,096,783	-	-	2,096,783	2,113,752
Lease Liabilities	169,585	-	-	169,585	169,585
Total Financial Liabilities	2,266,368	-	-	2,266,368	2,283,337
\$	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2019					
<u>Financial Assets</u>					
Cash & Equivalents	9,713,151		-	9,713,151	9,713,151
Receivables	652,701	-	-	652,701	652,701
Total Financial Assets	10,365,852	-	-	10,365,852	10,365,852
<u>Financial Liabilities</u>					
Payables	1,920,705	-	-	1,920,705	1,920,705
Total Financial Liabilities	1,920,705	-	-	1,920,705	1,920,705

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the the Authority.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 12. FINANCIAL INSTRUMENTS (continued)

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the the Authority is the carrying amount, net of any impairment. All the Authority investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authority's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

Liquidity Risk is the risk that the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Mangement Policy (LGA Information Paper 15), liabilities have a range of maturity dates. the Authority also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. the Authority has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

NOTE 13. CAPITAL EXPENDITURE AND INVESTMENT PROPERTY COMMITMENTS

\$	Notes	2020	2019
Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Buildings & Other Structures		3,035,000	6,900
Infrastructure		392,000	21,453
Plant & Equipment		187,000	699,226
		3,614,000	727,579
These expenditures are payable:			
Not later than one year		3,614,000	727,579
Later than one year and not later than 5 years		-	-
Later than 5 years		-	-
		3,614,000	727,579

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

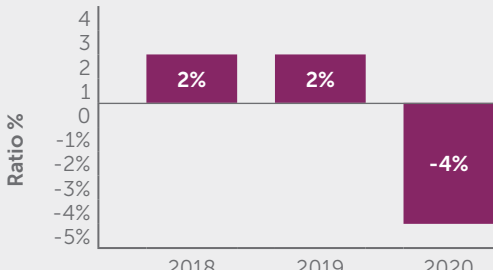
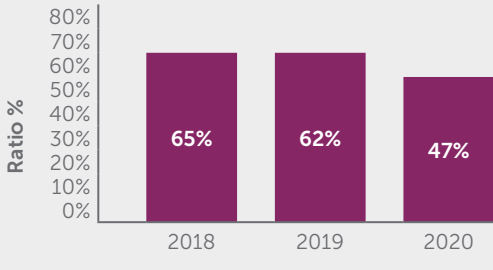
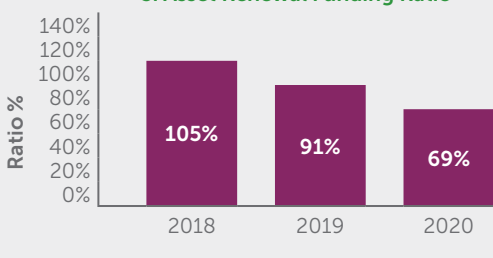
NOTE 14. FINANCIAL INDICATORS

\$	Amounts 2020	Indicator 2020	Prior Periods 20192018	
These Financial Indicators have been calculated in accordance with <i>Information paper 9 - Local Government Financial Indicators</i> prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.				
1. Operating Surplus Ratio				
Operating Surplus	(450,846)	(4%)	2%	2%
Total Operating Income	10,095,825			
This ratio expresses the operating surplus as a percentage of total operating revenue.				
2. Net Financial Liabilities Ratio				
Net Financial Liabilities	4,714,330	47%	62%	65%
Total Operating Income	10,095,825			
Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in the Authority businesses). These are expressed as a percentage of total operating revenue.				
3. Asset Renewal Funding Ratio				
Net Asset Renewals	1,173,086	69%	91%	105%
Infrastructure & Asset Management Plan required expenditure	1,691,997			
Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.				

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 14. FINANCIAL INDICATORS - GRAPHS (continued)

<div><div>1. Operating Surplus Ratio</div><table><thead><tr><th>Year</th><th>Ratio %</th></tr></thead><tbody><tr><td>2018</td><td>2%</td></tr><tr><td>2019</td><td>2%</td></tr><tr><td>2020</td><td>-4%</td></tr></tbody></table></div>	Year	Ratio %	2018	2%	2019	2%	2020	-4%	<div><div>Purpose of Operating Surplus Ratio</div><div>This indicator is to determine the percentage the operating revenue varies from operating expenditure</div></div>	<div><div>Commentary on 2019/20 Result</div><div><div>2019/20 Ratio</div><div>-4%</div></div><div>The Authority budgeted for an Operating Deficit of - 7.6%, this differs from prior years due to the adoption of the new standard AASB 16 Leases, which requires the authority to defer a portion of Interment Right revenue. The Authority's strong focus on financial discipline has resulted in the original target being exceeded even though revenue was further impacted by Covid-19 restrictions.</div></div>
Year	Ratio %									
2018	2%									
2019	2%									
2020	-4%									
<div><div>2. Net Financial Liabilities Ratio</div><table><thead><tr><th>Year</th><th>Ratio %</th></tr></thead><tbody><tr><td>2018</td><td>65%</td></tr><tr><td>2019</td><td>62%</td></tr><tr><td>2020</td><td>47%</td></tr></tbody></table></div>	Year	Ratio %	2018	65%	2019	62%	2020	47%	<div><div>Purpose of Net Financial Liabilities Ratio</div><div>This indicator shows the significance of the net amount owed to others, compared to operating revenue</div></div>	<div><div>Commentary on 2019/20 Result</div><div><div>2019/20 Ratio</div><div>47%</div></div><div>This ratio demonstrates that the Authority's liabilities are within acceptable levels. The decrease on prior years is due to the adoption of the new standard AASB 16 Leases which has impacted both the Authority's revenue and Liabilities.</div></div>
Year	Ratio %									
2018	65%									
2019	62%									
2020	47%									
<div><div>3. Asset Renewal Funding Ratio</div><table><thead><tr><th>Year</th><th>Ratio %</th></tr></thead><tbody><tr><td>2018</td><td>105%</td></tr><tr><td>2019</td><td>91%</td></tr><tr><td>2020</td><td>69%</td></tr></tbody></table></div>	Year	Ratio %	2018	105%	2019	91%	2020	69%	<div><div>Purpose of Asset Renewal Funding Ratio</div><div>This indicator aims to determine if assets are being renewed and replaced in an optimal way</div></div>	<div><div>Commentary on 2019/20 Result</div><div><div>2019/20 Ratio</div><div>69%</div></div><div>This ratio demonstrates the Authority's capital outlay on renewing/replacing assets. The Authority had anticipated a target closer to 100%, however the delayed start of two key asset renewal programs has resulted in the lower ratio.</div></div>
Year	Ratio %									
2018	105%									
2019	91%									
2020	69%									

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 15. UNIFORM PRESENTATION OF FINANCES

\$	2020	2019
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The following is a high level summary of both operating and capital investment activities of the the Authority prepared on a simplified Uniform Presentation Framework basis.

All Councils and subsidiaries in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all subsidiaries provide a common 'core' of financial information, which enables meaningful comparisons of each subsidiaries finances.

Income	10,095,825	10,972,790
<i>less</i> Expenses	(10,546,672)	(10,768,446)
Operating Surplus / (Deficit)	(450,846)	204,344
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(1,189,033)	(1,530,949)
<i>add back</i> Depreciation, Amortisation and Impairment	1,691,996	1,594,475
<i>add back</i> Proceeds from Sale of Replaced Assets	15,947	77,071
Subtotal	518,911	140,597
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(582,000)	(359,556)
Subtotal	(582,000)	(359,556)
Net Lending / (Borrowing) for Financial Year	(513,936)	(14,615)

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 16. LEASES

The Authority as a Lessee

Computer Equipment

The Authority has entered into non-cancellable operating leases for various items of computer equipment.

No lease imposes any additional restrictions on the Authority in relation to additional debt or further leasing.

Leases in relation to computer and office equipment permit the Authority, at expiry of the lease, to elect to re-lease, return or acquire the equipment leased.

No lease contains any escalation clause.

Set out below are the carrying amounts of right-of-use assets recognised within Infrastructure, Property, Plant and Equipment and the movements during the period:

Right of use assets

	Computer Equipment \$	Total \$
2020		
Additions to right-of-use assets	227,780	227,780
Depreciation charge	(51,949)	(51,949)
Balance at 30 June 2020	175,830	175,830

Set out below are the carrying amounts of lease liabilities (included under interest-bearing loans and borrowings) and the movements during the period:

\$	2020	2019
Balance at 1 July	-	-
Additions	169,585	-
Balance at 30 June	169,585	-
Classified as:		
Current	58,195	-
Non Current	111,390	-

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 17. SUPERANNUATION

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2019/20; 9.50% in 2018/19). No further liability accrues to the Authority as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. The Authority makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2018/19) of "superannuation" salary.

In addition, the Authority makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), the Authority does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2020. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

The Authority also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Authority.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 18. CONTINGENCIES & ASSETS/LIABILITIES NOT RECOGNISED IN THE BALANCE SHEET

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. CONTINGENT LIABILITY

The Authority has contingent liabilities with respect to the redemption of unused interment rights. The Burial and Cremation Act 2013 mandates the refund of unexercised interment rights at current prices less a provision for administration, maintenance and establishment costs; the calculation is determined in the regulations. The contingent liability as at the 30th June 2020 is \$12,239,891. An actual liability will only arise if a claim is made by existing interment right holders in the future. It is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

Total unused interment rights account for approximately 7.35% of 44,539 burial interment rights currently issued.

Total unused interment rights account for approximately 8.59% of 36,771 memorial interment rights currently issued.

Once an interment or placement of a monument has occurred an interment right cannot be redeemed.

NOTE 19. EVENTS AFTER THE STATEMENT OF FINANCIAL POSITION DATE

Events that occur after the reporting date of 30 June 2020, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

The Authority has adopted the date of receipt of the Certification of Financial Statements as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 27/08/20.

The Authority is unaware of any material or significant "non adjusting events" that should be disclosed.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 20. RELATED PARTY TRANSACTIONS

\$	2020	2019
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Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel of the Authority includes the Board, CEO and senior managers.
In all, 12 persons were paid the following total compensation.

The compensation paid to Key Management Personnel comprises:

Salaries, allowances and other short term benefits	799,913	714,615
Total	799,913	714,615

Amounts paid as direct reimbursement of expenses incurred on behalf of the Authority have not been included above.

Receipts from Key Management Personnel comprise:

No key management personnel or parties related to them had any transactions during the year on terms more favourable than those available to the general public.

Transactions with Council Entities

The Authority's Constituent Councils are:
The City of Mitcham
The City of Unley

Councils have influence on the financial and strategic operational decisions of the Authority given their equal Board member representation.

No one Member Council individually has control over these decisions.

During the year Liability Guarantee payments were made to the two Constituent Councils to the total value of \$636,176 (2018/19 \$626,000).

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 21. FUTURE COMMITMENTS

An arrangement is available to the public whereby any service currently offered by the Authority is capable of being prepaid.

Some funds were paid to Funeral Plan Management Pty Ltd with income to the Authority being recorded only when the service has been provided. Funds under management by Funeral Plan Management Pty Ltd at 30 June 2020 total \$688,759 (2019 \$724,384). From 1st December 2014 pre-paid products were no longer paid to Funeral Plan Management Pty Ltd.

NOTE 22. SEGMENT REPORTING

The Authority operates in one business and geographical segment being burials, cremations and memorials within South Australia.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF THE CENTENNIAL PARK CEMETERY AUTHORITY****Opinion**

We have audited the financial report of the Centennial Park Cemetery Authority (the Authority), which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and other explanatory information and the Certification of Financial Statements.

In our opinion, the financial report presents fairly, in all material respects, the financial position of Centennial Park Cemetery Authority as at 30 June 2020, and its financial performance and its cash flows for the year then ended in accordance with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information other than the Financial Report and Auditor's Report Thereon

The Authority is responsible for the other information. The other information comprises the information included in the Authority's annual report for the year ended 30 June 2020, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibility for the Financial Report

The Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*. The Authority's responsibility includes establishing and maintaining internal control relevant to preparation and fair presentation of the financial report so that it is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Authority is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by those charged with governance.
- Conclude on the appropriateness of the Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centennial Park Cemetery Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DEAN NEWBERY & PARTNERS CHARTERED ACCOUNTANTS



**SAMANTHA CRETEN
PARTNER**

Signed on the 3rd day of September 2020,
at 214 Melbourne Street, North Adelaide

CENTENNIAL PARK CEMETERY AUTHORITY

GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Centennial Park Cemetery Authority for the year ended 30 June 2020, the Authority's Auditor, Dean Newberry has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



Janet Miller
CHIEF EXECUTIVE OFFICER



Amanda Heyworth
CHAIR OF THE AUDIT & RISK MANAGEMENT COMMITTEE

Date: 17 August 2020

**Auditor's Independence Declaration under Section 22 of the Local Government
(Financial Management) Regulations 2011 to the Centennial Park Cemetery
Authority**

I confirm that, for the audit of the financial statements of the Centennial Park Cemetery Authority for the year ended 30 June 2020, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.



SAMANTHA CRETEN
PARTNER

Signed on the 3rd day of September 2020,
at 214 Melbourne Street, North Adelaide, South Australia 5006



Poppies
by Everlon

DECISION REPORT

REPORT TITLE:	APPOINTMENT OF PRESIDING MEMBER: CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE
ITEM NUMBER:	4.9
DATE OF MEETING:	23 NOVEMBER 2020
AUTHOR:	TAMI NORMAN
JOB TITLE:	EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. **EXECUTIVE SUMMARY**

Council established the City Strategy and Development Policy Committee (CSPDC) in January 2019. The CSPDC responds to Councils obligation to establish a strategic planning and development policy committee under the *Development Act 1993*. At the time of establishing the CSPDC Cr Jordan Dodd was appointed as Presiding Member for a term concluding 31 January 2021.

At that time, it was also noted that the State Government was in the process of implementing a series of planning reforms. As part of these, the obligation to establish a strategic planning and development policy committee was expected to cease from 30 June 2020. Other elements of the reforms changed the role of Council in relation to planning, which resulted in a significant reduction of the work transacted by the (CSPDC) in the previous term of Council. Planning reforms have continued since that time and the work considered by the Committee has declined as a consequence.

As there has been delays with the implementation of the *Planning Development and Infrastructure Act 2016* (PDI Act) the final phase of implementation is yet to occur. Once implemented the remaining provisions of the *Development Act 1993*, including Section 101A will cease to operate. This will mean that the statutory obligation to have the committee and its function in any statutory process will cease at that time.

Following her appointment as Deputy Mayor, Cr Dodd has recently submitted her resignation from the position of Presiding Member of the CSPDC. Given the requirement to establish the CSPDC remains current, this report seeks a decision from Council regarding the appointment of a new Presiding Member.

2. RECOMMENDATION

That:

1. The report be received.
 2. Councillor be appointed Presiding Member of the City Strategy and Development Policy Committee for the period commencing from the date of this resolution and concluding upon the final phase of the implementation of the *Planning Development and Infrastructure Act 2016* or at the conclusion of the current term of Council (whichever is the earlier).
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

Section 101A of the *Development Act 1993* (the Development Act) requires Council to establish a strategic planning and development committee.

The functions of the committee are set out in section 101A(2) as follows:

- a) to provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and
- b) to assist the council in undertaking strategic planning and monitoring directed at achieving –
 - i. orderly and efficient development within the area of the council; and
 - ii. high levels of integration of transport and land-use planning; and
 - iii. relevant targets set out in the Planning Strategy within the area of the council; and
 - iiia. the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - iv. other outcomes of a prescribed kind (if any); and
- c) to provide advice to the council (or act as its delegate) in relation to strategic planning and development policy issues when the council is preparing –
- d) other function (other than functions relating to development assessment or compliance) assigned to the committee by the council.

Pursuant to s101A(3) of the *Development Act*, the provisions relating to the establishment of committees under s.41 of the *Local Government Act 1999* (the Act) apply to this committee.

The State Government is currently working through the final implementation of planning reforms. As part of the final implementation the obligation to continue with the establishment of the CSPDC will cease, however this date remains unknown. Other elements of the reforms have changed the role of Council in relation to planning, which has resulted in a significant reduction of the work transacted by the CSPDC. It is expected that the planning reforms will continue to impact the role of Council, and subsequently the Committee into the future until such time as the Committee is no longer required. However, at this time, the legal obligation to establish the Committee remains.

5. DISCUSSION

While Council largely has discretion in relation to the formation of Committees, legislation currently prescribes that Council must have a strategic planning and development committee (s101A of the Development Act).

The full implementation of the PDI Act will usher in a significantly different landscape for planning and it is likely that the changes will mean the role of individual councils in this process will be significantly diminished.

Whilst there are obviously a lot of unknowns with the new framework and how it will operate in practice, it is likely that the final implementation of the PDI Act will mean that the CSPDC will be dissolved at a future date, however, until that time the CSPDC must remain in place.

Councillor J. Dodd recently resigned from her appointment as Presiding Member from the CSPDC following her appointment as Deputy Mayor. This means a new appointment to the role of Presiding Member is required.

The CSPDC is defined by the Remuneration Tribunal SA *Determination of Allowances for Members of Local Government Councils, 30 August 2018* as a *Prescribed Committee*. Remuneration for the Presiding Member (as an Elected Member) is 1.25 times the standard Elected Member Allowance (\$22,625 p.a.; standard allowance is \$18,100 based on the 2020 November adjusted rates). The Presiding Member may choose to decline the additional allowance associated with the role.

Currently membership of the CSPDC comprises all Council members.

Councillor E. Wright has expressed interest in being nominated for consideration for appointment as Presiding Member to the City Strategy and Development Committee.

6. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. Councillor be appointed Presiding Member of the City Strategy and Development Policy Committee for the period commencing from the date of this resolution and concluding upon the final phase of the implementation of the *Planning Development and Infrastructure Act 2016* or at the conclusion of the current term of Council (whichever is the earlier).

Council is obligated to have a City Strategy and Development Policy Committee. This option provides for the endorsement of the appointment of the Presiding Member following the resignation of Cr Jordan Dodd.

There is no other option proposed.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

8.1 Financial/Budget

- The cost to pay the Presiding Member is included in the current year budget. Remuneration for the Presiding Member (as an Elected Member) is 1.25 times the standard Elected Member Allowance (\$22,625; standard allowance is \$18,100). The Presiding Member may choose to decline the additional allowance associated with the role.

8.2 Legislative/Risk Management

- It is a statutory requirement that Council currently maintains a City Strategy and Development Policy Committee. Failure to do so would be a breach of the *Development Act 1993*. This requirement will remain in place until the final phase implementation of the PDI Act 2016.

9. **REPORT AUTHORISERS**

Name	Title
Peter Tsokas	Chief Executive Officer

INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

ITEM NUMBER: 4.10

DATE OF MEETING: 23 NOVEMBER 2020

AUTHOR: LARA KENNEDY

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

ATTACHMENTS: 1. CPCA CEO PROGRESS REPORT
SEPTEMBER QTR 2020

1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 30 September 2020.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to members councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 30 September 2020 is attached for the information of Council as Attachment 1.

Attachment 1

5. **REPORT AUTHORISERS**

Name	Title
Peter Tsokas	Chief Executive Officer
Tami Norman	Executive Manager, Office of the CEO



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
SEPTEMBER QUARTER 2020**

This progress report provides an update to our owner councils in relation to the financial performance of the Centennial Park Cemetery Authority (Centennial Park) for the period ended 30 September 2020, including insights into recent matter or activities that may be of interest.

Business Performance to 30 September 2020

We continue to be impacted by the COVID-19 pandemic restrictions which affect our chapel services as well as cremation and memorialisation services. Compounding the COVID impact is the decline in the rate of deaths in SA (and across the country) as a result of the distancing and hygiene measures being implemented to restrict the spread of infection. To the end of September there have been 8% fewer deaths in SA than for the same period last year. This is a 9% swing from our forecast, which assumes a 1% increase.

Despite this, the Authority has returned an Operating Surplus (before Liability Guarantee Fee & Deferred Interment Right Revenue) of \$430K for the financial year-to-date. This is a favourable variance to budget but is unlikely to be sustained across the financial year as some of the cost savings to date are due to deferred expenditure, and other savings are not sustainable in the longer term.

Development of the Strategic Management Plan 2022-2026

A timetable has been developed for development of Centennial Park's next Strategic Management Plan (SMP), which will take place over the course of next calendar year.

A facilitator has been engaged to chair a joint council workshop, which is scheduled for Saturday 20 February 2020. The aim of the workshop is to review the current SMP and to seek the views and thoughts of the elected members in relation to the next plan.

A workbook has been prepared for distribution to elected members ahead of the workshop. The workbook includes a running sheet; questions and models to consider in readiness for the workshop; and pre-reading materials, including a report on the implementation and outcomes of the current SMP and a report written by the CEO on global industry trends. The workbook will be distributed after it has been reviewed by the Owners Executive Committee.

We look forward to seeing as many elected members as possible on the day.

Café Development

Work is progressing well, with brickwork and roofing now well advanced. There has been no change to the most recent forecast practical completion date of 13 January 2021, and we remain hopeful of an opening in early February 2021.

Despite the significant contract variations that resulted from the discovery of old foundations in the site, the project also remains on track to be completed within the approved budget.

The process of selecting a name for the café is well advanced, with a decision expected to be made by the end of October. The lengthy process started in January this year when Centennial Park team members and our Operators were invited to make suggestions that would fit with the café brand strategy, which was developed by Studio S2 as part of the café design stage.

Suggested names were researched to determine common meanings or connotations, existence of registered trademarks, availability of domain names, current business name registrations, and any relevant results from a general Google search of the name. The research prevented the use of many names and at the completion of the research, we were left with a list of seven potential names.

We engaged an external consultant to assess the seven names and provide an objective view as to their suitability. In forming his view, the consultant took account of a number of factors including how well the name would resonate with the community, how well it aligns to the Centennial Park values and the café brand, and how well we could protect the Intellectual Property related to the name.

The resulting shortlist of three names has been circulated to the Centennial Park team, the Operators, and the Board for feedback.

COVID-19 Pandemic

We are continuing to unwind the appropriate COVID-19 response measures as we return to more normal business operations.

We have completed the staged return onsite of those team members who have been working remotely for the past six or more months and there is a noticeable lift in the energy in the office.

Some team members have returned to their usual base building and we are in the planning stage for the backup burial and cremation teams to return to the Operations building. Careful planning is important for this move because it is a comparatively large team and, along with the JC team, is unable to work remotely if there is an infection and a need to self-isolate. We are also mindful of the fact that the SA Health physical distancing and hygiene requirements remain in force.

Once the backup teams have returned to the Operations building, we will relocate the temporary Funeral Director Lounge from the Heysen Lounge to the Mawson Lounge. The Heysen will be thoroughly cleaned in readiness for the launch of new catering options at an appropriate time in the near future.

Our Chapels team will continue to use the Florey Lounge as overflow office space until the SA Health requirements around physical distancing are eased. There is insufficient space to accommodate the team in the Jubilee Complex Admin area currently.

Community Engagement Events

Light the Park Blue for Mental Health Week (10-17 October 2020)

Blue floodlights were installed along the Goodwood Road boundary of the Park, casting a deep blue light against the trees and Administration Buildings.

Judging by the engagement on Facebook, the event resonated with our community. Our Facebook posts attracted 850 reactions, 53 comments, and 169 shares as at the writing of this report. All comments were positive and engagement with the post is continuing.

The event was also covered in the Advertiser on Saturday 10 October.



Pregnancy & Infant Loss Remembrance Day (15 October 2020)

We were unable to host a community event this year due to COVID-19. We instead placed butterflies at the resting place of each child in our children's sections.



We wrote to the relevant Interment Right Holders enclosing forget-me-not seed sticks and advising of our plans re the butterflies. This letter generated lovely feedback from several IR Holders.

Our two Facebook posts acknowledging Pregnancy & Infant Loss were also well received, with 426 reactions, 36 comments, and 60 shares as at the date of writing this report.

SALA in the Park (August 2020)

One event that was able to proceed as normal, was our annual SALA in the Park event. The event ran for the month of August and was a success in terms of visitation. Our 2km sculpture trail through the Park incorporated our permanent sculptures as well as some temporary sculptures installed as part of our partnership with SALA. Downloads of the map from the website reached over 570 and 200 printed maps were requested from Reception.

The increased interest was largely driven by the cross promotional activities and general marketing initiatives undertaken this year. We received extensive media coverage, including a half page feature editorial and picture in prime position (page 3) in The Advertiser on 7 August. Other coverage included FIVEaa, Mix102.3; SA Life Digital; InDaily Digital; Adelaide Now online; and the sharing of our Facebook post by the Messenger, and Mitcham and Unley Councils. We were also featured on Instagram Stories by two Influencers, Irene Vali (12k followers) and Ali Clarke from ABC Radio.

Cancellation of Remembrance Day Service

The Remembrance Day Service is the biggest commemorative event on our calendar and holds a great deal of meaning for us and our community, so the decision to cancel the service was a very difficult one.

With the huge amount of planning and logistics involved, a call had to be made by the end of September. At that time, Victoria was still reporting infections (albeit low numbers). Before making the decision, we consulted with many stakeholders including organisations involved in the event, the RSL and the Dept of Veterans Affairs.

We also asked our Board for guidance, and Board Members supported Management's view that it should not go ahead. There would be a risk to the health & wellbeing of our visitors and team members, especially considering the age bracket in which most visitors to the Park fit. In addition, management of the event under COVID-19 restrictions would be logistically very difficult due to contact tracing requirements.

How we will acknowledge Remembrance Day this year.

Students from Walford Anglican School for Girls will lay flags at the resting place of each returned service person resting in Derrick Gardens.

I will be laying wreaths at the Cross of Remembrance this morning on behalf of all organisations that normally attend our event, including the City of Mitcham and City of Unley, and all team members will of course observe the one minute silence.

While we will mark Remembrance Day very differently this year, it will be dignified and will be no less significant than at any other time.

Janet Miller

Chief Executive Officer

20 October 2020

INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT - BROWN HILL
KESWICK CREEK STORMWATER BOARD

ITEM NUMBER: 4.11

DATE OF MEETING: 23 NOVEMBER 2020

AUTHOR: LARA KENNEDY

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO

ATTACHMENTS: 1. PROJECT DIRECTOR PROGRESS
REPORT OCTOBER QTR 2020

1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Brown Hill Keswick Creek Stormwater Board, for the period ending 31 October 2020.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The Project Director of the Brown Hill Keswick Creek Stormwater Project provides to member councils a quarterly report on the activities and financial performance of the Project for the information of Council. The progress report for the period ending 31 October 2020 is attached for the information of Council as Attachment 1.

Attachment 1

1. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO

BROWN HILL AND KESWICK CREEKS STORMWATER BOARD PROGRESS REPORT NOVEMBER 2020

This report provides an update to our owner Councils in relation to the financial performance of the Brown Hill and Keswick Creeks Stormwater Board (BHKCSB) to 31 October 2020, an overview of capital works projects and insights into recent activities that may be of interest.

Business Performance to 31 October 2020 (YTD)

For the 2020/21 financial year to date, capital works expenses total \$1.58m across 2 projects – South Park Lands and Upper Brown Hill Creek, Area 1 (Everard Park).

Year to date, constituent Councils have been invoiced \$2.789m for capital funding. An additional capital funding invoice will be provided to each Council in January 2021 to bring the total Council contribution to \$5.638m for the financial year. The Stormwater Management Authority (SMA) contributed \$1.52m in capital funding in July 2020 for expenses incurred during the January-June 2020 period. In addition, the SMA will contribute an additional \$5.3m in capital funding being funds in advance for 2020/21, as approved by the SMA Board in June 2020. Approval of the Public Works Committee of Parliament is required prior to payment of these funds. The required report has been prepared and this process is underway.

Year to date operating expenditure totals \$127k against budget of \$185k.

High Level Capital Funding Summary – Whole of Project

Council Funding	SMA/Other Funding	Total Funding	Total Expenses
\$14,903,040	\$7,203,254	\$22,106,294	\$15,826,701

Unexpended funds are required for delivery of the South Park Lands project which will require significant expenditure over the 12-month construction timeframe.

Presentations by Project Director

The Project Director presented to the **Audit Committees** of the Cities of Unley, Mitcham and Burnside in May 2020. The focus of these presentations was project governance, finances and capital project works. In addition, the Project Director conducted two Zoom briefing sessions in November with **Council Mayors, Elected Members and staff** invited to attend.

The Project Director has been invited by City of West Torrens to present to the joint **Southern and Western Adelaide Zone Emergency Management Committee** meeting on 19th November. This Zone Committee, established pursuant to the State Emergency Management Plan, has membership including Chairperson, Police Local Commander, Zone Recovery Planner, Executive Officer (SES), Senior Managers from Local Government and members representing agreed stakeholders including community, non-government organisations and business.



Whole of project delivery strategy

Procurement for the whole of project delivery strategy has commenced with key components of the project including:

- developing the concept design of each sub-project to the 30% design stage;
- using the 30% design plans to develop more robust and accurate cost estimates;
- consideration of property and stakeholder impacts to develop an understanding of the requirements and allow for early engagement;
- development of a delivery strategy to consider the project as a whole and determine the most optimum and efficient method of delivery;
- development of a well-informed and robust business case that considers each of the inputs discussed above and arms the Owners Executive Committee with the information required to seek additional project funding.

This project will progress over the coming months and will include engagement and consultation with a number of residential property owners.

South Park Lands

The South Park Lands project is being managed by ProcurePM and specifically relates to:



Artist impression of wetland design

Victoria Park/ Pakapakanthi/ Park 16 Wetland

Located at the southern end of Victoria Park, the wetland will include areas of permanent water, areas that become inundated during 'normal' flows, and a broader area that will only become inundated during a large flood event along with a range of features that facilitate recreational use.

Blue Gum Park/ Kurrangga/ Park 20 Creek Works

Works include construction of a low-level mound and the realignment of existing open channels in the southern section of the park. The mound will be constructed to the south and west of existing playing fields and will stretch for a total of approximately 600metres.

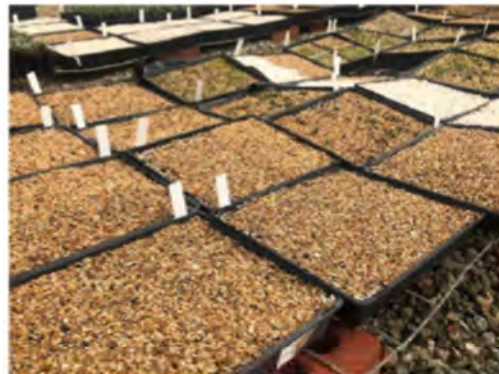
A shared use path will be constructed on top of the mound.



Early works have recently been delivered on site by BMD. These works involved removal of a large grove of Poplar trees situated adjacent the existing creek at the eastern side of the wetland site. Poplars are considered a weed species and are detrimental to the health of the creek network. Their removal was scheduled ahead of the main project construction to ensure works occurred in the tree's dormant period and to allow sufficient time to treat any shoots or regrowth that occurs in the coming weeks.



The plant supply contract has been awarded to Ecodynamics. Local provenance seed collection and plant propagation has commenced in preparation for supply in April/ May 2021.



The construction tender has been released and will be awarded in the coming weeks. Establishment of the stockpile site is expected to occur in December 2020 with wetland construction commencing in the new year.

Brown Hill Keswick Creek

STORMWATER PROJECT

PO Box 124, UNLEY SA 5061
www.bhkcstormwater.com.au

A community open day is scheduled for Saturday November 28th and will provide an opportunity for local residents and interested parties to review project plans and ask questions.

Invitation

Building a new wetland at Victoria Park/Pakapakanthi Open Day

Construction works at Victoria Park/Pakapakanthi (Park 16) are due to start in early December.

Come along to our Open Day at Victoria Park Racecourse to speak to the project team and learn more about the new wetland being built as part of the Brown Hill Keswick Creek Stormwater Project.

Saturday 28 November
9am-11am
Drop in anytime
**Victoria Park/
 Pakapakanthi (Park 16)**
(opposite Grant Ave)

www.bhkcstormwater.com.au
 info@southparklands.com.au
 1300 281 235

Glenside

This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection.

The Glenside site is being developed by Cedar Woods and flood mitigation infrastructure is now in place, including 3 large gross pollutant traps at the eastern side of the site, concrete channel along the northern Greenhill Road boundary and detention basin with pump.



Upper Brown Hill Creek, Area 1 (Everard Park)

The capacity of this section of Brown Hill Creek has now been increased with the former concrete open channel being replaced by a concrete covered culvert. The project location extends from Anzac Highway, Everard Park to Third Avenue, Forestville and provides an opportunity for City of Unley to extend Wilberforce Walk through to Anzac Highway. The site has now been handed over to the City of Unley for completion of the shared use path works at ground level.

Everard Park project



Prior to works commencing – Jan 2020



During construction



Culvert Installation



Project completion

Progress on Key Matters

Progress has been made on key matters in recent months, including:

- Completion of the 2019/20 audit process
- Completion of the 2019/20 annual report, accessible here:
<https://bhkcstormwater.com.au/wp-content/uploads/2020/10/BHKCS-Annual-Report-2019-20.pdf>
- Appointment of Rob Gregory as a new Board member, replacing Paul Bowler.
- Review of the Board's systems against the Better Practice Model – Internal Financial Controls
- Establishment of new and review of existing Board policies to ensure good governance practices
- Review of existing contract management processes and establishment of best practice document library
- Asset management planning, following directive on ownership and control of assets
- Report to Public Works Committee of Parliament to secure approval for Stormwater Management Authority funding to be provided in advance

Peta Mantzarapis
Project Director
10 November 2020

INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION REPORT
ITEM NUMBER: 4.12
DATE OF MEETING: 23 NOVEMBER 2020
AUTHOR: LARA KENNEDY
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2020							
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date		
22/07/19	4.5	5-YEAR CULTURAL PLAN 2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.	GM City Services	Community engagement has been undertaken and has been taken into consideration in drafting the plan. The draft plan will be presented to Council at a briefing in February, with a subsequent report, for in principle endorsement, ahead of undertaking further engagement with the community.	April 2021		
23/09/19	5.1.1	NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER 1. That Community consultation be undertaken as part of the planned review of the Community Land Management Plan and the Animal Management Plan, to ascertain support for a 4pm start to the dogs off leash time at Page Park in the winter months of June, July and August.	GM City Development and GM City Services	1. A City-wide review of Council's Community Land Management Plans (CLMPs) has been undertaken. The draft CLMPs have been endorsed by Council for community consultation. The draft CLMP for Page Park notes the existing conditions to dog on/off leash times and refers to Council's Animal Management Plan in relation to conditions and management of the land. The Animal Management Plan is also concurrently under review, with consultation completed and a briefing of Council held in September 2020. The draft Animal Management Plan is being presented to Council in November 2020, prior to a final round of consultation. This plan includes a future action to investigate Page Park.	Completed		
23/03/20	4.2	CULROSS AVENUE LIVING STREET INVESTIGATION 3. Six months following the completion of the developments at 402 Fullarton Road and 25 Culross Avenue, traffic volumes, speeds and on-street parking along Culross Avenue be reviewed to assess the impact the developments have had on the street and if any traffic calming measures are warranted.	GM City Development	3. Observations on-site indicate that the development on the southern side of Culross Avenue has been completed. The development on the northern side of the street is anticipated to be completed in the coming months. A review of traffic and parking conditions will commence in mid-2021 being six months following the completion of both developments as resolved by Council. A report is to be presented to Council around August 2021.	August 2021		
28/05/20	4.2	INVESTIGATION INTO FEASIBILITY OF INTRODUCING E-SCOOTERS WITHIN THE CITY OF UNLEY AND EASTERN REGION ALLIANCE COUNCILS 2. Council staff investigate e-scooter trial options, in collaboration with the Department of Planning, Transport and Infrastructure, the City of Adelaide and interested Eastern Region Alliance councils or neighbouring councils and develop a use case with the intent of an e-scooter trial taking place in the City of Unley area, subject to approval by the Minister for Transport, Infrastructure and Local Government. 3. A workshop be held with Elected Members to discuss e-scooter trial options and specific permit condition matters, including application for all other shared mobility devices.	GM City Development	2. The Administration has commenced collaboration with the Department for Planning and Infrastructure (DIT), City of Adelaide, interested Eastern Region Alliance (ERA) and neighbouring councils to develop a use case. The Administration has also partaken in a joint Expressions of Interest (EOI) procurement process with the City of Norwood Payneham & St Peters which does not commit Council to undertake the trial but saves time later if it decides to do so. A further report is expected to be considered by Council around January 2021 summarising the process and seeking endorsement from Council to commence a trial. 3. A workshop was held with Elected Members on 12 October 2020 to present the relevant information.	January 2021 Completed		
22/06/20	5.1.2	NOTICE OF MOTION FROM COUNCILLOR M. BRONIECKI RE. SYNTHETIC TURF ON VERGES 1. Staff undertake a review of the Nature Strips Policy to incorporate a ban of artificial/synthetic turf as a surface treatment on Council owned verges.	GM City Development	1. The Administration will undertake a review of Council's current Nature Strips Policy and present a report to Council for its consideration at its meeting to be held in November 2020.	December 2020		
22/06/20	5.1.3	NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE. MANAGEMENT OF DAMAGE TO COUNCIL INFRASTRUCTURE ADJACENT TO LARGE SCALE DEVELOPMENTS 1. Staff prepare a report outlining issues, options (including compliance or enforcement strategies) and resource requirements, to enable monitoring and management of impacts of developments on Council infrastructure, including street trees.	GM City Services	An EM Briefing was undertaken in October 2020, with a preliminary report to follow.	February 2021		
27/07/20	4.3	DISPOSAL OF ROAD - 8 ROBERTS STREET, UNLEY 2. Pursuant to the requirements of the Roads Opening and Closing Act 1991, the subject parcel of public road known as Roberts Street, Unley and as outlined in Attachment 1 of this report, be closed as a public road, with the cost for this process being met by the owner of 8 Roberts Street, Unley. 3. Subject to the outcomes of the required community consultation process, in relation to the closure of the subject parcel of public road known as Roberts Street, Unley the Mayor and Chief Executive Officer be authorised to sign and seal any documents pertaining to this matter. 4. The subject parcel of public road known as Roberts Street, Unley and located at 8 Roberts Street, Unley, be excluded from Council's classification of Community Land.	GM City Development	Community consultation has been completed with no objections received. SA Water has requested an easement over the parcel of land and this has been granted and agreed to on a final basis. The Mayor and Chief Executive Officer have executed the relevant documentation pertaining to the matter. Invoices have been sent to the owner of 8 Roberts Street, Unley per Council's resolution.	Completed		

COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
		<p>5. Notice of Council's resolution regarding the closure of the subject parcel of public road known as Roberts Street, Unley be published in the Government Gazette, pursuant to Section 193(6)(a) of the Local Government Act 1999.</p> <p>6. At the conclusion of the required process, the disposal of the subject parcel of public road known as Roberts Street, Unley be completed through the Lands Titles Office.</p> <p>7. At the conclusion of the required process, payment in the amount of \$44,500 (plus GST if required) as per the valuation dated 11 March 2020, be received by Council from the owner of 8 Roberts Street, Unley.</p>			
28/09/20	4.1	<p>WALKING AND CYCLING PLAN - KING WILLIAM ROAD (MIKE TURTUR - GREENHILL ROAD) AND WELLER / SIMPSON CONCEPT DESIGNS</p> <p>2. The Draft Bikeway Feasibility Design Study for King William Road (Mike Turtur / Greenhill Road) and Weller Street / Simpson Parade Streetscape Improvements, as set out in Attachments 1 and 2 to this report (Item 4.1, Council Meeting 28/09/2020), be endorsed for the purpose of undertaking community consultation</p> <p>3. Following the conclusion of community consultation, a further report be considered by Council summarising the feedback received in relation to the Draft Bikeway Feasibility Design Study for King William Road (Mike Turtur / Greenhill Road) and Weller Street / Simpson Parade Streetscape Improvements and confirming the way forward for these projects.</p> <p>4. The Administration pursue State or Commonwealth Government grant funding opportunities for the delivery of on-ground works for the Draft Bikeway Feasibility Design Study for King William Road (Mike Turtur / Greenhill Road) and Weller Street / Simpson Parade Streetscape Improvements.</p>	GM City Development	<p>2. The Administration has undertaken community consultation regarding both proposals which closed on 4 November 2020.</p> <p>3. A further report outlining the results of the feedback regarding Weller/Simpson, which has been received during the community consultation process, is to be presented to Council for its consideration at its meeting to be held in December 2020. A report regarding King William Road is expected to be presented to Council at its meeting to be held in January 2021.</p> <p>4. The Administration will pursue grant funding opportunities as they are made available.</p>	<p>Completed</p> <p>January 2021</p> <p>N/A</p>
28/09/20	4.2	<p>DRAFT COMMUNITY LAND MANAGEMENT PLANS FOR CONSULTATION PURPOSES</p> <p>2. The Draft Community Land Management Plans set out in Attachment 1 to this report (Item 4.2, Council Meeting 28/09/2020) be endorsed for the purpose of undertaking community consultation.</p> <p>3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required to the Draft Community Land Management Plans, in order to finalise the documents for the purpose of undertaking community consultation.</p> <p>4. Following the conclusion of community consultation, a further report outlining a summary of the feedback on the Draft Community Land Management Plans received and final Community Land Management Plans, be presented to Council.</p>	GM City Development	<p>2. The Administration has undertaken community consultation which closed on 16 November 2020.</p> <p>3. Completed</p> <p>4. A further report outlining a summary of the feedback which has been received during the community consultation process is expected to be presented to Council for its consideration at its meeting to be held in December 2020.</p>	<p>Completed</p> <p>Completed</p> <p>December 2020</p>
28/09/20	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: SINGLE USE PLASTICS</p> <p>1. A report be prepared investigating opportunities to influence and educate retailers within the City of Unley with a view to achieving a reduction or total removal in the provision of plastic shopping bags by businesses across the City.</p>	GM City Development	A report is expected to be presented to Council for its consideration in early 2021.	February 2021
28/09/20	5.1.4	<p>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: DOG WASTE BINS AND BAGS AT CITY OF UNLEY PARKS</p> <p>1. A report be prepared investigating the benefits and the costs of installing organic (green) waste bins at City of Unley parks and replacing the existing complimentary black plastic dog waste bags with complimentary compostable dog waste bags, with the investigations to consider relevance of other related plans/strategies such as the Animal Management Plan and Waste Management Strategy.</p>	GM City Development	A report is expected to be presented to Council for its consideration in early 2021.	March 2021
26/10/20	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. RUSSO RE: DECLARATION OF A CLIMATE EMERGENCY</p> <p>4. Requests that the City of Unley consider and address climate change risks in its own operations and service delivery, including the inclusion of Climate Impact Statements in Council reports and an annual report to Council on the effectiveness of climate action measures taken in the preceding year.</p>	GM City Development	Work is currently progressing on the inclusion of Climate Impact Statements in council report templates with a view to implementing from January 2021.	January 2021
26/10/20	2.3	<p>PETITION RE: PROPOSED CONCEPT DESIGN FOR THE MILLSWOOD SPORTING COMPLEX</p> <p>2. The principal petitioner be notified of Council's proposed actions.</p>	Executive Manager Office of the CEO		Completed

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE: 2020-2021 BUDGET GUIDANCE
ITEM NUMBER:	5.1.1
DATE OF MEETING:	23 NOVEMBER 2020
ATTACHMENTS:	NIL

Councillor P. Hughes has given notice of intention to move the following motion at the Council meeting to be held on 23 November 2020.

MOTION

That:

1. That Administration frame the 2021-22 Budget within the parameter of a General Rate rise of CPI + 1%.
-

Background

The preparation of the Annual Budget and Business Plan is a prime responsibility of Council. The vast majority of the background work is the everyday province of our staff. In fulfilling our role we also have an obligation to give guidance to our staff about our expectations. For several years we have been giving early notice to staff about our expectations of self-imposed budget restraint. This is our own voluntary cap on rate rises.

We cannot ignore the fact that many costs inevitably rise on an annual basis and this guidance provides a reasonable allowance for that.

This motion is not a Budget decision, it is guidance to staff.

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE: LIVESTREAMING OF ALL COUNCIL AND COUNCIL ASSESSMENT PANEL MEETINGS
ITEM NUMBER:	5.1.2
DATE OF MEETING:	23 NOVEMBER 2020
ATTACHMENTS:	NIL

Councillor J. Boisvert has given notice of intention to move the following motion at the Council meeting to be held on 23 November 2020.

MOTION

That:

1. Staff investigate the costs and benefits of livestreaming all Council and Council Assessment Panel meetings, with the results of the investigation to be reported back to Council in January 2021.
-

Background

Given the current meeting requirements and the number of people that can attend any one meeting it now seems imperative that all meetings are live streamed. This would allow the meeting to be attended by far more people. People are now more used to this mode of information delivery and are asking to engage with Council in this manner.

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J. DODD RE: RESIDENTIAL REGENERATION ZONE (MAJOR ROADS POLICY AREA 14) ENCOMPASSING CULROSS AVENUE AND FULLARTON ROAD
ITEM NUMBER:	5.1.3
DATE OF MEETING:	23 NOVEMBER 2020
ATTACHMENTS:	NIL

Councillor J. Dodd has given notice of intention to move the following motion at the Council meeting to be held on 23 November 2020 .

MOTION

That:

1. The City of Unley correspond and request the Minister for Planning to support a review, as matter of urgency, of the Residential Regeneration Zone (Major Roads Policy Area 14) encompassing Culross Avenue and Fullarton Road with a view to achieving a more sensitive and respectful density and design quality of development.
-

Background

The current zone has led to inappropriate development outcomes with inordinate high density, poor building design and impacts on adjacent low density residential local streets. A more sensitive and respectful density and design quality of development needs to be pursued. The form of the policy transition into the Phase 3 of the Planning and Design Code will be equally critical to recognise and address these failings.

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF NOVEMBER 2020

ITEM NUMBER: 6.1.1

DATE OF MEETING: 23 NOVEMBER 2020

ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

Functions attended (21/10/20 to 17/11/20)

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

Date	Function/Event Description	Type
26/10/2020	Walford School, Economics Class Visit to Council Chamber	Host
27/10/2020	Friends of Unley Museum AGM	Attendee
29/10/2020	LGA AGM	Mayor
01/11/2020	Oxi Day Official Unveiling of Plaque	Guest
01/11/2020	Norman Terrace DPA Community Meeting	Attendee
04/11/2020	KESAB Annual Breakfast	Attendee
06/11/2020	ERA Mayors Breakfast – Luigis Delicatessen	Mayor
08/11/2020	Norman Terrace Community Painting Day	Attendee
16/11/2020	EM Briefing – Draft Waste Management Plan	Attendee
17/11/2020	Meeting with Hon Corey Wingard MP re. North South Corridor	Mayor
11/11/2020	Armistice day	Mayor
12/11/2020	Sesquicentennial Logo Competition for schools – judging	Mayor

Date	Function/Event Description	Type
10/11/2020	Focus AGM	Mayor
10/11/2020	Citizenship Ceremonies (two)	Mayor
08/11/2020	Grow Grow Grow	Mayor
06/11/2020	Mayor & Elected Members catch up	Mayor

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF NOVEMBER 2020

ITEM NUMBER: 6.2.1

DATE OF MEETING: 23 NOVEMBER 2020

ATTACHMENTS: NIL

1. **RECOMMENDATION**

That:

1. The report be received.
-

Functions attended (21/10/20 to 17/11/20)

Date	Function/Event Description
28 th Oct.	Participated in the Community Grants – Covid Round Working Group Meeting.
29 th Oct.	Attended Day 1 of the Tree Cities of the World Virtual Conference. The feature was the showing of videos from 11 of the 66 Tree Cities. Unley was the only Australian City represented.
30 th Oct.	Attended Day 2 of the Tree Cities of the World Virtual Conference being presented by the Arbor Day Foundation and the Food and Agriculture Organization of the United Nations. Unley's Kat Ryan was a panellist.
2 nd Nov.	Fullarton Ward Briefing with Cr Dodd and key staff.
6 th Nov.	Elected Members' catch up with the Mayor.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS FOR MONTH OF NOVEMBER 2020
ITEM NUMBER:	6.3.1
DATE OF MEETING:	23 NOVEMBER 2020
ATTACHMENTS:	<ol style="list-style-type: none">1. COUNCILLOR M. BRONIECKI2. COUNCILLOR M. RABBITT3. COUNCILLOR D. PALMER

Council to note attached reports from Members:

1. Councillor M. Broniecki
 2. Councillor M. Rabbitt
 3. Councillor D. Palmer
-

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. BRONIECKI

Functions attended (21/10/20 to 17/11/20)

Date	Function/Event Description
27/10/2020	Museum AGM
03/11/2020	Meeting with resident
03/11/2020	Audit Committee
06/11/2020	Mayoral & Elected Member catchup
09/11/2020	Council Briefing
10/11/2020	Improvements in Planning and Design Code Zoom presentation
10/11/2020	FOCUS AGM
12/11/2020	Meeting with Unley Bicycle User Group Chair re leading City of Unley rides for older people
16/11/2020	Council Briefing
17/11/2020	Museum Committee

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. RABBITT

Functions attended (21/10/20 to 17/11/20)

Date	Function/Event Description
23 Oct	Buddies at Breakfast
27 Oct	Friends of Unley Museum AGM
28 Oct	Radio interview with Peter Goers regarding the merits, or otherwise, of flying the Eureka Flag
29 Oct	Tree Cities of the World Conference – Day 1
29 Oct	Centennial Park Board Meeting
30 Oct	Buddies at Breakfast – Presentation on the role and experiences of a War Crimes Prosecutor
30 Oct	Tree Cities of the World Conference – Day 2
3 Nov	Meeting with a resident & Cr Broniecki to discuss various local issues
4 Nov	KESAB Annual Breakfast Meeting
6 Nov	Buddies at Breakfast – Presentation on the life of a Tug Boat Captain
6 Nov	Elected Members' catch-up
10 Nov	State Planning Commission briefing for Elected Members
10 Nov	FOCUS Meeting – Presentation by Hon Mark Parnell MLC on the new planning system
13 Nov	Buddies at Breakfast

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR D. PALMER

Functions attended

Date	Function/Event Description
26 Oct	Council meeting
28 Oct	Community COVID-19 Response Grants - Working Group Meeting
29 Oct	LGA AGM (via Zoom)
30 Oct	Meeting with Mayor
5 Nov	Reboot Workshop
6 Nov	Buddies Breakfast
	Members Catch up in Mayor's Parlour
9 Nov	Elected Member CAP Webinar (replay)
	EM Briefing
10 Nov	Focus AGM
14 Nov	Economic Growth Working Group
16 Nov	EM Briefing

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
BROWN HILL KESWICK CREEK -
WILBERFORCE WALK LAND ACQUISITION

ITEM NUMBER: 7.1

DATE OF MEETING: 23 NOVEMBER 2020

AUTHOR: AARON WOOD

JOB TITLE: MANAGER ASSETS AND OPERATIONS
NIL

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to:
 - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - would, on balance, be contrary to the public interest
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider and determine a position in relation to land acquisition.

On that basis, the public's interest is best served by not disclosing 7.2 Brown Hill Keswick Creek - Wilberforce Walk Land Acquisition, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

CONFIDENTIAL DECISION REPORT

REPORT TITLE: BROWN HILL KESWICK CREEK -
WILBERFORCE WALK LAND ACQUISITION

ITEM NUMBER: 7.2

DATE OF MEETING: 23 NOVEMBER 2020

AUTHOR: AARON WOOD

JOB TITLE: MANAGER ASSETS AND OPERATIONS

ATTACHMENTS: NIL

1. EXECUTIVE SUMMARY

At its meeting held in August 2018, Council considered a report regarding a proposal for a closed culvert option for the section of the Brown Hill Creek that is located between Third Avenue and Anzac Highway, Everard Park. The culvert option meets the objectives of the endorsed Brown Hill Keswick Creek Stormwater Management Plan (BHKC SMP) by meeting stormwater flood mitigation requirements, and by enabling the ability to construct a fully landscaped, shared use path to extend Wilberforce Walk, completing a strategic pedestrian/bicycle link.

In order to provide a closed culvert within the Creek corridor, it is necessary to acquire the creek land from nine adjacent land owners to incorporate the culvert and shared use path.

At its meeting held in February 2019, Council resolved that:

Council will compensate land owners up to a maximum of 20% above the agreed land valuation (provided by an independent valuer), provided the land is acquired by agreement and Council are not required to compulsorily acquire land.

Subsequently, land acquisition offers were made to the eight affected land owners to the south of the Creek. One land owner (7 Grove Avenue) accepted Council's offer with the deed of agreement now finalised. Two land owners (3 Grove Avenue and 30 Anzac Highway) both made a counter-offer to Council, which was considered and endorsed by Council at its March 2020 meeting.

The two counter-offers endorsed by Council had their valuers apply a 70% and 67% discount factor respectively to the Creek land compared to the 80% discount rate applied by Council's valuer. This was considered reasonable given the subjective nature of land valuation and resulted in a small increase to the compensation payment to those land owners.

Council has now received two further counter-offers from the land owners of 5 Grove Avenue and 13 Grove Avenue. The comparable discount factors applied by the land owners' valuers are 65% and 67.2% respectively. This is consistent with the counter-offers previously accepted by Council.

Both counter-offers have also requested an increase in the disturbance payment component of the compensation due to the duration and impact of works on their lives. Both amounts are considered acceptable and are an additional \$3,000 for 5 Grove Avenue and \$6,000 for 13 Grove Avenue.

The counter-offers received result in an increase in compensation payment over the previously approved Council land Valuation of \$8,000 (from \$24,000 to \$32,000) for 5 Grove Avenue and \$9,100 (from \$32,400 to \$41,500) for 13 Grove Avenue.

It is recommended that Council accepts the counter-offers made by the two land owners as they are considered fair and reasonable within the context of how land valuations are determined. The additional compensation costs can be accommodated within the project budget due to cost savings that have been achieved regarding the landscaping component of the project.

The current status of land acquisition for the nine properties impacted by the Wilberforce Walk project is:

- one land owner (Arcadian Development) has agreed to vest their land as part of their Development Approval;
- three land owners have signed a compensation agreement with Council; and
- two land owners have made a counter-offer (contents of this report).

There are three remaining properties where an agreement has not been reached. Pursuant to section 23BA of the Land Acquisition Act 1969, a settlement conference has been arranged with one of these land owners to progress the legislative process. It has been determined that an agreement by negotiation with this land owner will not be possible.

The settlement conference has an independent barrister appointed as a conference coordinator, to facilitate a face to face discussion with the land owners and their land valuer. If agreement cannot be reached following this meeting, the matter will be referred to the Supreme Court for a determination on compensation. All costs associated with the settlement conference and court proceedings are borne by Council, with no opportunity to recover costs for the proceedings from the property owners.

2. RECOMMENDATION

That:

1. The report be received.
2. The counter-offer for the acquisition of 50sqm of land made by the land owner of 5 Grove Avenue, Everard Park, at the value of \$32,000 be accepted and Administration be authorised to execute the deed of agreement.
3. The counter-offer for the acquisition of 116sqm of land made by the land owner of 13 Grove Avenue, Everard Park, at the value of \$41,500 be accepted and Administration be authorised to execute the deed of agreement.

3. RELEVANT CORE STRATEGIES/POLICIES

2. Environmental Stewardship

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

3.1 The BHKC SMP and associated endorsed flood mitigation projects are essential to protect the community from the potential impacts of stormwater flooding.

4. BACKGROUND

In order to achieve the desired outcome of a closed culvert and shared use path for the community, it is necessary to acquire ownership of the creek land. The land is owned by Arcadian Developers on the northern side of the Creek and eight individual property owners to the south.

Council successfully negotiated with the Arcadian Developers the vesting of land for the northern section of the Creek through the development approval process for the Third Avenue development site.

For the acquisition of properties to the south of the Creek alignment, Council resolved at its February 2019 meeting that:

Council will compensate land owners up to a maximum of 20% above the agreed land valuation (provided by an independent valuer), provided the land is acquired by agreement and Council are not required to compulsorily acquire land.

Council has successfully reached agreement with three land owners, two of which submitted to Council counter-offers which were considered and endorsed at its March 2020 meeting.

Council resolved that:

The counter-offer for the acquisition of 57sqm of land made by the land owner of 3 Grove Avenue, Everard Park at the value of \$22,700 be accepted and Administration be authorised to execute the deed of agreement.

The counter-offer for the acquisition of 93sqm of land made by the land owner of 30 Anzac Highway, Everard Park at the value of \$38,500 be accepted and Administration be authorised to execute the deed of agreement.

5. DISCUSSION

Council and the BHKC Board have, over the past 22 months, been liaising and negotiating with each land owner for the purpose of reaching an agreement for the acquisition of their land.

The negotiations were unsuccessful as at July 2019, and in order to not jeopardise the timing and potential additional costs to the project, a letter was sent to the Minister for Transport, Infrastructure & Local Government seeking approval to commence the compulsory acquisition process. The Minister endorsed the compulsory acquisition of the land required for the project on 24 November 2019, at which time the compulsory acquisition process commenced as per the requirements of the *Land Acquisition Act 1969*.

At the same time, negotiations continued with land owners to reach agreement prior to the compulsory acquisition taking effect. Some property owners engaged their own valuers to verify the compensation amounts proposed by Council, with some owners making a counter-offer based on advice they have received.

The land owners of 7 Grove Avenue agreed to the compensation amount offered by Council (Independent Valuer amount + 20%).

The residential land owner of 3 Grove Avenue and the commercial land owner of 30 Anzac Highway submitted counter-offers for Council's consideration in March 2020. Both counter-offers were endorsed by Council.

Council has now received a further two counter-offers from the land owners at 5 Grove Avenue and 13 Grove Avenue.

It is important to note that the process to determine land value is complex and subjective by way of professional opinion and is therefore not absolute. In this instance the value of land to be acquired that is unaffected by the Creek can be considered to be compensated at the 'full' rate of the land value. However, the land that forms part of the Creek and/or is directly affected by the Creek must have a discount factor applied. This is due to the fact that the land cannot be developed or effectively used and has the restriction that stormwater flow must be maintained. This results in that portion of the land having a lower value.

The independent valuer that was engaged by Council and the BHKC Board had determined that the land forming part of the Creek has a value of 20% to that of the remainder of the property, or a discount rate of 80%.

It is, however, reasonable to accept an alternate discount factor to be used and in this instance, it has been proposed by other independent professional valuers that 65% and 67.2% be applied, or 35% and 32.8% respectively of the full land value rate.

The previous counter-offers accepted by Council were 70% and 67%, or 30% and 33% of the full value rate and therefore the current rates are comparable.

Ideally a discount rate of 65% or 35% value of the remainder of the property should be applied and/or considered for the remaining property acquisitions, noting however, the costs associated with legal proceedings to resolve if a negotiated agreement cannot be reached.

The land owners of 5 Grove Avenue have claimed that the discount rate to be applied to the full rate \$900/sqm should be in the order of 35% (\$315/sqm) as opposed to 20% (\$180/sqm), which is a difference of \$135/sqm. The land owners have also requested a disturbance value of \$14,000 compared to the \$8,000 offered by Council. Although this could be considered above what would be deemed as reasonable, it is of benefit to Council to reach an agreement. This would avoid a costly legislative process which could involve settlement conferences and supreme court hearings, all of which Council have to bear the cost, and would be considerably higher than the additional \$6000 requested to reach agreement.

5 Grove Avenue, Everard Park

	Council Assessment of Valuation	Owner Claim
Value of creek land	47sqm @ \$180/sqm = \$8,460	47sqm @ \$315/sqm = \$14,805
Value of land outside creek	3sqm @ \$900/sqm = \$2,700	3sqm @ \$900/sqm = \$2,700
Disturbance	\$8,000	\$14,000
+20% additional compensation	(\$20,000 @ 20%) \$4,000	
Total	\$24,000	\$32,000

Please note that the values put forward by the advisors have been rounded for simplicity.

The land owners of 13 Grove Avenue have claimed that the discount rate to be applied to the full rate of \$800/sqm should be 32.8% (\$262.40/sqm) as opposed to 20% (\$160/sqm), which is a difference of \$102.40/sqm. The land owners have also requested a disturbance value of \$11,000 compared to the \$8,000 offered by Council and is considered to be fair and reasonable.

13 Grove Avenue, Everard Park

	Council Assessment of Valuation	Owner Claim
Value of creek land	116sqm @ \$160/sqm = \$18,560	116sqm @ \$262.40/sqm = \$30,438
Disturbance	\$8,000	\$11,000
+20% additional compensation	(\$27,000 @ 20%) \$5,400	
Total	\$32,400	\$41,500

It should be noted that the values put forward by the advisors have been rounded for simplicity.

Disturbance compensation is determined using the professional judgement of the valuer, it encompasses all intangible cost impacts to property owners that cannot be easily calculated. This includes but is not limited to the following:

- Construction impacts such as dust, noise, vibration.
- Duration of construction impacts.
- Time spent through negotiations, valuer discussions, phone calls, meetings etc.
- Reduction in property security, following fencing removal.

Given the subjective nature of land valuation, it is recommended that the counter-offers made by the land owners be accepted as they are considered fair and reasonable and are comparable to counter-offers previously endorsed by Council for neighbouring properties.

As part of the compulsory acquisition process under the *Land Acquisition Act*, Council (or BHKC Board on behalf of Council) was able to 'Serve Notice' to acquire the land. Council was then able to legally occupy the land to commence construction of the culverts.

The construction of the culverts is now complete with landscaping contractors currently onsite finalising construction of the shared path, lighting and irrigation with the planting of trees and vegetation to take place in the next three to four weeks. In this respect, the discussions regarding the amounts of compensation have not delayed the project or stopped the project from being delivered. Having said that, it would be beneficial to resolve the compensation payments this financial year to enable the reconciliation of grant money used for this project.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The counter-offer for the acquisition of 50sqm of land made by the land owner of 5 Grove Avenue, Everard Park at the value of \$32,000 be accepted and Administration be authorised to execute the deed of agreement.
3. The counter-offer for the acquisition of 116sqm of land made by the land owner of 13 Grove Avenue, Everard Park at the value of \$41,500 be accepted and Administration be authorised to execute the deed of agreement.

This option is considered fair and reasonable with regard to the valuation of land to be acquired. The compensation amounts are consistent with agreements entered into with nearby affected properties. The additional land acquisition costs to Council can be accommodated within the approved budget allocation.

Option 2 –

1. The report be received.
2. The counter-offer for the acquisition of 50sqm of land made by the land owner of 5 Grove Avenue, Everard Park at the value of \$32,000 be declined.
3. The counter-offer for the acquisition of 116sqm of land made by the land owner of 13 Grove Avenue, Everard Park at the value of \$41,500 be declined.

If Council does not accept the counter-offer, the matter will be further negotiated at a settlement conference with an independent barrister to act as the conference coordinator. If agreement is still not reached the matter will be heard in the Supreme Court for resolution. All costs associated with the settlement conference and Supreme Court hearings are borne by Council and could increase costs of land acquisition significantly.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The proposed land acquisition compensation costs can be accommodated within the approved project budget for the two parcels of land which are the subject of this report.

- The proposed land acquisition compensation costs for the remaining three parcels of land can be accommodated within the approved project budget if the 65% discount factor is applied.
- Council's total project budget is \$1.410 million (\$800,000 Council contribution and \$610,000 grant funding).
- Council's cost for civil works which are just about completed is approximately \$618,000. Council's costs for landscaping which is yet to commence is approximately \$282,000. This means a total estimated project cost to Council of approximately \$900,000.
- The \$610,000 grant funding received by Council is 'dollar-for-dollar' funding. The project estimated cost to Council is approximately \$900,000 of which \$450,000 can be met from the grant funding. In this respect, Council may be required to pay back approximately \$160,000 (\$610,000 minus \$450,000) of the grant funding. However, this will need to be reconciled at the completion of the project.

8.2 Legislative/Risk Management

- The work associated with the BHKC SMP is designed to alleviate potential flooding for storms of up to a recurrence interval of 1 in 100 years.
- Failure to reach compensation agreements with each land owner may lead to additional court and legal costs. Currently, projected costs are within the allocated budget.
- Council and the BHKC Board have enacted powers under *the Land Acquisition Act 1969* to compulsorily acquire land to deliver the project.

8.3 Staffing/Work Plans

- The delivery of the culvert construction was undertaken by the BHKC Project Director and supported by consultants.
- The delivery of the landscaping component is being project managed by Council staff within current work plans and delivered by an external contractor.

8.4 Environmental/Social/Economic

- The rehabilitation work in the BHKC SMP includes the removal of woody weeds and other introduced species within the creek channel.
- The culvert solution and associated land acquisition will provide a landscaped shared pathway for the local community, providing a connection through to Anzac Highway. This section will be replanted with deep root zones for large trees and low-level landscaping.
- Land has been compulsorily acquired from adjacent land owners with compensation payments to cover land value and disturbance.

8.5 Stakeholder Engagement

- All residents on the southern side of the Creek have been consulted with ongoing negotiations to reach an agreement for the acquisition of land.
- Notice boards were erected at the site to notify and provide information to the local community regarding the on-ground works.

9. REPORT CONSULTATION

- BHKC Project Director

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE FOR ITEM 7.5 - BROWN HILL
KESWICK CREEK - WILBERFORCE WALK
LAND ACQUISITION

ITEM NUMBER: 7.3

DATE OF MEETING: 23 NOVEMBER 2020

AUTHOR: AARON WOOD

JOB TITLE: MANAGER ASSETS AND OPERATIONS
NIL

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Brown Hill Keswick Creek -Wilberforce Walk Land Acquisition, considered at the Council Meeting on 23 November 2020:

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remain confidential until the conclusion of property acquisition associated with the Brown Hill Keswick Creek – Wilberforce Walk project and not available for public inspection until the cessation of that period.

2. The Chief Executive Officer be authorised to provide details of Council's decision in relation to this matter to the Brown Hill Keswick Creek Subsidiary to enable progression of the property acquisition process.
3. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.