



COUNCIL AGENDA

Council Meeting

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

Monday 27 April 2020 7.00pm

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

Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

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,
23 March 2020

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

Nil

3. REPORTS OF COMMITTEES

Nil

4. REPORTS OF OFFICERS

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5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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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Active Ageing Strategy Document Update	
Review of Policies	
COVID-19 (Coronavirus) Lease Fee Relief	
COVID-19 (Coronavirus) Lease Fee Relief	

NEXT MEETING

Monday 25 May 2020 - 7.00pm

Council Chambers, 181 Unley Road Unley

DECISION REPORT

REPORT TITLE:	VARIATION TO CODE OF PRACTICE - PROCEDURES AT MEETINGS; CODE OF PRACTICE - ACCESS TO MEETINGS AND DOCUMENTS AND INFORMAL GATHERINGS POLICY IN ACCORDANCE WITH ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS NOTICE (NO 1) 2020
ITEM NUMBER:	4.1
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. PROVISIONS TO BE INCLUDED IN CITY OF UNLEY CODE OF PRACTICE - PROCEDURES AT MEETINGS2. PROVISIONS TO BE INCLUDED IN CITY OF UNLEY CODE OF PRACTICE – ACCESS TO MEETINGS AND DOCUMENTS3. PROVISIONS TO BE INCLUDED IN CITY OF UNLEY INFORMAL GATHERINGS POLICY

1. **EXECUTIVE SUMMARY**

The purpose of the report is to vary certain documents in accordance with the requirements of *Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice No 1) as published in the SA Government Gazette, dated 30 March 2020.

Notice No 1 gives effect to a range of amendments to the *Local Government Act 1999* (the LG Act) and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) to facilitate the conduct of council meetings via electronic means, in response to restrictions imposed following the declaration of a public health emergency in response to COVID-19.

The following documents must be amended to enable some or all council members to participate in a council meeting by electronic means (something which is not permitted under the ordinary application of the LG Act or the Regulations):

- Code of Practice – Procedures at Meetings;
- Code of Practice – Access to Council Meetings and Documents; and
- Informal Gatherings Policy.

In addition, if ordinary council meetings are to continue (after the first electronic meeting called by the CEO) at a place other than the usual designated place (i.e. by electronic means), then a necessary item of business at the first ordinary meeting will be consideration of the making a resolution under section 81(1) of the LG Act (on recommendation of the chief executive officer under Regulation 21 of the Regulations) to appoint a new place for ordinary meetings of the council, being an electronic location as determined by the council. This matter is the subject of a separate report following this item.

2. RECOMMENDATION

That:

1. The report be received.
2. The Code of Practice – Procedures at Meetings be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 1 to this report (Item 4.1, Council Meeting 27/04/2020).
3. The Code of Practice – Access to Council Meetings and Documents be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 2 to this report (Item 4.1, Council Meeting 27/04/2020).
4. The Informal Gatherings Policy be amended to facilitate participation by Council members in Informal gatherings by electronic means through the inclusion of the provisions set out in Attachment 3 to this report (Item 4.1, Council Meeting 27/04/2020).
5. With effect from 27 April 2020, meetings of the Council will take place either by electronic means using video and audio conferencing services provided via Zoom or in the Council Chamber, with the Notice of Meeting for each Meeting indicating the location.

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. **BACKGROUND**

On 15 March 2020 the Chief Executive Officer of the Department of Health and Wellbeing formally declared a public health emergency under section 87 of the *South Australian Public Health Act 2011* in relation to the transmission of COVID-19.

The COVID-19 pandemic presents challenges for every individual and organisation, but also some challenges specific to local government, particularly in its ability to comply with certain legislative obligations that may become increasingly inconsistent with the Federal and State Governments directions regarding social distancing, or unachievable due to illness or self-isolation of Council members and staff. These unprecedented times have resulted in unparalleled legislative changes to ensure that councils can continue to conduct business and provide important community services for the duration of the public health and emergency.

New section 302B of the *Local Government Act 1999* (the LG Act) empowers the Minister for Local Government to, by Notice published in the Government Gazette, vary or suspend operation of provisions of the LG Act where it is reasonably necessary during a public health emergency (where relevant declarations have been made).

5. **DISCUSSION**

On 31 March 2020, the Local Government Minister Stephan Knoll issued the first COVID-19 related emergency variations to the LG Act – in the form of the *Electronic Participation in Council Meetings Notice (No 1) 2020*. This Notice allows council meetings to be conducted by electronic means, something which is not permitted under the ordinary application of the LG Act or the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations).

Notice No 1 enables Councils to continue making decisions for their communities, while protecting the health and safety of council members, council staff and the public, during this difficult and uncertain time. Notice No 1 will cease to apply 28 days after all relevant emergency declarations are revoked. In order for Notice No 1 to take full effect, the City of Unley will need to make a decision to vary a number of documents relating to meeting procedures and access to meetings/documents. Specifically:

- Code of Practice – Procedures at Meetings;
- Code of Practice – Access to Council Meetings and Documents; and
- Informal Gatherings Policy.

The key variations set out in the Notice for Code of Practice – Procedures at Meetings include:

- Recording of meetings for public access: Council meetings may be live streamed or recorded in order to satisfy the requirement that a meeting be conducted in a place open to the public.
- The Chief Executive Officer (CEO) must take reasonable steps to provide a recording which may be placed on the council's website, as soon as practicable after the meeting.
- A council must disconnect any recording of a meeting for the period that the meeting is closed to the public pursuant to an order under section 90(2) (confidential items).
- Electronic participation by elected members: Some or all council members can participate in a council meeting by electronic means, provided that each participating member is capable of communication with every other participating member during the meeting, and the minute taker can hear all participating members. Where councils use a system that provides both audio and visual connection, then both must be used (as opposed to just audio).
- Council members participating by electronic means can be taken to be present for purposes of a quorum.
- Voting: The Notice varies several voting procedures in the regulations that refer to, being seated, standing in your place, or showing hands, it also allows for verbal indication or voting in the affirmative or voting in the negative when participating via electronic means with audio only.
- Conflict of Interest: When dealing with a material conflict of interest, a council member will be considered to leave the meeting physically or by disconnecting electronic means such that the member cannot see or hear any discussion or voting at the meeting about the matter.

The key variations set out in the Notice for Code of Practice – Access to Council Meetings and Documents include:

- Copies of any document or report supplied to members of the Council for consideration at a meeting of the council are not required to be made available for inspection by members of the public at the principal office of the council or at the meeting;
- In the case of a document or report supplied to members of the council before the meeting - on a website determined by the CEO as soon as practicable after the time when the document or report is supplied to members of the council; or
- In the case of a document or report supplied to members of the council at the meeting - on a website determined by the CEO as soon as practicable after the time when the document or report is supplied to members of the council;

- A council meeting will be taken to be conducted in a place open to the public even if 1 or more council members participate in the meeting by electronic means provided that:
 - (a) the CEO (or a person nominated in writing by the CEO) makes available to the public a live stream of the meeting on a website determined by the chief executive officer and ensures that members of the public can hear the discussion between all council members present at the meeting via the live stream; or
 - (b) if the CEO (or a person nominated in writing by the CEO) has taken reasonable steps to make available a live stream of the meeting but is unable to make available a live stream of the meeting, the CEO (or a person nominated in writing by the CEO) makes available to the public a recording of the meeting as soon as practicable after the meeting on a website determined by the CEO and ensures that members of the public can hear the discussion between all council members present at the meeting via the recording.
- The council or council committee must disconnect any live stream or recording of a meeting for the period that the meeting is closed to the public pursuant to an order made under section 90(2) of the Act.
- A copy of the minutes of a meeting of the council must be placed on public display on a website determined by the CEO within five days after the meeting and kept on display for a period of one month.

The key variations set out in the Informal Gatherings Policy include:

- A member of the council participating in an informal gathering by electronic means is taken to be present at the informal gathering provided that the member:
 - (a) can hear all other members present at the informal gathering; and
 - (b) can be heard by all other members present at the informal gathering.
- Participation by Electronic Means; Where:
 - (a) a Council member is to participate in a Council informal gathering by electronic means; and
 - (b) the electronic means has the functionality to allow the Council member to participate in the informal gathering by being heard but not seen or by being both seen and heard; and
 - (c) the electronic means of the Council has the functionality to allow the council member to be heard but not seen or to be both seen and heard,

the member must participate by being both seen and heard.

The changes proposed as outlined in this report will allow the City of Unley to continue to conduct meetings and informal gatherings throughout this uncertain period, and also respond to legislative amendments intended to facilitate the conduct of meetings via electronic means during a declared public health emergency.

6. ANALYSIS OF OPTIONS

Option 1 –

That:

1. The report be received.
2. The Code of Practice – Procedures at Meetings be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 1 to this report (Item 4.1, Council Meeting 27/04/2020).
3. The Code of Practice – Access to Council Meetings and Documents be amended to facilitate participation of Council members in Council meetings by electronic means through the inclusion of the provisions set out in Attachment 2 to this report (Item 4.1, Council Meeting 27/04/2020).
4. The Informal Gatherings Policy be amended to facilitate participation by Council members in Informal gatherings by electronic means through the inclusion of the provisions set out in Attachment 3 to this report (Item 4.1, Council Meeting 27/04/2020).
5. With effect from 27 April 2020, meetings of the Council will take place either by electronic means using video and audio conferencing services provided via Zoom or in the Council Chamber, with the Notice of Meeting for each Meeting indicating the location.

This option actions the necessary amendments to Council documents in response to Electronic Participation in Council Meetings Notice (No 1) 2020. Council must adopt the proposed amendments in order to convene meetings via electronic means.

The proposed amendments have been prepared on the basis of legal advice issued via the Local Government Association.

On this basis, no other option is provided.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

8.1 **Legislative/Risk Management**

- Failure to make necessary alterations to Code of Practice – Procedures at Meetings, Code of Practice – Access to Council Meetings and Documents and Informal Gatherings Policy will impact on a Council’s ability to meet via electronic means during this COVID-19 related emergency. Therefore, it is essential that Council adopt the recommendations, to ensure that meetings and informal gatherings can proceed.
- There are mandatory requirements under the LG Act that are the primary focus of these amendments, including the requirements:
 - to hold council and council committee meetings in a place open to the public,
 - for council members to physically attend council meetings,
 - to hold a public meeting in relation to a particular matter or undertake public consultation in a particular way,
 - to transact meeting business only where a quorum is present,
 - to consult the community on the opening hours of the council’s principal office, and
 - to meet certain statutory deadlines for decision-making (e.g. Budget and Annual Business Plan).

9. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO
Peter Tsokas	Chief Executive Officer

Provisions to be included in City of Unley Code of Practice - Procedures at Meetings

This document will form an Addendum to the City of Unley Code of Practice – Procedures at Meetings to facilitate the requirements of *Electronic Participation in Council Meetings Notice (No 1) 2020* and should be read in conjunction with both documents. Where relevant, provisions in this Addendum will replace provisions in the Code of Practice – Procedures at Meetings.

To be inserted as a new section following “Introduction”

PUBLIC HEALTH EMERGENCY: ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999* (Notice No 1) varying or suspending the operation of the specified provisions of the *Local Government Act 1999* as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Code of Practice is altered as set out below and those alterations have effect notwithstanding any other provision in this Code of Practice to the contrary.

For the avoidance of doubt, save for the alterations to the Code of Practice as set out below, this Code of Practice otherwise applies to all meetings of the Council.

To be included in Section 3 - Interpretation

“electronic means” includes a telephone, computer or other electronic device used for communication.

“regulations” means the *Local Government (Procedures at Meetings) Regulations 2013*.

“disconnection of the electronic means” includes:

- (a) ending a telephone connection such that the discussion and voting at the meeting cannot be heard;
- (b) ending a video conferencing connection such that the discussion and voting at the meeting cannot be seen or heard;
- (c) logging out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard;
- (d) signing out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard; or
- (e) disconnecting any other electronic means such that the discussion and voting at the meeting cannot be seen or heard.

“live stream” means the transmission of audio and/or video from a meeting at the time that the meeting is occurring;

Delete existing clause (4) and insert

- (4) A vote on whether ***leave of the meeting*** is granted may be conducted by:
- (a) a show of hands; or
 - (b) where a member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative.
- (but nothing in this sub-clause prevents a division from being called in relation to the vote).
- (5) For the purposes of sub-clause (1), a reference to “appear personally” includes to appear by electronic means.
- (6) For the purposes of these regulations, a member participating in a meeting by electronic means is taken to be present at the meeting provided that the member—
- (a) can hear all other members present at the meeting;
 - (b) can be heard by all other members present at the meeting; and
 - (c) can be heard by the person recording the minutes of the meeting.
- (7) Where:
- (a) a Council member is to participate in a Council meeting by electronic means; and
 - (b) the electronic means has the functionality to allow the Council member to participate in the meeting by being heard but not seen or by being both seen and heard; and
 - (c) the electronic means of the Council has the functionality to allow the council member to be heard but not seen or to be both seen and heard,
- the member must participate by being both seen and heard.

(8) Suspension of other Inconsistent Provisions

- (a) To the extent that any other discretionary provision of this Code of Practice or specific procedure adopted by the Council in this Code of Practice could be read as being inconsistent or incompatible with the ability of a member of the Council to participate in a meeting of the Council by electronic means, the provision is suspended in respect of the member while they are participating in the meeting by electronic means.
- (b) In circumstances where a provision is suspended under this paragraph, the presiding member may give directions to a member of the Council in respect of an alternative method of compliance with the suspended provision.
- (c) Any member who disagrees with a direction of the presiding member under this paragraph may move a motion that the direction not be adhered to. Such a motion must be moved immediately following the issuance of the direction. In the event such a motion is successful, the meeting may give directions to a member, by resolution.

To be included in Section 6 – Discretionary Procedures

- (3a) Without limiting sub-clause (3), a council may at any time, by resolution supported by the prescribed number of members of the council entitled to vote on the resolution, alter a code of practice to facilitate participation by council members in council meetings by electronic means.
- (3b) For the purposes of sub-clause (3a), the prescribed number of members of a council is a number ascertained by dividing the total number of members of the council for the time being in office by 2, ignoring any fraction resulting from the division, and adding one.

Delete existing Clause (7) and substitute:

- (7) Clause 12(4) does not apply to a motion under sub-clause (3) or sub-clause (3a).

To be included in Section 7 – Commencement of Meetings and Quorums

Insert:

- (0) Members of the Council may participate in a meeting of the Council by electronic means.

Insert:

- (1a) A quorum is taken to be present even if 1 or more Council members constituting the quorum is present by electronic means.

Delete sub-clause (7)(b) and substitute:

- (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be published on a website determined by the chief executive officer.

To be included in Section 8 – Minutes

- (3a) For the purposes of subregulation (3), the presiding member may initial or sign the minutes in hardcopy or electronically.
- (4b)(iii) The minutes of the proceedings of a meeting must include in relation to each member present at the meeting the method of attendance by the person.

Example:

The following are examples of methods of attendance:

- (a) physical attendance;
- (b) by an audio-visual link;
- (c) by an audio link;
- (d) by telephone.

To be included in Section 10 – Petitions

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and

- (c) include the name and address of each person who signed or endorsed the petition; and
- (d) be addressed to the council and delivered to the principal office of the council via:
 - email (pobox1@unley.sa.gov.au) or
 - post (PO Box 1, Unley SA 5061).

To be included in Section 11 – Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council via:
 - email (pobox1@unley.sa.gov.au) or
 - post (PO Box 1, Unley SA 5061).
- (4a) A person or persons wishing to appear as a deputation at a meeting may appear by electronic means.
- (4b) The Chief Executive Officer will (with respect to a request that has not been refused), when informing the person or persons who requested the deputation of the outcome of their request, indicate the method by which the person or persons are to appear at the meeting.

To be included in Section 16 – Voting

- (2a) A vote in relation to a question for decision before the Council may be taken:
 - (a) a show of hands; or
 - (b) where a member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative.
- (5) In relation to a member participating in a Council meeting by electronic means, a member is not permitted to vote in circumstances where there has been a disconnection of the electronic means.

Delete existing Clause (4) and insert:

- (4) Sub-clause (3)—
 - (a) may be varied at the discretion of the council pursuant to Clause 6;
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act; and
 - (c) is varied in relation to a member participating in a council meeting by electronic means such that the reference to “not in his or her seat” is taken to include a disconnection of the electronic means.
- (5) In this Clause —
disconnection of the electronic means includes—
 - (a) ending a telephone connection such that the discussion and voting at the meeting cannot be heard;
 - (b) ending a video conferencing connection such that the discussion and voting at the meeting cannot be seen or heard;

- (c) logging out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard;
- (d) signing out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard; or
- (e) disconnecting any other electronic means such that the discussion and voting at the meeting cannot be seen or heard.

To be included in Section 17 – Divisions

Delete sub-clause (3) and substitute:

- (3) A division is taken as follows:
 - (a) except for a member participating in a meeting by electronic means which has audio only:
 - (i) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (ii) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (iii) the presiding member will count the number of votes and then declare the outcome;
 - (b) where a member is participating in a meeting by electronic means which has audio only, the member will provide a verbal indication of voting in the affirmative or voting in the negative.

Provisions to be included in City of Unley Code of Practice – Access to Meetings and Documents

This document will form an Addendum to the City of Unley Code of Practice – Access to Meetings and Documents to facilitate the requirements of *Electronic Participation in Council Meetings Notice (No 1) 2020* and should be read in conjunction with that document. Where relevant, provisions in this Addendum will replace provisions in the Code of Practice – Access to Meetings and Documents.

To be inserted as a new section before “Policy Statement”

PUBLIC HEALTH EMERGENCY: ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999* (Notice No 1) varying or suspending the operation of the specified provisions of the *Local Government Act 1999* as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Code of Practice is altered as set out below and those alterations have effect notwithstanding any other provision in this Code of Practice to the contrary.

For the avoidance of doubt, save for the alterations to the Code of Practice as set out below, this Code of Practice otherwise applies to all meetings of the Council.

To be included in Section 5 - Definitions

“connect” means able to hear and/or see the meeting, including via a live stream or recording of the meeting;

“disconnect” means remove the connection so as to be unable to hear and see the meeting;

“live stream” means the transmission of audio and/or video from a meeting at the time that the meeting is occurring;

To be included as a new Section 6A – Code of Practice

- (a) The Council is not required to adopt any provision in a code of practice that would prevent or inhibit members from participating in Council meetings or Council committee meetings by electronic means.
- (b) Council members may meet by electronic means to alter the code of practice of the Council, or substitute a new code of practice of the Council, even if the existing

code of practice prevents or inhibits the Council members from meeting by electronic means.

- (c) The requirement in section 92(5) that before a Council adopts, alters or substitutes a code of practice it make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection and purchase at the principal office of the Council and on a website determined by the Council and that the Council follow the steps set out in its public consultation policy is suspended while these provisions are in effect.

To be included as a new Section 6B – Suspension of Other Inconsistent Provisions

- (a) To the extent that any other provision of this Code of Practice could be read as being inconsistent or incompatible with the ability of the Council to hold electronic meetings, the provision is suspended while these provisions are in effect.

To be inserted in Section 7.1 – Public Access to Agendas

Delete existing Clause (b)

Insert the following clauses:

- (d.1) A person is entitled, on payment of a fee fixed by the Council, to obtain a copy of a notice and agenda published on a website determined by the Chief Executive Officer and the notice and agenda will continue to be published on the website until the completion of the relevant meeting.
- (d.2) Copies of any document or report supplied to members of the Council for consideration at a meeting of the Council are not required to be made available for inspection by members of the public at the principal office of the Council or at the meeting.
- (d.3) The chief executive officer (or a person nominated in writing by the chief executive officer) will ensure that any document or report supplied to members of the Council for consideration at a meeting of the Council is available for inspection by members of the public:
- i. in the case of a document or report supplied to members of the Council before the meeting - on a website determined by the chief executive officer as soon as practicable after the time when the document or report is supplied to members of the Council; or
 - ii. in the case of a document or report supplied to members of the Council at the meeting - on a website determined by the chief executive officer as soon as practicable after the time when the document or report is supplied to members of the Council.

To be included in Section 7.2 – Public Access to Meetings

Insert the following clauses:

- (a.1) A Council meeting will be taken to be conducted in a place open to the public even if 1 or more Council members participate in the meeting by electronic means provided that:
- (i) the chief executive officer (or a person nominated in writing by the chief executive officer) makes available to the public a live stream of the meeting on a website determined by the chief executive officer and ensures that members of the public can hear the discussion between all council members present at the meeting via the live stream; or

- (ii) if the chief executive officer (or a person nominated in writing by the chief executive officer) has taken reasonable steps to make available a live stream of the meeting but is unable to make available a live stream of the meeting, the chief executive officer (or a person nominated in writing by the chief executive officer) makes available to the public a recording of the meeting as soon as practicable after the meeting on a website determined by the chief executive officer and ensures that members of the public can hear the discussion between all Council members present at the meeting via the recording.
- (a.2) If the chief executive officer (or a person nominated in writing by the chief executive officer) has taken reasonable steps but is unable to make available a live stream of the meeting, or make available a recording of the meeting as soon as practicable after the meeting (on a website determined by the chief executive officer), the chief executive officer (or a person nominated in writing by the chief executive officer) must publish on a website determined by the chief executive officer the steps taken to comply and the requirement regarding live streaming and recoding is suspended.

To be included in Section 7.3 – Use of the Confidentiality Provisions

Insert the following clauses:

- (c.1) The council or council committee must disconnect any live stream or recording of a meeting for the period that the meeting is closed to the public pursuant to an order made under section 90(2) of the Act.
- (c.2) It is an offence for person who, knowing that an order is in force under section 90(2), to connect to a meeting of the Council or Council committee by electronic means, or fail to disconnect from a meeting of the Council or Council committee.

To be included in Section 7.4 – Public Access to Documents

- (aa) A copy of the minutes of a meeting of the council must be placed on public display on a website determined by the chief executive officer within five days after the meeting and kept on display for a period of one month.

Provisions to be included in City of Unley Informal Gatherings Policy

This document will form an Addendum to the City of Unley Informal Gatherings Policy to facilitate the requirements of *Electronic Participation in Council Meetings Notice (No 1) 2020* and should be read in conjunction with both documents. Where relevant, provisions in this Addendum will replace provisions in the Informal Gatherings Policy

To be inserted as a new section before “Preamble”

PUBLIC HEALTH EMERGENCY: ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999* (Notice No 1) varying or suspending the operation of the specified provisions of the *Local Government Act 1999* as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Informal Gatherings Policy is altered as set out below and those alterations have effect notwithstanding any other provision in this Informal Gatherings Policy to the contrary.

To be included in Section 5 - Definitions

“**electronic means**” includes a telephone, computer or other electronic device used for communication.

To be included in Section 5.2 – Timing of, and access to, informal gatherings or discussions

- 5.2.2a Members of the Council may participate in an informal gathering of the Council by electronic means.
- 5.2.2b A member of the Council participating in an informal gathering by electronic means is taken to be present at the informal gathering provided that the member:
 - i. can hear all other members present at the informal gathering; and
 - ii. can be heard by all other members present at the informal gathering.
- 5.2.6 During the period within which Notice No. 1 applies, public access to designated informal gatherings may be provided in accordance with Sections 90(1a) and 90(1b) of the *Local Government Act 1999* however minutes will not be recorded.

To be included as a new Section 5.2A – Form of Participation by Electronic Means

Where

- (a) a Council member is to participate in a Council informal gathering by electronic means; and
- (b) the electronic means has the functionality to allow the Council member to participate in the informal gathering by being heard but not seen or by being both seen and heard; and
- (c) the electronic means of the Council has the functionality to allow the council member to be heard but not seen or to be both seen and heard,

the member must participate by being both seen and heard.

DECISION REPORT

REPORT TITLE:	RECOMMENDATION TO VARY COUNCIL DECISION C0122/19 (28 OCTOBER 2019) – DETERMINATION OF TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL FOR 2020
ITEM NUMBER:	4.2
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	TAMI NORMAN
JOB TITLE:	EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. **EXECUTIVE SUMMARY**

Recent legislative amendments given effect via the publication of the *Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice No 1) in the SA Government Gazette dated 30 March 2020 by the Minister for Local Government in response to restrictions imposed following the declaration of a public health emergency in response to COVID-19 require a variation to be made to a previous decision of the Council.

Notice No. 1 allows for the conduct of Council meetings via electronic means (something which is not permitted under the ordinary application of the LG Act or the Regulations).

On 28 October 2019 Council determined the time and place of ordinary meetings of Council for 2020. That resolution included reference to the location of Council Meetings as the Council Chambers, 181 Unley Road, Unley.

In light of the current restrictions on public gatherings it is necessary for Council to meet via electronic means. As a consequence, it is necessary to vary the previous decision of the Council to include reference to the alternative location for ordinary council meetings.

To avoid the need to make further changes to the place of ordinary meetings of the Council in future, the proposed variation retains the reference to the Council Chamber, includes the reference to the electronic location and indicates that the Notice of Meeting for each Council Meeting will specify the location of the meeting.

This report seeks a decision from Council to vary the Determination of the Time and Place of Ordinary Meetings of Council for 2020.

2. **RECOMMENDATION**

That Council resolution C0122/19 – Determination of Time and Place of Ordinary Meetings of Council for 2020, of the Council Meeting of 28 October 2019, be **varied** as follows (*bold text to be inserted, strikethrough text to be deleted*):

ITEM 4.8

DETERMINATION OF TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL FOR 2020

That:

1. The report be received.
2. The Council meet on the fourth Monday of every month (excepting January and December 2020) at 7.00pm in **either** the Council Chambers, 181 Unley Road, Unley **or via electronic means using video and audio conferencing services provided via Zoom**, with appropriate adjustments to accommodate public holidays, in accordance with the meeting schedule outlined below:

Tuesday 28 January 2020
Monday 24 February 2020
Monday 23 March 2020
Monday 27 April 2020
Monday 25 May 2020
Monday 22 June 2020
Monday 27 July 2020
Monday 24 August 2020
Monday 28 September 2020
Monday 26 October 2020
Monday 23 November 2020
Monday 14 December 2020

The Notice of Meeting for each Council Meeting will specify the location of the Meeting.

3. Council meet, when required, on the second Monday of the month, as determined by the Chief Executive Officer.
 4. The Chief Executive Officer be delegated authority to amend the date and time of Council meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of section 83(1) of the *Local Government Act 1999*.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

Legislative Provision

Section 21 of the *Local Government (Procedures at Meetings) Regulations 2013* provides:

21 – Chief Executive Officer may submit a report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.

This provision enables a recommendation to amend a previous decision of council to be placed on the Council agenda by the CEO, and accordingly this report recommends to Council that decision C0122/19 – Determination of Time and Place of Ordinary Meetings of Council for 2020 be varied.

5. **DISCUSSION**

Council Decision – C0122/19 – Determination of Time and Place of Ordinary Meetings of Council for 2020

At the 28 October 2019 Council Meeting, Council endorsed the time and place of ordinary meetings of Council for 2020. This is an annual process, whereby the meeting schedule for the next calendar year is presented for endorsement in October or November each year.

Following the issue of Notice No. 1, which provides for the conduct of Council Meetings via electronic means, it is necessary to vary the previous decision to include reference to the electronic location that may apply to ordinary meetings of the Council.

Proposed Variation to Council Resolution C0122/19

It is proposed to simply vary the Council resolution by including reference to the alternative electronic location and by noting that each Notice of Meeting will specify the location for that particular meeting. This will allow meetings for the remainder of 2020 to be held either in the Council Chamber (should current restrictions be lifted) or via electronic means, without the need to further vary the decision.

6. **ANALYSIS OF OPTIONS**

Option 1 –

That Council resolution C0122/19 – Determination of Time and Place of Ordinary Meetings of Council for 2020, of the Council Meeting of 28 October 2019, be **varied** as follows (*bold text to be inserted, strikethrough text to be deleted*):

ITEM 4.8

DETERMINATION OF TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL FOR 2020

That:

1. The report be received.
2. The Council meet on the fourth Monday of every month (excepting January and December 2020) at 7.00pm in **either** the Council Chambers, 181 Unley Road, Unley **or via electronic means using video and audio conferencing services provided via Zoom**, with appropriate adjustments to accommodate public holidays, in accordance with the meeting schedule outlined below:

Tuesday 28 January 2020

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Monday 27 July 2020

Monday 24 August 2020

Monday 28 September 2020

Monday 26 October 2020

Monday 23 November 2020

Monday 14 December 2020

The Notice of Meeting for each Council Meeting will specify the location of the Meeting.

3. Council meet, when required, on the second Monday of the month, as determined by the Chief Executive Officer.
4. The Chief Executive Officer be delegated authority to amend the date and time of Council meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of section 83(1) of the *Local Government Act 1999*.

This option ensures that the previous decision of Council is legally compliant by accurately identifying the possible locations of ordinary meetings of the Council.

There is no alternative option proposed.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- The Local Government Association has sought advice from Norman Waterhouse Lawyers regarding the process to be applied in order to give effect to Notice No. 1. This report is consistent with the advice received.

9. REPORT CONSULTATION

Consultation is not required

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

DECISION REPORT

REPORT TITLE:	MAINSTREET ASSOCIATION MARKETING FUNDING REQUESTS 2020/21 - REVISED PROPOSALS
ITEM NUMBER:	4.3
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	AKARRA KLINGBERG
JOB TITLE:	COORDINATOR ECONOMIC DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. FULLARTON ROAD SOUTH TRADERS ASSOCIATION REVISED FUNDING REQUEST2. UNLEY ROAD ASSOCIATION REVISED FUNDING REQUEST3. KING WILLIAM ROAD TRADERS ASSOCIATION REVISED FUNDING REQUEST4. GOODWOOD ROAD BUSINESS ASSOCIATION REVISED FUNDING REQUEST

1. **EXECUTIVE SUMMARY**

At its meeting held on 23 March 2020, Council considered a report which outlined the Marketing Funding submissions made by the four Mainstreet Associations to inform a decision in relation to the setting of a Separate Rate. As the submissions were made in February 2020 prior to the Federal and State Government directions and restrictions regarding COVID-19 (Coronavirus), the Council resolved:

Consideration of the Mainstreet Association Marketing Funding Requests 2020/21 be deferred until the April 2020 Council Meeting to enable revised requests to be sought from the Mainstreet Associations in light of COVID-19 requirements and to seek further information on the consultation that has occurred with members regarding the funding requests.

Resolution No. C0209/20

In implementing Council's decision, each of the four Associations were invited to reconsider their submissions and provide the requested information regarding member consultation. All four Associations have provided responses which vary in approach.

The Administration recommends that a Separate Rate be raised for each of the four Precincts in line with their revised funding proposals.

2. RECOMMENDATION

That:

1. The report be received.
2. *The matter is for Council to determine. Options are provided in Section 6 of this Report.*

3. RELEVANT CORE STRATEGIES/POLICIES

3. Economic Prosperity
 - 3.2 Thriving main streets and other business activities operate across our City.

4. BACKGROUND

Each year, as part of the budget process, the Associations have the opportunity to submit a marketing budget request to Council for consideration. Proposals are due to Council in February each year. In order to fund the marketing budget requests, Council has the option to levy a Separate Rate (levy) for each Precinct in accordance with Section 154 of the *Local Government Act 1999*.

The Associations are each independent Incorporated Associations under the *Associations Incorporations Act 1985*. If the marketing budget proposals are endorsed by Council, the raising of a Separate Rate for each Precinct will then be included in the Draft 2020/21 Annual Business Plan for community consultation. If endorsed as part of the Annual Business Plan, Council enters into a contract with each of the Associations to deliver the marketing and promotion activities detailed through their individual budget request.

On 11 March 2020, COVID-19 (Coronavirus) was officially declared a pandemic by the World Health Organisation (WHO) and the Federal and State Governments have responded accordingly introducing restrictions to slow the spread of the virus. As the Associations had submitted their budget proposals in February, prior to this declaration and associated restrictions, the proposals did not take into consideration the unprecedented conditions brought about by COVID-19 nor the impacts it would have on their activities or on businesses generally.

In light of the pandemic declaration and imposed restrictions, at its meeting on 23 March 2020, in consideration of Item number 4.5 *Mainstreet Association Marketing Funding Requests 2020/21*, the Council resolved:

Consideration of the Mainstreet Association Marketing Funding Requests 2020/21 be deferred until the April 2020 Council Meeting to enable revised requests to be sought from the Mainstreet Associations in light of COVID-19 requirements and to seek further information on the consultation that has occurred with members regarding the funding requests.

Resolution No. C0209/20

Subsequently, each Association was invited to revise their original funding proposal and asked to provide information on the consultation undertaken. Each Association has since submitted a response for consideration by Council.

At this time, it is unknown when the COVID-19 restrictions will be lifted in Australia or if new restrictions will be announced by the Federal or State Governments. Some of the current restrictions include:

- Restrictions on business operations.
- Restrictions on non-essential gatherings, which includes events.
- Australians being encouraged to stay at home.
- Social distancing measures.

5. DISCUSSION

Clause 154 (1) of the Local Government Act 1999 (the Act) states that:

A council may declare a Separate Rate on rateable land within a part of the area of the council for the purpose of planning, carrying out, making available, supporting, maintaining or improving an activity that is, or is intended to be, of particular benefit to the land, or the occupiers of the land, within that part of the area, or to visitors of that part of the area.

Following the March 2020 Council meeting, each Association was contacted and invited to revisit their 2020/21 budget proposals in light of COVID-19. Each of the Associations have responded with different approaches.

Fullarton Road South Traders Association Inc and Goodwood Road Business Association Inc

These two Associations have now proposed no increase to the 2019/20 Separate Rate levied for their Precincts. These Associations propose the two lowest Separate Rate levies in the City of Unley and allocate the majority of their funding towards marketing activities, not events.

With their revised submissions, strategic marketing has been highlighted as being essential to bring people back to the Precincts. Goodwood Road has a small allocation towards activations which primarily goes towards the ‘Sat’dy on Goody’ events which are small scale and can be rolled out with limited lead time and are proposed to continue if restrictions are lifted.

Unley Road Association Inc and King William Road Association Inc

In their original budget proposals, both Unley Road and King William Road had allocated a significant proportion of funding towards hosting events (\$27,000 and \$34,000 respectively). As the current Federal Government COVID-19 restrictions do not allow for non-essential gatherings, both Associations have removed this allocation and adjusted costs associated with running events (such as event related marketing and administration requirements) resulting in a reduced budget proposal. Similar to Fullarton Road and Goodwood Road, the need for marketing and support to continue has been highlighted as essential to bring people back to the precinct.

Table 1 contains a summary of the revisited individual Association requests, the original proposals and the Separate Rate for 2019/20 which Council approved.

Table 1

Association	Amount raised in 2019/20	Original proposal for 2020/21	Revised proposal for 2020/21
Fullarton Road South Traders Association Inc (FRSTA)	\$250 per rateable property (\$13,000)	\$250 per rateable property (\$13,000)	\$250 per rateable property (\$13,000) Or no separate rate collected
Unley Road Association Inc (URA)	\$113,395	\$117,135 (3.3% increase on 2019/20 or \$3740)	\$69,835 (38% decrease on 2019/20 or \$43,560)
King William Road Association Inc (KWRTA)	\$147,400	\$159,940 (8.5% increase on 2019/20 or \$12,540)	\$92,280 (37% decrease on 2019/20 or \$55,120)
Goodwood Road Business Association Inc (GRBA)	\$57,225	\$60,086 (4.9% increase on 2019/20 or \$2861)	\$57,225

Attachments 1 to 4 set out the individual Association responses to Council with updated budget proposals.

Attachments 1-4

Consultation

Each of the Associations were asked to provide details on the consultation that has occurred with its members regarding the funding requests. All four Associations have responded that, with both the original and revised budget, the funding requests were considered by the full committee but not put out for consultation to their members. The Associations were advised that feedback received throughout the year was taken into consideration when developing the individual budgets.

6. ANALYSIS OF OPTIONS

Option 1 – Council endorse revised proposals submitted by the Associations.

1. The report be received.
2. A Separate Rate to raise \$69,835 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) on Unley Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
3. A Separate Rate to raise \$92,280 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop) on King William Road between Greenhill Road and Commercial Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
4. A Separate Rate to raise \$13,000 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) with addresses along Fullarton Road (between Cross Road and Fisher Street), be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
5. A Separate Rate to raise \$57,225 for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop), Commercial (Office) and Commercial (Other) on Goodwood Road, between Leader Street/Parsons Street and Mitchell Street/Arundel 2020/21 for community consultation.

This option seeks to raise a Separate Rate for the four Precincts as requested by the four Associations through their revised proposals and, if endorsed by Council, would be included in the Draft Annual Business Plan 2020/21 for community consultation.

Option 2 – Council determine the value of the Separate Rate to be collected for each precinct.

1. The report be received.
2. A Separate Rate to raise \$XXXX for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) on Unley Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
3. A Separate Rate to raise \$XXXX for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop) on King William Road between Greenhill Road and Commercial Road, be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
4. A Separate Rate to raise \$XXXX for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other) with addresses along Fullarton Road (between Cross Road and Fisher Street), be considered as part of the Draft Annual Business Plan 2020/21 for community consultation.
5. A Separate Rate to raise \$XXXX for the purposes of marketing and promotion to be collected from the properties in the category of Commercial (Shop), Commercial (Office) and Commercial (Other) on Goodwood Road, between Leader Street/Parsons Street and Mitchell Street/Arundel as part of the Draft Annual Business Plan 2020/21 for community consultation.

This option seeks to raise a Separate Rate for the four Precincts as per previous years but allows Council to exercise its discretion to determine the total amount to be collected.

Option 3 – Council collect a Separate Rate and retain the funds for the purposes of providing a centralised marketing campaign

1. The report be received.
2. A Separate Rate to raise \$XXXX for the purposes of delivering a centralised marketing and promotion campaign for businesses in the City of Unley to be collected from the properties in the category of Commercial (Office), Commercial (Shop) and Commercial (Other):
 - On Unley Road between Cross Road and Greenhill Road
 - On King William Road between Greenhill Road and Commercial Road (commercial [shop] only)
 - On Fullarton Road (between Cross Road and Fisher Street)
 - On Goodwood Road, between Leader Street/Parsons Street and Mitchell Street/Arundel Street

as part of the Draft Annual Business Plan 2020/21 for community consultation.

This option seeks to raise a Separate Rate from the four Precincts as per previous years but allows Council to retain the funds for the purposes of delivering a centralised marketing and promotion campaign for businesses across the City. The levy is used in part by the Associations to fund various administrative costs (including their Coordinators). As such, under this option, the Associations would need to seek alternative funds to meet these costs.

Option 4 – No Separate Rate collected.

1. The report be received.
2. Council does not raise a Separate Rate for any Precinct in 2020/21.

This option would provide financial relief for businesses within the four Precincts. However, the four Associations would not be able to continue to provide marketing and promotional assistance to the business Precincts as they currently do. The need for marketing and promotion when restrictions regarding COVID-19 have been lifted will be of increased importance to encourage people to return to the Precincts.

If no Separate Rate was collected, Council could consider a strategic marketing campaign funded through general rate revenue. This option would have a negative impact on the long-term collaborative marketing, economic and business development of the City's business precincts, therefore this option is not recommended. The levy is used in part by the Associations to fund various administrative costs (including their Coordinators). As such, under this option, the Associations would need to seek alternative funds to meet these costs.

7. RECOMMENDED OPTION

The matter is for Council to determine.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- If Council imposes a Separate Rate and contracts the individual Associations to undertake the marketing and promotion for the mainstreet on behalf of Council, there is no net cost to Council.
- Any Separate Rate raised by Council is in addition to a proposed Operating Project "Trader Event Sponsorship", with \$40,000 currently being proposed as part of the 2020/21 budget process.

8.2 Legislative/Risk Management

- Council has an obligation to ensure that the revenue raised from the Separate Rate is expended for the purpose for which the rate was imposed and expended within the financial year for which it was collected, in this case 2020/21.

8.3 Staffing/Work Plans

- There is no expected additional staff impact from any of the options presented to Council.

8.4 Environmental/Social/Economic

- There are no social or environmental impacts. The separate rate will impose a financial burden on the businesses which are rated, but the marketing and promotional activities of the Associations should mitigate the financial impacts and lead to improved overall outcomes for those.

8.5 Stakeholder Engagement

- Consultation by Council will be undertaken as part of the Draft Annual Business Plan 2020/21, to be undertaken in accordance with legislative requirements.
- The Associations have consulted with their individual committees, but not with their member businesses, prior to submitting the funding proposal to Council. Associations have advised that they have drawn on feedback provided during the previous year to inform their proposals.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

FULLARTON ROAD SOUTH TRADERS ASSOCIATION Inc.



Ms A Klingberg
Coordinator Business and Economic Development
City of Unley
PO Box 1
Unley 5061

Ms Susan Straschko
c/o Highgate Pharmacy
432 Fullarton Road,
Myrtle Bank 5064

26th March 2020

Dear Akarra,

The committee for Fullarton Road South Traders Association Inc. request Council **either**:

A) Collect a separate rate for the 2020-21 Financial Year within the Association boundary on Fullarton Road, between Cross Roads and Fisher St, under the Separate Rate Provision of the local Government Act 1999. It was voted that the levy collected remain a fixed amount of \$250 per each commercial property under the categories Commercial Shop, Commercial Office and Commercial Other for 2020-21.

B) Not collect any Levy for the Budget period of 2020-21.

Our decision is based on the fact that our request is mainly for online marketing, which may be of huge benefit to businesses who are struggling to get their messages out to the community and their customers.

We feel that hopefully this crisis will be over by December and a Christmas Networking may be beneficial to our members, but we would gladly forgo the \$600 we allow for it, if you deem it unnecessary.

As we collect such a small amount, we feel that any reduction would be more work than it is worth to collect, so in **summary we have agreed that to leave it as is, or postpone it entirely for a year**, providing CoU are prepared to cover our regulatory costs so we remain viable at the end of this pandemic.

Best wishes,

Susan Straschko

Chairperson - Fullarton Road South Traders Association Inc.

susan@medehealth.com.au mob: 0411 555 473

Please refer to following page for FRSTA inc Committee Voting

FULLARTON ROAD SOUTH TRADERS ASSOCIATION Inc.



The FRSTA Inc. Committee agree to either maintain our Marketing Levy Request at the current level or to waive it entirely for the Budget Period 2020-21

Nicholas Pike _____ AGREED
(Coordinator)
Pike Jewellers

Helen Pike _____ AGREED
Pike Jewellers

Linda Rothenberg _____ AGREED
(Minute Secretary)
Linda's Beauty Therapy

Cliff Rothenberg _____ AGREED
(Public Officer)
Linda's Beauty Therapy

Richard Ockenden _____ Voted to cancel all Rates and Marketing Levy
After Dark

Andrew Clarkson _____ AGREED
(Treasurer)
Adelaide Sports Physiotherapy

Dave Green _____ AGREED
EnvyUs

Susan Straschko _____ AGREED
(Chairperson)
Highgate Pharmacy

**FUNDING REQUEST 2020-21
Proposed Operating Budget
FULLARTON ROAD SOUTH TRADER'S ASSOC. INC.**

Income

Separate Rate Funding	\$13,000.00
Banner income	\$.....
Membership (or other income)	\$250.00
Total Income	\$13,250.00

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Marketing Campaign	\$9,850.00
Project 2 Trader's Christmas Networking Function	\$600.00
Project 3	\$.....
<i>Sub total</i>	<u>\$9,100.00</u>

Administration

Marketing Coordinator	\$.....
PO Box	\$.....
Office expenses	\$1,000.00
Insurance	\$1,600.00
Other	\$200.00
<i>Sub total</i>	<u>\$4,150.00</u>

Total Expenses **\$13,250.00**

TOTAL (Income- Expenses) **\$13,250.00**

FUNDING REQUEST 2020 - 2021
Fullarton Road South Trader's Assoc. Inc.

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project - for the specific projects only)

<p>Project 1: Continuation of our marketing program, including print and social media <i>Objective: Increase awareness of local businesses</i> <i>Measure:</i> <i>Estimated completion date: Ongoing</i></p>	<p>\$9,850.00</p>
<p>Project 2: Trader's Christmas Networking Function <i>Objective: Allowing all our Trader's to catch up and exchange ideas</i> <i>Measure: Number's attending increase each year</i> <i>Estimated completion date: December 2020</i></p>	<p>\$600.00</p>
<p>Marketing Coordinator: Filled in a volunteer capacity</p>	<p>\$</p>
<p>PO Box: Annual fee</p>	<p>\$</p>
<p>Office expenses: General postage, phone calls and office supplies</p>	<p>\$1,000.00</p>
<p>Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.</p>	<p>\$1,600.00</p>
<p>Other</p>	<p>\$200.00</p>
<p>TOTAL</p>	<p>\$13,250.00</p>



6 April 2020

Dear Akarra

Re: Unley Road Association Revised 2020 -2021 Marketing Levy Budget

Due to the current circumstances with the COVID-19 pandemic, we are re-submitting the Unley Road Association's 2020-2021 Marketing Budget Proposal for the City of Unley's consideration. The budget revision has been undertaken by the URA Executive Committee and all URA committee members have had the opportunity to review and provide feedback. The majority are in favour of the reviewed budget (not all committee members are currently available.) Due to current business closures and pressures, we have not been able to seek input from businesses during the past fortnight.

The previous marketing bid (submitted in Feb 2020) was developed using feedback from traders, landlords and committee members. This feedback was gathered during Unley Networking events, email feedback and discussions with traders and landlords with committee/coordinator. We had scheduled an Unley Road traders forum/networking event to gather further feedback and explore opportunities for 2020 and beyond, however this will not proceed as planned, due to COVID-19. We have included this in the budget for 2020-21 and will seek to undertake this as soon as it is safe to do so.

For the upcoming financial year, the Association is requesting the following;

- \$69 835 Operating Budget
- \$1 000 Banners.

We believe that a vibrant and successful mainsheet in turns creates a lively and proud community. As an Association, we are passionate about our traders and encourage them to interact with the local community. The current COVID-19 pandemic is already having a huge impact on businesses and our Unley Road businesses are feeling the pain, with shop closures (estimated at over 60% to date), letting staff go, reduced operations and an ever-changing environment. The Unley Road Association know that the impact of this pandemic is likely to be felt for a long time and will change the Road as we currently know it.

We feel it is important that the 2020-21 year be focussed on supporting traders and marketing and promotion. When businesses are able to reopen, we know that it will still take time for people to return to their spending habits and we will need to draw people back to Unley Road.

As such we have altered our original marketing bid to include the following elements;

- One networking event – to help support the traders, meet new faces on the Road and strengthen existing relationship.
- 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.

PO Box 391 Unley, SA 5061
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- Continue with our website development and updates, to ensure Unley Road website is a complete overview of all of the businesses on the Road and gives businesses the chance to offer opportunities to fellow traders and the public.
- Advertising and promotions, including social media, advertising opportunities with influencers such as Cosi and a scaled back version of the Only Unley Road competition to help bring people into businesses and spend money in store.
- Scaled back administrative (previously 11 hours to 8hours/ month) and marketing coordinator roles (37 hours to 28 hours/ month) to enable online presence and administrative functions to continue during pandemic, but to ensure that there are suitable funds to service events and marketing campaigns when businesses are able to reopen (this equates to running at approximately ½ capacity for first six months of financial year, and closer to full capacity for the remaining six months).

It is pleasing to see that a number of other South Australian councils are proactively offering relief to businesses and ratepayers and we would greatly appreciate if council could investigate options to relieve the burden of rates and fees on landlords and businesses (for all City of Unley businesses) during these unprecedented times. This is particularly important for commercial businesses in the Unley area as these businesses had significant increases with the rates re-evaluation last year (as one of the first councils to undergo this, which has now been halted for other councils).

The Federal and State Governments have instigated major policy and funding initiatives to help Australian businesses weather the effects of the pandemic. It is vital that local Councils (as the most connected level of government to local communities and businesses) show their support. There is a real opportunity for the City of Unley to proactively demonstrate their concerns for the future wellbeing of businesses in the Unley area by reallocating funding for events such as the Unley Gourmet Gala. This would channel funds into supporting all businesses rather than a small number that benefit from the event.

We would welcome the opportunity to workshop ideas with council as to how businesses can be best supported during the pandemic, and in the months that follow.

We would also like to work alongside Council in 2020-21 to ensure that the City of Unley, and Unley Road, can once again be a vibrant, successful precinct for the local and wider community to enjoy.

We look forward to discussing the opportunities with Council in the future. Should you require further information about our proposal, please contact me on 0422 209 142.

Sincerely



James Morris
Chairman Unley Road Association

PO Box 391 Unley, SA 5061
hello@onlyunleyroad.com.au
www.onlyunleyroad.com.au

**FUNDING REQUEST 2020-21
Proposed Operating Budget
UNLEY ROAD ASSOCIATION**

Income

Separate Rate Funding	\$69 835
Banner income	\$1 000
Membership (or other income)	\$0
Total Income	\$70 835

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Member services	\$7 000
Project 2 Advertising and promotional	\$37 000

Sub total

\$44 000

Administration

Marketing Coordinator	\$15 000
Administration services	\$4 500
PO Box	\$135
Office expenses	\$4 000
Insurance	\$2 000
Other	\$200

0

Sub total \$25 835

Total Expenses **\$69 835**

TOTAL (Income – Expenses) **1000**

FUNDING REQUEST 2020 – 2021
UNLEY ROAD ASSOCIATION

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: Member Services</p> <p>Objective:</p> <ul style="list-style-type: none"> • 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. <p>Measure: Participant numbers and feedback. Read and click rates on emails.</p> <p>Estimated completion date: Ongoing to June 2021</p>	<p>\$7 000</p>
<p>Project 2: Advertising and promotional activities</p> <p>Objective:</p> <ul style="list-style-type: none"> • 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 <p>Measure: Engagement stats from online avenues, business participation and trader feedback</p> <p>Estimated completion date: Ongoing to June 2021</p>	<p>\$37 000</p>

<p>Marketing Coordinator: Avg 28 hours/month at \$45hr (First six months at ½ capacity, second six months at greater capacity)</p> <p>Administration Officer: Avg 8 hours a month \$45hr (First six months at ½ capacity, second six months at greater capacity)</p>	<p>\$15 000</p> <p>\$4 500</p>
PO Box: Annual fee	\$ 135
Office expenses: General postage, stationary, phone calls and office supplies. This also includes book keeping, accounting and auditor fees.	\$ 4 000
Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.	\$2 000
Other	\$2000
TOTAL	\$69 835

From: [Arthur Koufalias](#)
To: [Akarra Klingberg](#)
Cc: [Chelsea Mattner](#)
Subject: KWRTA amended budget proposal
Date: Tuesday, 7 April 2020 3:32:30 PM
Attachments: [NEW_Marketing_Levy_request_2020-21 Covid-19_V1.pdf](#)

Hi Akarra

As the chair of the King William Traders association please accept on behalf of the Association a revised budget proposal for the upcoming financial year 2020/21.

The Committee met via Zoom to discuss the revised budget proposal considering the Covid-19 restrictions that have impacted many of the planned activities of the association. The amended proposal has also been circulated and approved by all the committee members.

We appreciate the Council reconsidering this issue and considering the levy to be issued next financial year. Any assistance to the traders on the street during this difficult time is appreciated, however as an association we are unsure whether or not the benefit of a nil or reduced levy will be passed onto the traders themselves, many of whom are just renting the space they occupy.

The association itself at this stage can support a reduced levy in line with our revised budget but unfortunately, we cannot support a nil levy for next financial year for a number of reasons:-

1. Firstly, the association has some fixed expenses that need to be paid, these include insurance, Xero subscriptions and other expenses listed in the revised budget.
2. Secondly, as an association, now more than ever we feel that social media is more important to the traders and our social media team has been busy continuing to promote the offerings of our traders.

It is no surprise that many of our traders have been impacted significantly from the Covid-19 pandemic, especially the cafes/restaurants and retail traders. Unfortunately, as an association during this difficult time, we are limited in what we can do to activate and bring visitors to the street. We have decided to use our platform to continue to promote the business via our social media channels. This has so far shown great engagement.

As an association we have engaged an external specialist social media company to provide social media promotion of the many offerings our traders are still able to offer. At times it is just simply beneficial to let people know that our traders are still open, even if what they can offer is limited to takeaway or private appointments. Social media is a very cost-effective way for us to reach our target audience.

In these uncertain times, we feel that getting this message out to our customers to be of paramount importance so that at the very least our traders can break even and weather this current storm.

Also, with Chelsea's departure from the coordinator role (although she is still assisting us on a limited part time basis) we have decided to delay the appointment of her replacement until 1 July 2020.

As we have removed request for funds for activations and events in the street (as they are not possible in the current environment), we ask that Council consider funding and running a Christmas event, should the current restrictions be lifted before then.

We would also ask Council to consider funding a street activation event as a celebration of restrictions being removed and life returning to normal once that does actually occur. We see no reason why the commencement of planning for such an event cannot start immediately. The timeline for the implementation of such an event will obviously be reliant of circumstances. I think that if the plan for such an event has been made, then we could be one of the first to roll such an event out when restrictions do lift and thereby get maximum benefit from it.

If you have any questions regarding this submission, please feel free to contact me. My email address is below, and my mobile number is 0408 088 850

Arthur Koufalias

Principal



T: [08 8366 2227](tel:0883662227)
E: akoufalias@akfamilylaw.com.au
W: www.akfamilylaw.com.au
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HYDE PARK, SA, 5061

AK Family Law



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FUNDING REQUEST 2020-21
Proposed Operating Budget
KING WILLIAM ROAD TRADERS ASSOCIATION
Updated April 2020 - Covid-19

Income

Separate Rate Funding	\$92,280
Banner income	\$0
Membership (or other income)	\$nil
Total Income	\$92,280.00

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 - Events & Activations	\$0
Project 2 - Strategic Marketing & PR Coordination	\$24,000
Project 3 - Digital Marketing Strategy	\$22,000
Project 4 - Digital & Print Media Partnerships	\$7500
Project 5 - Street Development	\$0
Project 6 - Trader Engagement	\$500
<i>Sub total</i>	<u><i>\$54,000</i></u>

Administration

Marketing Coordinator	\$28,080
Contribution to Year X of Mainstreet Digital Economy Strategy	\$0
Accountant & EOFY Audit	\$5000
Website Hosting & Maintenance	\$500
Insurance	\$3200
Office expenses & Subscriptions (Xero)	\$1500
Other	\$0
<i>Sub total</i>	<u><i>\$38,280</i></u>

Total Expenses **\$92,280**

TOTAL (Income – Expenses)

FUNDING REQUEST 2020 – 2021
KING WILLIAM ROAD TRADERS ASSOCIATION

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: <i>Events & Activations</i> <i>Objective: Execute events and activations along King William Road once events are able to be resumed to bring visitors back to KWR.</i></p> <p>Events and activations to include Christmas on KWR and live music on KWR</p> <p><i>Measure: Visitor attraction to King William Road resulting in increase foot traffic and trading for businesses.</i></p> <p><i>*A request for funding to be from City of Unley and managed by CoU events team if evens are able to be resumed in FY 2020/21</i> <i>Refer to supporting materials</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$0*</p>
<p>Project 2: <i>Strategic Marketing & PR Coordination:</i> <i>Objective: Develop branding initiatives for King William Road including KWR printed magazine and original digital content combined with media and PR opportunities.</i></p> <p><i>Measure: Positioning of KWR as a lifestyle destination measured by engagement of reach across platforms.</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$24,000</p>

<p>Project 3: Digital Marketing Strategy</p> <p><i>Objective: Increase the community and following of King William, blog with increasing engagement to drive continued awareness of King William Road using free and paid platforms.</i></p> <p><i>Measure: Increased following and engagement across Facebook and Instagram digital channels.</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$22,000</p>
<p>Project 4: Digital & Print Media Partnerships</p> <p><i>Objective: Drive awareness of King William Road lifestyle and events/ activations through paid media partnerships including Glam Adelaide, SA Life plus potential new partnerships with radio, Soltice Media, SA Style</i></p> <p><i>Measure: Return on Investment based on reach and engagements with posts/articles</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$7500</p>
<p>Project 5: Street Development</p> <p><i>Objective: Improve the lifestyle experience for visitors to King William Road through further improvements to infrastructure. This could include installation of additional bud-lighting to complete along with zoning key 'hubs' outside of the main KWR precinct.</i></p> <p><i>*Remove from budget in FY2020/21 in line with reducing spend surrounding Covid-19</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$0*</p>
<p>Project 6: Trader Engagement</p> <p><i>Objective: Engage Traders through regular communication and networking opportunities</i></p> <p><i>This could be achieved via regular communication including newsletters, annual calendar and Facebook group posts along with AGM and networking event opportunities</i></p> <p><i>Measure: Increased trader engagement via open rate for eDM and attendance to trader event(s)</i></p> <p><i>*Reduced budget by \$2000 to allow for zoom meetings, newsletters and AGM to be funded but other trader events cancelled</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$500*</p>

SUB TOTAL	\$54,000
ADMINISTRATION	
Marketing Coordinator: Average of 15 hours per week at \$48 per hours (\$37,440 pa) <i>*Reduction of 25% with role to be reduced by 50% for Q1 & Q2 and resumer at full capacity for Q3 & Q4 forecasting trade will return to the new normal in 2021</i>	\$28,080*
Contribution to Year 2020/21 of Mainstreet Digital Economy Strategy	\$0
Accounting & EOFY Audit	\$5000
Website Hosting & Maintenance	\$500
Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.	\$3200
Office expenses <i>*Reduce by \$1000 to cover the minimum in subscription fees (eg. Xero/Mailchimp)</i>	\$1500*
Other <i>*Reduce to \$0 with no allowance for miscellaneous spend</i>	\$0*
SUB TOTAL	\$38,280
TOTAL	\$92,280

FUNDING REQUEST 2020-21- REVISED
Proposed Operating Budget
Goodwood Road Business Association

Income

Separate Rate Funding (5% increase)	\$57,225
Banner income (based on last year)	\$6,500
Membership (or other income)	\$.....
Total Income	\$63,725

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Advertising/Promotion	\$13,000
Project 2 Streetscape/Activations	\$5,000
Project 3 Events – SALA, Misc small events (+\$1,000)	\$10,000
Project 4 Member Services – networking etc	\$1,500
Project 5 Engage Marketing Coordinator	\$16,120
<i>Sub total</i>	<u><i>\$45,620</i></u>

Administration

Coordinator (Admin only)	\$12,480
Office expenses	\$500
Insurance	\$1,800
Other – Book keeping, auditing misc	\$3,000
<i>Sub total</i>	<u><i>\$17,780</i></u>

Total Expenses	\$63,400
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TOTAL (Income – Expenses)	\$325
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FUNDING REQUEST 2020 – 2021
Goodwood Road Business Association

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: Advertising/Promotion <i>Objective: Promote Goodwood Road as a whole and individual members as appropriate, in order to attract more visitation from locals and visitors alike</i> <i>Measure: Effective use of budget, anecdotal feedback from members</i> <i>Estimated completion date: ongoing to 30/6/2021:</i></p>	\$13,000
<p>Project 2: Streetscape/Activations <i>Objective: Create an interesting and attractive environment to attract and engage locals and visitors alike</i> <i>Measure:</i> <i>Estimated completion date: 30/6/2021</i></p>	\$5,000
<p>Project 3: Events (SALA, Smaller events eg Sat'dys on Goody) <i>Objective: Manage and promote events of an appropriate size and scale, to attract people to Goodwood Road for events and ongoing</i> <i>Measure: Attendees at events, member participation and feedback</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$10,000
<p>Project 4 : Member Services <i>Objective: Manage and promote networking events and activities for members</i> <i>Measure: Attendees at events, member participation</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$1,500
<p>Project 5 : Engage Marketing Coordinator <i>Objective: Engage coordinator with appropriate skills to coordinate Projects 1-4</i> <i>Measure: Appointment and performance review</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$16,120
<p>Admin Coordinator: Admin : 4 hours/week @ \$62</p>	\$12,480
<p>Office expenses: General postage, phone calls and office supplies</p>	\$500
<p>Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.</p>	\$1,800
<p>Other : Bookkeeping, auditing</p>	\$3,000
<p>TOTAL</p>	\$63,400



Goodwood Road Business Association Inc.
PO Box 563 Goodwood SA 5034
www.goodwoodroad.com.au

5/4/2020

Claude Malak,
General Manager, City Development,
City of Unley
PO Box 1
Unley SA 5061

Dear Claude,

Thank you for the opportunity to reconsider our submission for raising a separate rate for the 2020/21 financial year, in the light of the current COVID-19 circumstances. I think it's fair to say if we were considering our submission now, instead of at our January and February meetings, our request would have been different.

After email communications between the committee, and the consideration of several alternatives, it has been decided to amend our submission to request that there is

- **no increase in the amount for collection in 2020/21. ie the levy amount be as for 2019/20.**

We are in the process of amending our budget accordingly but are aware that any final decision is subject to the outcome of the Council meeting on April 27. Has any consideration been made to reducing the levy "cap" for this financial year? This would also have an effect on our levy income.

The alternatives were considered and subsequent decision was made by our Committee, which is representative of the business sectors of our area. While we are in constant contact with our members, this particular decision was not specifically been raised with our wider business community.

We also note your comments re event funding. While we are in the process of registering as a SALA venue, we understand that any event/s in relation to SALA and other events (and subsequent funding and budget allocation) will be subject to circumstances at the time.

We have cancelled our upcoming "Sat'dys on Goody" events for the foreseeable future.

We are continuing to promote our area and its members during this time – probably even more important given these circumstances, but with no events being held, and some other projects being put on hold, we would like to request that any 2019/20 levy funds remaining unused as at June 30 can be carried over into the next financial year. Your earliest possible advice re this particular request will enable us to effectively plan for the remainder of this financial year.



Goodwood Road Business Association Inc.
PO Box 563 Goodwood SA 5034
www.goodwoodroad.com.au

Akarra has made us aware that our contribution to the Digital Economy Strategy would not be required this year.

We'd like to commend the assistance and advice provided by Akarra during this process.

Thank you again for this opportunity and your consideration. We look forward to the earliest possible advice re the outcome of Council's considerations.

Kind regards,

Brett Wheatland
Chair, Goodwood Road Business Association

Cc Councillor Nicole Sheehan
Councillor Emma Wright
Councillor Don Palmer
Councillor Jennie Boisvert

FUNDING REQUEST 2020-21- REVISED
Proposed Operating Budget
Goodwood Road Business Association

Income

Separate Rate Funding (5% increase)	\$57,225
Banner income (based on last year)	\$6,500
Membership (or other income)	\$.....
Total Income	\$63,725

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Advertising/Promotion	\$13,000
Project 2 Streetscape/Activations	\$5,000
Project 3 Events – SALA, Misc small events (+\$1,000)	\$10,000
Project 4 Member Services – networking etc	\$1,500
Project 5 Engage Marketing Coordinator	\$16,120

Sub total \$45,620

Administration

Coordinator (Admin only)	\$12,480
Office expenses	\$500
Insurance	\$1,800
Other – Book keeping, auditing misc	\$3,000

Sub total \$17,780

Total Expenses **\$63,400**

TOTAL (Income – Expenses) **\$325**

FUNDING REQUEST 2020 – 2021
Goodwood Road Business Association

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: Advertising/Promotion</p> <p><i>Objective: Promote Goodwood Road as a whole and individual members as appropriate, in order to attract more visitation from locals and visitors alike</i></p> <p><i>Measure: Effective use of budget, anecdotal feedback from members</i></p> <p><i>Estimated completion date: ongoing to 30/6/2021:</i></p>	\$13,000
<p>Project 2: Streetscape/Activations</p> <p><i>Objective: Create an interesting and attractive environment to attract and engage locals and visitors alike</i></p> <p><i>Measure:</i></p> <p><i>Estimated completion date: 30/6/2021</i></p>	\$5,000
<p>Project 3: Events (SALA, Smaller events eg Sat'dys on Goody)</p> <p><i>Objective: Manage and promote events of an appropriate size and scale, to attract people to Goodwood Road for events and ongoing</i></p> <p><i>Measure: Attendees at events, member participation and feedback</i></p> <p><i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$10,000
<p>Project 4 : Member Services</p> <p><i>Objective: Manage and promote networking events and activities for members</i></p> <p><i>Measure: Attendees at events, member participation</i></p> <p><i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$1,500
<p>Project 5 : Engage Marketing Coordinator</p> <p><i>Objective: Engage coordinator with appropriate skills to coordinate Projects 1-4</i></p> <p><i>Measure: Appointment and performance review</i></p> <p><i>Estimated completion date: ongoing to 30/6/2021</i></p>	\$16,120
<p>Admin Coordinator:</p> <p>Admin : 4 hours/week @ \$62</p>	\$12,480
<p>Office expenses: General postage, phone calls and office supplies</p>	\$500
<p>Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.</p>	\$1,800
<p>Other : Bookkeeping, auditing</p>	\$3,000
<p>TOTAL</p>	\$63,400

DECISION REPORT

REPORT TITLE:	2020-21 DRAFT ANNUAL BUSINESS PLAN AND BUDGET FOR PUBLIC CONSULTATION
ITEM NUMBER:	4.4
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	MICK WETHERALL
JOB TITLE:	ACTING MANAGER FINANCE & PROCUREMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. SECTION 123 - SA LOCAL GOVERNMENT ACT 19992. PROPOSED OPERATING PROJECTS3. PROPOSED NEW CAPITAL PROJECTS4. PROPOSED CAPITAL REPLACEMENT PROGRAM5. DRAFT 2020-21 ANNUAL BUSINESS PLAN - COMMUNITY CONSULTATION OVERVIEW

1. **EXECUTIVE SUMMARY**

The *Local Government Act 1999* (the 'Act') requires Council to consult with the community prior to adopting the annual budget. Specifically, the Act requires Council to develop a Draft Annual Business Plan and follow a process of community consultation.

This report and the associated attachments provide information regarding the Draft 2020-21 Annual Business Plan in relation to the:

- Services provided by Council to the community;
- Proposed projects to be undertaken;
- Resources required by the Council to deliver the services and projects; and
- Funding required (proposed rates increase and estimated borrowings).

Council has an opportunity to review the presented projects and their impact on funding requirements before the Draft Annual Business Plan is finalised for consultation.

Based on the following:

- Proposed net Operating Projects of \$798K.
- Proposed Capital Replacement of \$7.593M.
- Proposed New Capital of \$2.255M.

Council is considering no rate increase above the valuation growth of 0.50%. The valuation growth is a recognition of new developments and is an increase in the assessment book only.

The impact on other revenue sources due to the COVID-19 pandemic is still being investigated. Once these financial impacts are known, adjustments will be made to the 2020-21 Annual Business Plan prior to adoption.

Council will not require any external borrowings and will deliver all proposed projects and maintain current service levels from existing financial resources.

Council's conscious decision in the current difficult economic climate not to raise rate revenue for 2020-21 will result in Council achieving an Operating Surplus Ratio of 3% as opposed to the targeted 5% for the financial year.

In summary, the Draft 2020-21 Annual Business Plan and Budget, presented to the Council to be endorsed for consultation, will meet the legislative requirements and with the exception of the Operating Surplus Ratio, will meet all financial targets adopted as part of the Long-Term Financial Plan.

Community Consultation

Section 123(4) of the Act prescribes the minimum level of consultation that a council must undertake in conjunction with the Draft Annual Business Plan.

It is proposed that community consultation will occur between 30 April and 21 May 2020, however no public meeting will occur this year in accordance with The Minister for Transport, Infrastructure and Local Government's variation to the Local Government Act 1999 - *Public Access and Public Consultation Notice (No 2) 2020*.

Council will receive submissions via Council's website (through Your Say Unley) or written submissions to PO Box 1, Unley 5061. All submissions will be accepted up until the close of business on 21 May 2020.

The 2020-21 Annual Business Plan and declaration of rates will be presented to Council for adoption at its June 2020 meeting.

2. RECOMMENDATION

That:

1. The report be received.
 2. The proposed list of net Operating Projects for 2020/21 of \$798K (Attachment 2, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
 3. The proposed list of New Capital Projects for 2020/21 of \$2.255M (Attachment 3, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
 4. The proposed list of Capital Replacement for 2020/21 of \$7.593M (Attachment 4, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
 5. The Draft 2020-21 Annual Business Plan and Budget (Attachment 5, Item 4.4, Council Meeting, 27/04/2020) (incorporating any consequential amendments from other items considered at the meeting of 27 April 2020) be endorsed for the purpose of community consultation, to be conducted between 30 April and 21 May 2020.
 6. The Chief Executive Officer be authorised to make any necessary minor edits required for consistency or clarity to the Draft 2020-21 Annual Business Plan and Budget, if required.
 7. The community consultation process comprising a notice in the Advertiser, online consultation via Your Say Unley and notifications on Council's website and social media channels be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. BACKGROUND

In order to provide direction for the Administration, an Elected Members Workshop was conducted on 30 March 2020 where members considered an overview of the draft operating budget, significant budget imposts and savings, possible impacts of COVID-19 on budget development, potential operating and capital projects. Members suggested that in light of the current economic climate and the likely difficulties that may be confronting ratepayers, the budget be drafted with a zero general rate increase for the 2020-21 financial year.

5. **DISCUSSION**

Legislative Compliance

Section 123(3) of the *Local Government Act 1999* requires councils to prepare a Draft Annual Business Plan and Budget for community consultation prior to formal adoption (Attachment 1).

Attachment 1

The Annual Business Plan and Budget must be adopted after 31 May and prior to 31 August each year.

Community Consultation

Community consultation on the Draft Annual Business Plan will occur between 30 April and 21 May 2020.

The proposed methodology for engagement is listed below and this approach takes into consideration restrictions imposed on non-essential gatherings and is consistent with Notice No.2:

- Advertising in the Advertiser;
- Online consultation on Your Say Unley;
- Notification on Council's website and social media channels with appropriate links to the Draft Annual Business Plan and Your Say Unley.

The Draft 2020-21 Annual Business Plan meets all legislative requirements of the Act.

Proposed Projects

This report provides the Council with an opportunity to formally review the presented projects and their impact on funding requirements before the Draft Annual Business Plan is finalised for consultation.

The proposed Annual Business Plan allows for the following:

- Proposed net Operating Projects of \$798K.
- Proposed Capital Replacement of \$7.593M.
- Proposed New Capital of \$2.255M.

The Draft 2020-21 Annual Business Plan and Budget is based on no rate increase above the valuation growth of 0.50%. The valuation growth is a recognition of new developments and is an increase in the assessment book only.

Council will not require any external borrowings and will deliver all proposed projects and maintain current service levels from existing financial resources.

Operating Projects

Council has identified proposed Operating Projects that amount to a net \$798K. Key Projects for 2020-21 include:

Continuation of ongoing environmental initiatives and programs including:

- accelerated tree planting program \$160K
- greening of verges \$50K
- street tree water well installation of \$40K
- development of a climate energy plan \$40K
- undertaking a significant tree survey \$30K
- undertaking a hazard (flood) Planning Policy update \$20K

Activities in the order of \$408K, that showcase the City of Unley in the second half of the year including:

- Unley Gourmet Gala.
- Tour Down Under Stage Start (application has been submitted).
- Commencement of the Council's sesquicentenary celebrations.
- Annual community events program and related activities.

Further review of these proposals will occur between now and June 2020 and will include consideration of the community consultation feedback, before the Budget is finalised for adoption.

A copy of the proposed Operating Projects is provided as Attachment 2.

Attachment 2

New Capital

The proposed New Capital Projects total \$2.255M (net) and include:

- Council's Brown Hill Keswick Creek project contribution of \$1.3M
- Local Area Traffic Management program \$215K
- Design and documentation of future development of the cottages in Edmund Avenue \$100K
- Implementation of the Walking and Cycling Plan \$95K
- Design and documentation for development of Millswood Croquet Club \$75K
- Living streets \$75K
- Pocket parks \$50K

A copy of the proposed New Capital Projects is provided as Attachment 3.

Attachment 3

Capital Renewal Program

The proposed Capital Renewal Program of \$7.593M (net) has been based on current asset information and asset management plans. Items include:

- \$1.4M for roads
- \$1.127M for buildings
- \$940K for drains and storm water
- \$900K for kerb and water table, and
- \$466K for reserves, recreation and open space projects

A copy of the Capital Replacement Program is provided as Attachment 4.

Attachment 4

The Draft 2019-20 Annual Business Plan (Plan)

The Plan has been developed using the Long-Term Financial Plan as a guide, with the aim of achieving the adopted financial targets.

Financial Indicator	Council Adopted Target	Draft 2020-21 Budget
Operating Surplus Ratio	The higher of 5% of Total Operating Revenue or Fixed Principal Repayments	3.1%
Net Financial Liabilities Ratio	<= 80% of Total General Rates Revenue	49%
Asset Sustainability Ratio	>= 100% average over the 10-year period	78%

The Plan contains the following information:

- project priorities
- a summary of the services provided by Council
- information regarding Council's Long Term Financial Plan
- funding requirements
- consideration of the rating structure and impact

The Plan has been prepared to include the following items:

- no general rate increase for existing ratepayers
- proposed new Operating Projects of \$798K
- proposed Capital Renewal of \$7.593M
- proposed net New Capital of \$2.255M

The budget forecasts that the activities to be undertaken in 2020-21 can be fully financed from Council's existing resources without the need to borrow externally. After considering principal repayments and daily management of Council's short-term financing facilities, it is estimated that Council's borrowings will reduce to \$14.3M as at 30 June 2021.

Operating Budget

The general influences that impact on revenue and expenditure in developing the Plan include:

- Enterprise Agreements currently in place for most staff which provide for wages and salary increases in line with CPI.
- CPI increases on relevant goods and services.
- The requirement for Asset management (replacement) expenditure to be maintained at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets at required standards based on detailed condition assessments of each asset class.
- Regional Landscape Levy (formerly the Natural Resource Management Levy) increase 1.6%.
- Waste Levy increase of approximately \$244K.
- Increased depreciation as a result of new assets and the revaluation of some existing asset classes.

In response to the cost imposts on Council and to minimise the burden on ratepayers, Council has continued its work and review of service sustainability.

Council recognises the increasing challenges in delivering services at a local level while ratepayers are increasingly reluctant to see their property rates increase.

Savings identified as part of 2020-21 Budget Preparation include:

- Reduction in the staffing component in Customer Services CX Project \$66K.
- Savings in the contract cost of immunisation \$56K.
- Reduction in Planning survey costs \$49K.
- Increase in property rental revenues \$40K.
- Decrease in employee costs: the Senior Leadership team (i.e. the Executive Management Team and all Managers) have advised that they will forgo any CPI salary increase for 2020/21 \$48K.

Separate Rates

Council proposes to continue to raise a separate rate for the purposes of promoting the businesses and traders along major shopping strips. Council collects the separate rate and passes the funds collected onto the individual Trader Associations for marketing and promotion purposes.

For the 2020-21 Budget, the amounts indicated in the table below will form part of the proposed Budget. These have been developed based on feedback from the four Associations and their members. The rates are the subject of a Council report to be considered in April 2020 (Item 4.4).

Main Street Trader Associations	Separate Rate raised 2019-20	Requested Separate Rate 2020-21	% Increase (Decrease)
Unley Road	\$113,395	\$69,835	(38.4) %
King William Road	\$147,400	\$92,280	(37.4) %
Goodwood Road	\$57,225	\$57,225	Nil
Fullarton Road	\$13,000	\$13,000	Nil

In 2016-17, Council also adopted a recommendation from UBED to cap the amount that any separate ratepayer pays at \$2,000. It is proposed that this is retained for 2020-21.

Regional Landscape Levy

(formerly the Natural Resource Management Levy)

From 1 July 2020 the new *Landscape South Australia Act 2019* will replace the Natural Resources Management Act (NRM) 2004 as the new framework for managing the states land, water, pest animals and plants and biodiversity.

The new Act creates nine landscape management regions, with the old NRM boards being replaced by eight new regional landscape boards and a metropolitan landscape board, namely Green Adelaide.

Council will continue to contribute to the Board and reimburse itself through the levy of a separate rate. The landscape levy collection process will remain largely the same as previous arrangements under the NRM Act. The levies to be raised for 2020-21 will be based on the existing NRM boundaries, but are likely to change in future years.

The Green Adelaide Board has advised Council that the amount to be paid to them by Council in 2020-21 is to be \$1.414M compared to \$1.391M in 2019-20. This represents an increase of 1.6%. Under these arrangements Council acts as an agent and as such Council does not retain this revenue, nor determine how the revenue is spent.

In Summary

A copy of the Draft 2020-21 Annual Business Plan is provided as Attachment 5.

Attachment 5

Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt. As such, the impact of this Draft Plan does not compromise Council's long-term financial sustainability.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The proposed list of net Operating Projects for 2020/21 of \$798K (Attachment 2, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
3. The proposed list of New Capital Projects for 2020/21 of \$2.255M (Attachment 3, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
4. The proposed list of Capital Replacement for 2020/21 of \$7.593M (Attachment 4, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation.
5. The Draft 2020-21 Annual Business Plan and Budget (Attachment 5, Item 4.4, Council Meeting, 27/04/2020) (incorporating any consequential amendments from other items considered at the meeting of 27 April 2020) be endorsed for the purpose of community consultation, to be conducted between 30 April and 21 May 2020.
6. The Chief Executive Officer be authorised to make any necessary minor edits required for consistency or clarity to the Draft 2020-21 Annual Business Plan and Budget, if required.
7. The community consultation process comprising a notice in the Advertiser, online consultation via Your Say Unley and notifications on Council's website and social media channels be endorsed.

The Draft Annual Business Plan must be endorsed for consultation. The proposed consultation meets legislative requirements and Council's own Community Engagement and Consultation Policy. Consultation will occur between 30 April and 21 May 2020.

Council is proposing no rate increase above the valuation growth of 0.50%. The valuation growth is a recognition of new developments and is an increase in the assessment book only.

On this basis Council will not require any external borrowings and will deliver all proposed projects and maintain current service levels from existing financial resources.

This option meets all legislative requirements.

Council will further consider the Annual Business Plan in early June prior to adoption.

Option 2 –

1. The report be received.
2. The proposed list of net Operating Projects for 2020/21 (Attachment 2, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation, subject to the following amendments:
=
=
resulting in a total value of \$XXX
3. The proposed list of New Capital Projects for 2020/21 (Attachment 3, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation, subject to the following amendments:
=
=
resulting in a total value of \$XXX.
4. The proposed list of Capital Replacement for 2020/21 of (Attachment 4, Item 4.4, Council Meeting, 27/04/2020) be endorsed for community consultation, subject to the following amendments:
=
=
resulting in a total value of \$XXX.
5. The Draft 2020-21 Annual Business Plan and Budget (Attachment 5, Item 4.4, Council Meeting, 27/04/2020) incorporating the amendments set out in Parts 1 – 4 above and any consequential amendments from other items considered at the meeting of 27 April 2020 be endorsed for the purpose of community consultation, to be conducted between 30 April and 21 May 2020.
6. The Chief Executive Officer be authorised to make any necessary minor edits required for consistency or clarity to the Draft 2020-21 Annual Business Plan and Budget, if required.
7. The community consultation process comprising a notice in the Advertiser, online consultation via Your Say Unley and notifications on Council's website and social media channels report be endorsed.

Council can amend the proposed projects for consultation and conduct community consultation and still meet the minimum requirements of the legislation.

Should Council wish to amend (add or remove) any of the projects presented for community consultation, consideration should be given to the impact on the proposed rates revenue.

This option still meets all legislative requirements.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

The City of Unley Draft Annual Business Plan and Budget has been developed in the context of the Council's suite of strategic management plans that include the following:

- Community Plan 2033.
- 4 Year Delivery Plan 2017-2021.
- Draft 4 Year Delivery Plan.
- Long Term Financial Plan including Council's Infrastructure and Asset Management Plans.

In addition, the Annual Business Plan and Budget, and the Council's Long Term Financial Plan considers the cost of implementation of strategies and plans reviewed and endorsed by Council.

9. REPORT CONSULTATION

The Draft 2020-21 Annual Business Plan and Budget has been developed in conjunction with Business Unit Managers and their respective divisional General and Executive Managers.

An Elected Member workshop has been held as part of the Annual Business Plan development process. A further workshop is proposed, following community consultation, to be held in early June 2020.

10. REPORT AUTHORISERS

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Tami Norman	Executive Manager, Office of the CEO

Part 2—Annual business plans and budgets

123—Annual business plans and budgets

- (1) A council must have, for each financial year—
 - (a) an annual business plan; and
 - (b) a budget.
- (2) Each annual business plan of a council must—
 - (a) include a summary of the council's long-term objectives (as set out in its strategic management plans); and
 - (b) include an outline of—
 - (i) the council's objectives for the financial year; and
 - (ii) the activities that the council intends to undertake to achieve those objectives; and
 - (iii) the measures (financial and non-financial) that the council intends to use to assess the performance of the council against its objectives over the financial year; and
 - (c) assess the financial requirements of the council for the financial year and, taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; and
 - (d) set out the rates structure and policies for the financial year; and
 - (e) assess the impact of the rates structure and policies on the community based on modelling that has been undertaken or obtained by the council; and
 - (f) take into account the council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the council; and
 - (g) address or include any other matter prescribed by the regulations.
- (3) Before a council adopts an annual business plan, the council must—
 - (a) prepare a draft annual business plan; and
 - (b) follow the relevant steps set out in its public consultation policy, taking into account the requirements of subsection (4).
- (4) For the purposes of subsection (3)(b), a public consultation policy must at least provide for the following:
 - (a) the publication in a newspaper circulating within the area of the council and on a website determined by the chief executive officer of a notice informing the public of the preparation of the draft annual business plan and inviting interested persons—
 - (i) to attend—
 - (A) a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or
 - (B) a meeting of the council to be held on a date stated in the notice at which members of the public may ask questions, and make submissions, in relation to the matter for a period of at least 1 hour, (on the basis that the council determines which kind of meeting is to be held under this subparagraph); or

- (ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
 - (b) the council to make arrangements for a meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).
- (5) The council must ensure that copies of the draft annual business plan are available at the meeting under subsection (4)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council and on the website at least 21 days before the date of that meeting.
- (5a) The council must ensure that provision is made for—
 - (a) a facility for asking and answering questions; and
 - (b) the receipt of submissions,on its website during the public consultation period.
- (6) A council may then, after considering—
 - (a) any submission made to the council during the public consultation period; and
 - (b) any new or revised information in the possession of the council that is relevant to the material contained in the draft annual business plan; and
 - (c) such other materials or information as the council thinks fit,adopt its annual business plan (with or without amendment).
- (7) Each budget of a council must—
 - (a) be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and
 - (b) be adopted by the council after the council has adopted its annual business plan.
- (8) An annual business plan and a budget must be adopted by a council after 31 May for the ensuing financial year and, except in a case involving extraordinary administrative difficulty, before 31 August for the financial year.
- (9) A council must, after adopting an annual business plan and a budget—
 - (a) ensure—
 - (i) that a summary of the annual business plan is prepared so as to assist in promoting public awareness of the nature of its services and its rating and financial management policies, taking into account its objectives and activities for the ensuing financial year; and
 - (ii) that a copy of the summary of the annual business plan accompanies the first rates notice sent to ratepayers after the declaration of its rates for the financial year; and
 - (b) ensure—
 - (i) that copies of the annual business plan and the budget (as adopted) are available for inspection (without charge) or purchase (on payment of a fee fixed by the council); and
 - (ii) that copies of the summary of the annual business plan are available for inspection and to take (without charge),at the principal office of the council; and
 - (c) ensure that electronic copies of the annual business plan and the budget (as adopted) are published on a website determined by the chief executive officer.

- (10) The regulations may prescribe requirements with respect to the preparation, form and contents of—
 - (a) an annual business plan (including a draft for the purposes of public consultation), and the summary required under subsection (9); and
 - (b) a budget.
- (11) However, in any event, the summary of the annual business plan must include an assessment of the extent to which the council's objectives for the previous financial year have been attained (taking into account the provisions of the annual business plan for that financial year).
- (12) Subject to complying with a preceding subsection, any relevant document under this section will be in a form determined by the council.
- (13) A council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.
- (14) A rate cannot be challenged on a ground based on non-compliance with this section, or on a ground based on the contents of a document prepared or adopted by a council for the purposes of this section.

Title	Net Expenditure \$
4 Year Plan Elected Member Priorities	
<p>Welcoming Cities In December 2018, Council committed to participate as an "Active" member of the Welcoming Cities network at no cost. The next level of membership (paid level) is defined as "Established" whereby Council undertakes a four step self assessment audit process. This would build on and recognise existing activities that Council is already undertaking that are aligned to the Welcoming Cities Standards.</p>	\$5,000
<p>All Connections to Unley Art Prize The City of Unley Art Prize is delivered on a two year cycle with a major prize offered every second year. Year 2020-21 is scheduled for the Art Prize. A single prize category would be offered , and open, to all artists at any stage of their career and could be for any medium, continuing the theme of All Connections to Unley</p>	\$30,000
<p>Active Ageing Project Delivery of initiatives relating to Council's Age Friendly Strategy endorsed by Council in December 2015 and informed by research undertaken in 2016-17. As well as the continuation of existing initiatives, the proposed 2021-21 program includes:</p> <ul style="list-style-type: none"> • Addressing loneliness • Community nutrition • Age friendly business networks • Active ageing resource • Continuation of Active Ageing Alliance • Ageing well information 	\$10,000
<p>Sesquicentenary 2021 Based upon the ideas presented by the Elected Member Working Group, the Administration have developed a program of activities with costs assigned to each, organised into four main themes: promotional activities, history, community events and 150th theme incorporated into existing activities.</p>	\$50,000
<p>2021 Santos Tour Down Under Stage Start Assuming a successful application, staging of the Tour is scheduled for mid-late January 2021 and will be run in conjunction with the Unley Gourmet Gala. Should the Tour Stage Start proceed as a stand alone event (ie without the Gala), the event costs would increase by \$22,000 to accommodate road closures, operational costs plus additional theming and activation costs.</p>	\$73,000
<p>2021 Unley 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. The event further establishes the identity of King William Road as a premier shopping precinct, a prestigious destination to shop, dine and celebrate. Management of the event is outsourced to an external event manager with support from key internal staff.</p>	\$200,000
<p>Ignite Unley Outdoor Cinema Program</p>	

<p>Now in its seventh year, Ignite Unley is a neighbourhood initiative aimed at encouraging local residents to embrace the opportunity to get together and enjoy a night of free entertainment. Typically held in parks and reserves across the City it is proposed to hold 3 events involving live music, childrens activities and food trucks.</p>	\$10,000
<p>Fringe in Unley In its fifth year, the program will bring a taste of the Fringe to residents in aged care facilities. The funds are used to secure a suitable act to provide four private performances and one free public performance at a community centre.</p>	\$10,000
<p>Trader Event Sponsorship The project proposes the provision of financial support of \$10,000 to each of the four Mainstreet Trader Associations to stage an event with economic objectives. This is additional to funds provided through the Separate Rate Levy and Council's Event Sponsorship program. (subject to a suitable proposal)</p>	\$40,000
<p>Significant Tree List - Stage 1 An original Significant Tree survey was conducted in the 1990's but the data has not been reviewed since. Stage 1 of a 2 Stage process will be to audit the existing tree listings, update the details and explore potential additional listings. This information will then provide the basis for Stage 2 involving a Planning and Design Code Amendment process in 2021-22.</p>	\$30,000
<p>Hazard (Flood) Planning Policy Update Stage 1 of a 2 Stage project provides for an audit of the latest flood risk mapping available that could form the updated Code Overlay and review of related tailored policy for effective development management, in accordance with State Planning Commission requirements. This would provide the basis for a Stage 2 Code Amendment process to follow in 2021-22.</p>	\$20,000
<p>Water Wells This project seeks to continue delivery of Council's water wells initiative for 2020-21 whereby wells are installed in verges across the City to capture roadway water flows to assist with greening and establishment of new tree plantings.</p>	\$40,000
<p>Tree Strategy Expanding Canopy Target Public Land It is proposed to allocate these funds to plant 440 new trees on public land to increase the canopy cover across the City. A combination of Depot Operations staff and contractors will be used to plant the trees.</p>	\$160,000
<p>City Wide Greening Verges This initiative relates to a key outcome of Council's endorsed Environmental Sustainability Strategy to have a minimum of 400 street verges within the City of Unley converted from dolomite to loam and planted by 2020-21.</p>	\$50,000
<p>Resilient East (Climate Ready Projects) In order to increase our communities resilience to climate change this project aims to deliver community engagement and awareness raising activities, input to the urban planning reforms process, assess financial and legal risks of climate change to councils, support implementation of Canopy and Green Cover Mission Statement, and support emergency management planning.</p>	\$10,000
<p>Climate Energy Plan</p>	

<p>This project proposes to develop a Climate and Energy Plan for the City of Unley to better track, manage and reduce Council's operational carbon and energy footprint. The Plan would include an implementation strategy which would prioritise works, timing and provide a first order cost estimate.</p>	\$40,000
<p>Ridge Park Master Plan (Stage 1) Council endorsed the development of a master plan for Ridge Park in 2017. The scope of stage 1 will involve a site engineering survey, community engagement, stakeholder engagement, current and future usage survey and development of the planning and design brief for stage 2 master plan.</p>	\$10,000
<p>Corporate/Promotional Images and Videos The City of Unley has a strong and well-respected brand that is identifiable through its use of images, both photographic and videos. This project encompasses two components, an update to stock photography, and creation of videos for promotion/community engagement.</p>	\$10,000
<p>New Operating Projects</p>	\$798,000

Title	Net Expenditure \$
4 Year Delivery Plan Elected Members Priorities	
<p>Digital Services Program Key objectives for year 3 of this multiyear strategy to digitise paper based processes enabling the community to access services via the Council website will include:</p> <ul style="list-style-type: none"> • Temporary parking permits • Rates (Section 7) Searches • Asset maintenance requests • Online Community Facilities Hire and Events Bookings 	\$55,000
<p>Brown Hill Keswick Creek (BHKC) The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment. The City of Unley contributes 21% of the Boards capital costs as identified in its Stormwater Management Plan.</p>	\$1,302,000
<p>Edmund Avenue Cottages (No. 74 & No 76) Following the development and endorsement of a concept design in 2019-20, it is proposed to undertake the detailed design and documentation for the construction works, seek development approval and award the tender in 2021-21. Works are anticipated to commence in 2021-22.</p>	\$100,000
<p>Unley Road Infrastructure & Public Realm Design Guidelines The project proposes the development of a strategic guide to inform the development of infrastructure and the public realm along Unley Road to support better partnerships with business owners, traders, planned infrastructure upgrades and new developments. The Guidelines will nominate a range of improvements that could be considered at local conditions, including improved safety, accessibility, greening, lighting, art, outdoor dining, parking signage, paving, street furniture and other amenities.</p>	\$50,000
<p>Millswood Croquet Club - Planning, Design & Documentation The objectives of stage 2 of a 3 stage strategy proposes the development of the detailed design and documentation for the redevelopment of the Millswood Croquet Club to provide a fit for purpose clubhouse. The concept design is being undertaken in 2019-20 as stage 1. The concept design has been developed to meet Council's expectations of a stage 3 construction cost of approximately \$485,000.</p>	\$75,000
<p>Local Area Traffic Management (LATM) Implementation In 2020/21 the focus is on delivering two medium priority projects from LATM 3 and two recommendations from LATM1 and LATM2:</p> <ul style="list-style-type: none"> • Bartley Crescent/Greenhill Road Intersection Improvements (LATM 1) - \$55,000 • East Avenue Pedestrian Refuge (LATM 3) - \$50,000 • Mills Street Integrated Design (LATM 3) - \$70,000 • Oxford Terrace Pedestrian Crossing (LATM 2) - \$40,000 	\$215,000
<p>Walking & Cycling Plan Implementation The project proposes to implement a number of priorities contained in Council's Walking and Cycling Plan as adopted in 2016:</p> <ul style="list-style-type: none"> • King William Road Shared Path Upgrade - \$40,000 • George Street/Young Street Intersection - \$20,000 • Weller Street/Simpson Parade Cycleway - Albert Street to King William Road - \$35,000 	\$95,000
<p>Pocket Park Program (Fairford Street)</p>	

The project proposes to implement the Fairford Street/Duthy Street Pocket Park, the second recommendatoin of Council's Pocket Park Program. The work builds on the community engagement process undertaken in 2019.	\$50,000
Living Streets Program (Richards Terrace) The Program, adopted in 2019, aims to create safer, greener and shared streets within the City of Unley. This project will see the implementation of the Program on Richards Terrace and will be partially funded by the State Government's Greener Neighbourhood Program to the value of \$11,000.	\$70,000
Capitalised Project Delivery Costs including Overheads These are internal project management costs to deliver the projects listed	\$243,000
New Capital	\$2,255,000

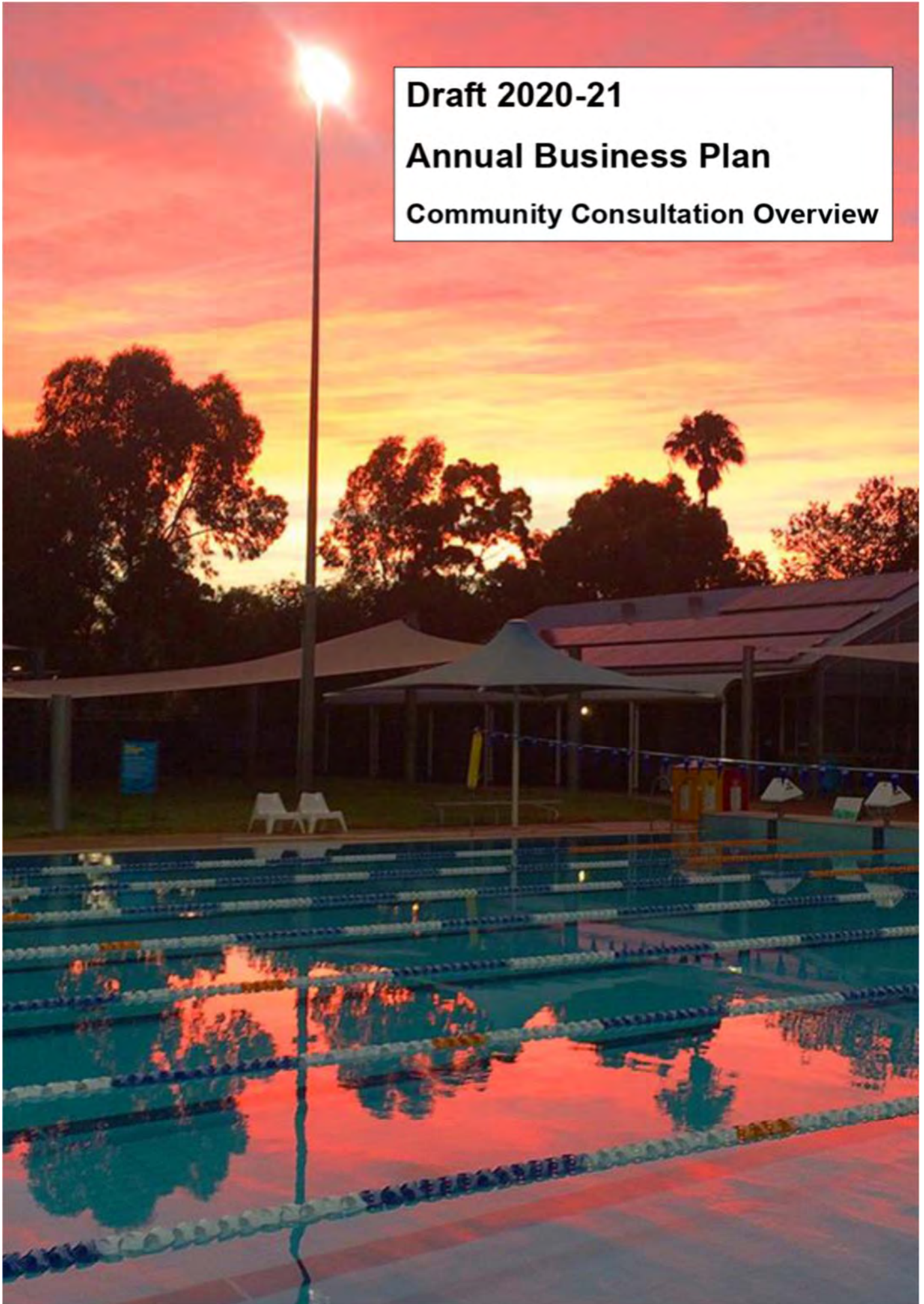
Attachment 4

Asset Category	Planned 2020-21
	\$'000
Bridges	0
Buildings	1,127
Bus Shelters	40
Car Parks	0
Drains & Stormwater	940
Footways	510
IT Equipment	550
Kerb & Water	900
Plant and Equipment	840
Reserves/ Recreation and Open Space	466
Roads	1,400
Signs	32
Streetlighting	20
Streetscape	117
Traffic Facilities	29
	6,971
Project Delivery Costs	622
Total Expenditure	7,593

Draft 2020-21

Annual Business Plan

Community Consultation Overview



How can I be Involved?

Copies of the Annual Business Plan are available for download from the website or we have copies available here today.

- Via internet

www.unley.sa.gov.au

Submissions

Make a submission by:

Visiting *Your Say Unley* at: yoursay.unley.sa.gov.au

Writing a submission and sending it to: 2020-21 Budget Consultation
City of Unley
PO Box 1
Unley SA 5061

Emailing a submission to: pobox1@unley.sa.gov.au

To be received by no later than 6pm Wednesday 21 May 2020

Public Meetings

Ordinarily Council would conduct a series of public meetings to provide an opportunity for the public to provide comment and ask questions on the Draft Annual Business Plan and Budget. Due to the public health risk during these extraordinary times of COVID-19 all public meetings have been suspended until further notice.

- Consultation closes 6pm, Thursday 21 May 2020.

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Background

Under Section 123 of the Local Government Act 1999, Council is required to have a budget for each financial year. The budget must be considered as part of the Council's Annual Business Plan.

Before a council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake a public consultation process. The consultation for this plan will be undertaken between 30 April and 21 May 2020. This year due to public health reasons all consultation will be undertaken through electronic means by email, online website submissions or by mail.

All feedback collected during this period will be distributed and discussed by the Elected Members of Council at a Budget Workshop. The contents of the feedback will be considered in finalising Council's 2020-21 Annual Business Plan and Budget.

How Council measures its performance

Council measures its achievements and financial performance through the following processes:

- Regular financial reporting to Executive and Council
- Quarterly corporate performance report to Executive and Council
- Budget Reviews in accordance with legislation
- Annual review of the Long-Term Financial Plan
- Review and input from Council's Audit and Governance Committee
- Production of an Annual Report including audited financial statements
- Community Engagement.

Strategies behind the Annual Business Plan

The purpose of the Annual Business Plan is to impart an understanding of:

- Annual objectives for the year in the context of Council's long-term objectives
- Overview of the activities and services provided by Council
- Key financial information relating to revenue and expenditure
- Proposed new initiatives and projects
- Rating context and impact of rates for 2020-21, and
- Council's Financial Planning Framework including Long-Term Financial Plan and Asset Management Plans.

Executive Summary

The Annual Business Plan for 2020-21 has been prepared in accordance with the priorities of Unley's Community Plan 2033 and 4 Year Delivery Plan 2017-2021, with due consideration of its key financial indicators.

Key financial information for 2020-21 is summarised below.

General Rate Increase	0.0%
Rates Growth (new rateable properties and improvements)	0.5%

Budget Summary	\$'000
General Rates Income	40,992
All Other Operating Income	9,324
Total Operating Income	50,316
Operating Expenses	47,961
New Operating Project Initiatives (Net)	798
Operating Surplus (excluding joint ventures)	1,557
Net Capital Renewal Program Expenditure	7,593
Net New Capital Expenditure	2,255
Total Net Capital Expenditure	9,848
Estimated New Borrowings	Nil
Repayment of Borrowings (Principal)	246

Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt.

Key Financial Targets

Indicator	Adopted Target	2020-21 Budget
Operating Surplus Ratio (excluding Centennial Park)	> 5.0%	3.1%
Net Financial Liabilities Ratio	= < 80%	49%
Asset Sustainability Ratio	= > 100%	78%

Impact on ratepayers

Council will not seek an increase in its rates revenue, other than that which will be achieved through natural growth in the assessment book. It is proposed that the overall amount existing ratepayers will pay in general rates will be minimal.

Significant Influences for the 2020-21 Budget

A number of significant projects and external environmental changes have influenced the preparation of the Council's 2020-21 Annual Business Plan and Budget. These include:

- Commitments to long-term major projects including Unley Oval, Goodwood Oval, Wilberforce Walk and Brown Hill Keswick Creek.

The most significant impacts however are the extraordinary circumstances due to the global pandemic COVID-19.

The Council is being guided by information and current directives from our federal and state governments, peak health agencies and medical experts to inform our decisions. To date a number of difficult decisions to limit access to Council facilities and suspend a range of Council programs and services have been made. These include the closure of the following facilities:

- Unley and Goodwood Libraries
- Unley Museum
- Unley Swim Centre
- Unley, Fullarton Park, Clarence Park and Goodwood Community Centres
- Community Bus Service discontinued for the foreseeable future
- Town Hall

In addition a number of business decisions are currently being considered around the management of Council's:

- Rate revenue for 2020-21
- Commercial Leases
- Community Leases
- Rate and Sundry Debtors
- Annual review of Fees and Charges
- Executive and Management salaries

In recognition of the financial difficulties being experienced by the community Council has directed that for the purposes of drafting this years budget it will absorb the cost of all decisions referred to above and all proposed operating projects within its existing financial capacity. In doing so Council will not seek an increase in its rates revenue, other than that which will be achieved through natural growth in the assessment book.

The decisions around these business operations are likely to have a material impact on Council's 2020-21 Annual Business Plan and Budget. Unfortunately the extent of the financial impact is almost impossible to predict as it is unknown how long it will take our community and economy to recover.

Early financial modelling suggests that in the event that the facilities referred to above remain closed for 6 months, and Council's leases revenue is waived for 6 months that Council will forego approximately a net \$523k in income in 2020-21. This impact has not been included in the Draft Budget but is likely to be met from existing financial resources.

In addition, the impact on a deteriorating economy is likely to impact on many of the statutory charges that Council collects for processing items such as Development and Building applications, property searches, administering parking and health related matters etc. The financial impact on these revenue items is unquantifiable at this point in time. Furthermore the impact of decisions around potential debt deferment for ratepayers is also unquantifiable. For these reasons the financial impacts have not been included in the draft budget at this point in time.

In recognition of the financial difficulties being experienced by the community Council has elected for the 2020-21 financial year to absorb the cost of all decisions referred to above and all proposed operating projects within its existing financial capacity. In doing so Council will not seek an increase in its rates revenue, other than that which will be achieved through natural growth in property valuations.

The impact of these matters should they materialise would see a reduction in operating surplus for the 2021-21 financial year and a corresponding reduction in the operating surplus ratio.

Other Influences for the 2020-21 Budget

There are also other annual items that we consider when setting rates and deciding on council's program of works. These include:

- Local Government Price Index increases on relevant goods and services, which in recent years has tracked close to CPI
- Provision for Enterprise Bargaining Agreements for most staff, which determine conditions of employment and provide for annual salary and wages increases.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long-term maintenance of Council infrastructure, property and IT assets
- Additional maintenance costs due to increased capital works, and the construction of new assets over recent years.
- Natural Resource Management levy increase 1.6%
- Waste Levy increase of approximately \$244k
- Finalisation of the Daily Moves Program

Council has continued its review of service sustainability to minimise the burden on ratepayers.

Savings identified as part of 2020-21 Budget Preparation include:

- Reduction in the staffing component in Customer Services CX Project \$66k
- Savings in the contract cost of Immunisation \$56k
- Reduction in Planning survey costs \$49k
- Increase in property rental revenues \$40k.

The total proposed capital spend on new assets for 2020-21 is expected to be \$2.3m. The extent of these works can be met from existing financial resources without the need to borrow funds.

Services provided to the Community

The Local Government Act 1999 (the Act) prescribes a system of local government to enable councils to govern and manage areas at a local level.

All councils have basic responsibilities under the Act and other relevant legislation.

These include:

- Regulatory activities, including voters' roll maintenance and Elected Members' support
- Determining longer-term strategic management and management plans, financial plans, infrastructure and asset management plans and policies and procedures
- Setting rates, preparing an Annual Business Plan and Budget
- Management and maintenance of basic infrastructure including roads, footpaths, parks, public open space, playgrounds, street lighting and stormwater drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment
- Provision of various environmental health services
- Management and maintenance of Councils urban forest in streets and parks, and
- Management and maintenance of Council owned Community Centres and other buildings.

In response to community needs, Council also provides the following services and programs, over and above those listed above:

- Aged and Social Care
- Animal Management
- Arts & Cultural Development
- Community Centres
- Community Development
- Community Engagement
- Community Event Programs
- Community Services
- Community Transport
- Community Grants
- Corporate Services
- Economic Development
- Environmental Management
- Library Services
- Museum
- Open Space Management
- Parking Control
- Sport and Recreation
- Sustainable Landscapes
- Volunteers
- Urban Policy and Planning
- Youth Development

The Council also maintains a number of facilities and services on a fee for service basis, some of which are subsidised and include:

- Unley Swimming Centre
- Commonwealth Home Support Program (CHSP) - formerly HACC Program
- Community Bus Service
- Halls for hire
- Ovals, courts, parks and reserves for hire.

Annual Objectives and Key Projects

The four key themes of our Community Plan and 4 Year Development Plan guides how our City develops. The key projects for 2019-20 have been listed under the agreed themes

<h3>Community Living</h3>
<p>Objectives</p> <ol style="list-style-type: none"> 1. Our Community is active, healthy and feels safe 2. Our Community participates in community activities, learning opportunities and volunteering 3. Our City meets the needs of all generations 4. Our Community is proud to be part of our City 5. Our City is connected and accessible.
<p>Key Projects 2020-21</p> <ul style="list-style-type: none"> • Undertake designs for future construction works on the Cottages located at 74 and 76 Edmund Avenue • Implementation of the Local Area Traffic Management works as highlighted in previous studies (Bartley Crescent, East Avenue, Mills Street and Oxford Terrace • Undertake detailed design work and documentation for the redevelopment of the Millswood Croquet Club • Walking Cycling Plan continuation – King William Road, George/Young Streets intersection and Weller Street/Simpson Parade Cycleway • Continuation of the Living Streets Program – Richards Terrace • Place activation and community development through staging of major events including Unley Gourmet Gala, Tour Down Under, Public Arts and a diverse Community Events Program including the commencement of the celebration of Unley Council's Sesquicentenary • Implementing Council's Tree Strategy in order to increase canopy cover across the district through planting of new trees

Economic Prosperity

Objectives

1. Unley is recognised as an easy place to do business
2. Thriving main streets and other business activities operate across our City.

Key Projects 2020-21

- Trader event sponsorships.
- Production of a strategic guide to inform the development of infrastructure and public realm along Unley Road

Environmental Stewardship

Objectives

3. Unley's urban forest is maintained and improved
4. Excellence in waste management is achieved through avoidance, re-use and diversion
5. The energy efficiency of the City is increased and our carbon footprint reduced
6. Efficient, effective and sustainable water management is ensured
7. The City's resilience to climate change is increased.

Key Projects 2020-21

- Council's contribution to the Brown Hill Keswick Creek regional project works
- Conduct a Significant Tree List Survey in preparation for a Planning and Design Code Amendment process
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation, greening of verges, implementation and water well installation, Hazard (Flood) Planning Policy Update,

<h2>Civic Leadership</h2>
<p>Objectives</p> <ol style="list-style-type: none"> 1. We have strong leadership and governance 2. Council provides best value services to the community 3. Our business systems are effective and transparent.
<p>Key Projects 2020-21</p> <ul style="list-style-type: none"> • Implementation of Digital Services Program to enhance and modernise existing online functionality and add new delivery and self-help functions

Project Priorities proposed for the Year

Council's proposed project priorities for 2020-21 stem from the themes outlined in Council's Community and 4 Year Delivery Plan.

Council has undertaken a methodical and considered approach to determine its priorities for the upcoming financial year. These are the steps that were taken to determine the proposed projects for consultation:

- The Capital Works Program was guided by Council's Asset Management Plans
- Council proposed projects that aim to assist in achieving the Strategic Themes in Council's Community Plan and 4 Year Delivery Plan
- Elected Members submitted projects based on perceived community need
- Projects were divided into three broad categories: Operating Projects (including change to service), New Capital and Capital Renewal Program
- Elected Member workshops were used to further prioritise, refine and finalise the proposed project list for community consultation.

Operating Projects

These types of projects are either one-off, short term projects or a request to change the level of service. The request to change the level of service may also impact future budgets.

This Budget proposes to fund a net amount of \$798k of operating projects.

These projects are to be funded by Council's rates income and would ordinarily affect the level of rates increase being considered. The 2020-21 Budget however is being developed under extraordinary circumstances due to the global pandemic COVID-19.

In recognition of the financial difficulties being experienced within the community Council has elected for the 2020-21 financial year to absorb the cost of these operating projects within its existing financial capacity. Council will not seek an increase in its rates revenue, other than that which will be achieved through natural growth in property valuations.

Key project items for 2020-21 include:

- Continuation of ongoing environmental initiatives and programs including:
 - accelerated tree planting program \$160k
 - greening of verges \$50k
 - street tree water well installation of \$40k
 - development of a climate energy plan \$40k
 - undertaking a significant tree survey 30k
 - undertaking a hazard (flood) Planning Policy update \$20
- Activities in the order of \$408k, that showcase the City of Unley including:
 - Unley Gourmet Gala
 - Tour Down Under Stage Start
 - Commencement of the Council's sesquicentenary celebrations
 - Annual community events program and related activities.

The proposed projects are detailed in Appendix 1.

Capital Projects

The City of Unley is responsible for a large number of assets with a current depreciable value of approximately \$709m including land. It is important that Council engage in practices that optimise the assets "useful lives" for the benefit of the whole community.

Like many other councils, the City of Unley is faced with increasing demand to provide services in an environment of ageing assets, increased liability and continual constraints on funding.

New capital projects are expected to be funded from existing financial capacity without the need for further borrowings. The proposed new capital projects total \$2,255k net and include:

- Council's Brown Hill Keswick Creek project contribution of \$1.3m
- Local Area Traffic Management program \$215k
- Design and documentation of future development of the cottages in Edmund Avenue \$100k
- Implementation of the Walking and Cycling Plan \$95k
- Design and documentation for development of Millswood Croquet Club \$75k
- Living shared streets \$75k
- Pocket parks \$50k.

The proposed Capital Renewal Program of \$7.593m net has been based on current asset information and asset management plans. Items include:

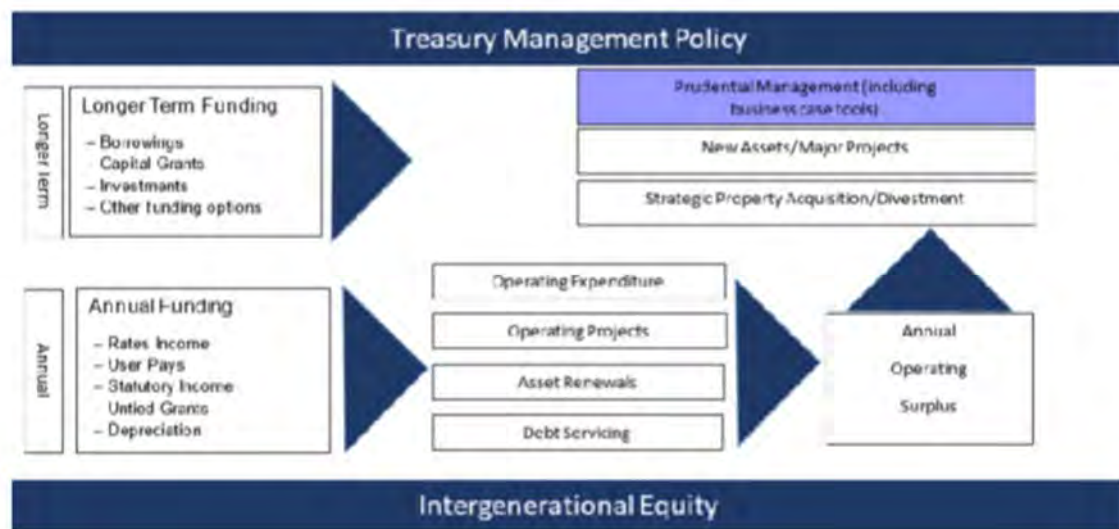
- \$1.4m for roads
- \$1.13m for buildings
- \$940k for drains and storm water
- \$900k for kerb and water table, and
- \$466k for reserves, recreation and open space projects.

Details of the proposed Capital Works Program are provided in Appendices 2 and 3.

Financial Policy Context

Financial Planning Framework

The following diagram illustrates the overall funding framework for the City of Unley and the use of the Annual Operating Surplus and longer-term funding sources including strategic property divestment.



Long Term Financial Plan (LTFP)

Council uses a LTFP to guide its financial decisions and to ensure it is prudent in its financial management and considers a longer-term view. The LTFP has been reviewed and updated to reflect the most current information available.

The key components of the plan are:

- Assessment of Council's current financial position and achieving longer-term financial sustainability
- Ensuring Financial Targets are met
- Consideration of Council's appropriate role and responsibilities

- Ensuring alignment with the Community Plan and 4 Year Delivery Plan and maintenance of high priority strategies
- Ensuring all proposed strategies are costed before adoption
- Ensuring alignment with agreed service provision and delivery standards
- Ensuring alignment with Asset Management Plans and Maintenance Standards
- Ensuring alignment with internal support strategies
- Ensuring alignment with Funding and Treasury principles as well as intergenerational equity (rating stability, Treasury Policy, fees and charges, external funding and investments).

Target Financial Indicators

Under the requirements of Regulation 5(c) of the Local Government (Financial Management) Regulations 2011, there is a requirement for Council’s LTFP as well as the Annual Financial Statements and Budget to include:

- An Operating Surplus ratio
- A Net Financial Liabilities ratio, and
- An Asset Sustainability ratio.

These ratios are to be presented in a manner consistent with the “Model Financial Statements”, Financial Indicators.

Council has adopted 3 key financial targets relating to these required ratios to guide the direction of the LTFP and Annual Business Plan and Budget. These targets were adopted by Council at its February 2017 meeting following a recommendation from the Audit & Governance Committee on 15 February 2017.

Financial Indicator	Adopted Target
Operating Surplus Ratio (excluding Joint Ventures)	Greater of 5% or 100% of principal repayments
Net Financial Liabilities Ratio	<80% of Total General Rate Revenue
Asset Sustainability Ratio (rolling 10-year average)	>=100%

- Operating Surplus Ratio – Estimated 3.1%

In recognition of the difficulties being faced by the community due to the COVID-19 pandemic and the decision to not raise rate revenue in 2020-21, Council will not achieve its Targeted Operating Surplus Ratio of > 5.0% for the financial year. This is considered to be a short term impact which will not jeopardise long term sustainability. Council can reconsider through budget reviews during 2020-21 or in its 2021-22 Annual Budget.

- Net Financial Liabilities – Estimated 49%.

The Net Financial Liabilities Ratio of less than 80% is the key target indicator for Council to assess its capacity to borrow in the medium to long term. The Net Financial Liabilities Ratio is calculated by expressing net financial liabilities at the end of the year as a percentage of General Rate Revenue for the year.

Council borrowed to undertake a significant capital works program during 2019-20 which will see total borrowings increase to approximately \$15.5M. Council's capital works program is proposed to be significantly lower in 2020-21, coupled with a measured capital renewal program and an operating surplus Council is not proposing to borrow in 2020-21. This will reflect in an acceptable Net Financial Liabilities Ratio of 49%.

- Assets Sustainable Ratio – Estimated 78%.

The Asset Sustainable Ratio represents the level of capital expenditure on the renewal of assets relative to the level of such expenditure identified as warranted in a council's infrastructure and asset management plan.

The Asset Management Plans are currently being reviewed. In the absence of this information the level of renewal of its existing assets is being compared to depreciation. The forecast level of expenditure is low when compared to depreciation. It is expected that the level of renewal spending to increase next year.

Infrastructure and Asset Management Plans

The City of Unley is responsible for the management, operation and maintenance of a diverse asset portfolio that provides services and facilities for City users. Infrastructure and Asset Management Plans were developed some time ago and are currently undergoing review to ensure Council continues to provide effective and comprehensive management of its assets.

The development of the Infrastructure and Asset Management Plans indicate Council's ongoing commitment to operate and maintain its asset portfolio efficiently to both meet strategic and legislative requirements, and to deliver the required levels of service for the community.

Asset management is driven from a service perspective. Council has implemented an agreed level of service for property, bridge, road and footpath asset classes.

The asset system will collect real time data coupled with ongoing regular condition audits, to allow more accurate predictive modelling in regard to treatments and life expectancy of each asset class. Over the next few years the management of assets will balance the target levels of service for each specific asset with the long-term costs.

The Asset Management Plans provide the basis for the Capital Renewal Program included in Council's LTFP and is refined as part of the Annual Business Plan and Budget process. In 2020-21 the Capital Renewal Program has a projected net expenditure of \$7,953k.

Funding the Business Plan

Over 87% of Council's funding is generated from rates with the balance largely relating to fees and charges set by Council or statutory fees.

Rates Context

In setting the rates for 2020-21 Council proposes to continue with its current method of rating, which involves three differential rates with the application of a minimum rate, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the City of Unley.

Rates income is used to deliver services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

In recognition of the difficulties facing the community due to the COVID-19 pandemic Council will not seek an increase in its rates revenue, other than that which will be achieved through natural growth in property valuations. This is expected to be 0.5%.

Growth represents new development, capital improvements to existing properties and changes to property values as a result of land divisions and will be confirmed by the Valuer General as part of completing the valuation of the Council area.

Refer to Appendix 4 for details on Rates Assistance Available.

Rate Statistics

Council has over 18,900 assessments with just over 16,970 being residential, over 890 assessments within non-residential Category 2 (including commercial shops, industrial, and vacant) and nearly 870 non-residential Category 3 (commercial offices and commercial – other). There are approximately 180 non-rateable assessments.

Valuation Method

The Council uses the **capital value** method of valuing properties. This method values the land and all improvements on the land. It is the most widely used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the City. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

In determining how rates are applied, and in determining the rate in the dollar, Council uses the following options.

Minimum Rate

In accordance with S158 of the Act, Council has decided that there will be a minimum rate on every rateable property. Council, in adopting a minimum rate, considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities and creating and maintaining the physical infrastructure that supports each property. The minimum rate applicable for 2019-20 is \$850.

There are currently 2,586 assessments paying the minimum rate with residential properties comprising 2,502 of these assessments. Council will consider an appropriate minimum rate payable when full property valuations are to hand.

Differential Rates

In accordance with S153 of the Local Government Act 1999, Council will declare three differential General Rates according to the land use category. The land use categories are as follows:

Group 1	Non-residential Category 2	Non-residential Category 3
Residential	Commercial Shop Industry Light Industry Other Primary Production Vacant Land Other	Commercial Office Commercial Other

Council considers the principle of rate stability when assessing the rates distribution across the above categories. The change in capital value across the land use categories and the rates income provided by each will also be considered.

Separate Rate for Main Street Trader Associations

Council proposes to continue to raise a separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and contracts with the Main Street Trader Associations for the provision of marketing and promotion activities.

The separate rates listed in the table below have been recommended to Council and will be considered by Council at its meeting to be held on 27 April 2020.

2020-21 Separate Rate for Trader Associations

Main Street Trader Associations	Separate Rate raised 2019-20	Recommended Separate Rate 2019-20	% Increase (Decrease)
Unley Road	\$113,395	\$69,835	(38.4) %
King William Road	\$147,400	\$92,280	(37.4) %
Goodwood Road	\$57,225	\$57,225	Nil
Fullarton Road	\$13,000	\$13,000	Nil

Unley Road

Currently approximately 470 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other pay the separate rate.

King William Road

Currently approximately 130 ratepayers with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road pay the separate rate.

Goodwood Road

Currently just under 100 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south pay the separate rate.

Fullarton Road

Currently just over 60 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Fullarton Road between Cross Road and Fisher Street pay the separate rate.

Fullarton Road Traders pay a fixed amount of \$250.

Regional Landscape Levy

(Formerly the Natural Resources Management Levy)

From the 1 July 2020 the new Landscape South Australia Act 2019 will replace the Natural Resources Management Act (NRM) 2004 as the new framework for managing the states land, water, pest animals and plants and biodiversity.

The new Act creates nine landscape management regions with NRM boards being replaced by eight new regional landscape boards and a metropolitan landscape board, namely Green Adelaide. The landscape levy collection process will remain largely the same as previous arrangements under the NRM Act. The levies to be raised for 2020-21 will be based on the existing NRM boundaries, but are likely to change in future years.

The Green Adelaide Board has advised Council that the amount to be paid to them by Council in 2020-21 is \$1.414m compared to \$1.391m in 2019-20. This represents an increase of 1.6%.

Council does not retain this revenue, nor determine how the revenue is spent.

Fees and Charges Context

Section 188 of the Local Government Act 1999 provides the legal context:

- fees and charges are determined by resolution of council either as a direct resolution, via by-law or via delegation
- a council is unable to fix or vary fees or charges prescribed under other Acts
- in respect of fees for the use of facilities, services or works requests a council need not fix fees or charges by reference to the cost of the council

- council is required to keep the schedule of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions.

Generally, this has resulted in proposed fee increases that are in line with CPI or the Local Government Price Index, insofar as this is practicable. However, due to the impact of COVID-19 Council will consider over the next few weeks the financial impact should fees and charges remain as they are in 2019-20.

Consultation

The 2020-21 Draft Annual Business Plan is presented in the context of strategic directions for the City that are currently being considered by Council. The Plan reflects Council's continuing focus on ensuring that the physical infrastructure of the City is fit for use and maintained in a cost-effective fashion.

Council aims to deliver a well-managed, sustainable environment for current and future generations of residents and ratepayers.

Community consultation of the Draft Annual Business Plan will occur between 30 April and 21 May 2020.

The proposed methodology for engagement is listed below and enables Council to meet its requirements under the Act, with community response options listed within the Draft Annual Business Plan and Budget:

- Advertising in the Advertiser
- Online consultation on Your Say Unley
- Notification on Council's website with appropriate links to the Draft Annual Business Plan and Your Say Unley

The process provides the opportunity for stakeholders to give feedback on the levels of service and the activities to be undertaken by Council before the final budget is adopted in June 2020.

We encourage participation in the consultation.

Appendix 1 – 2020-21 Proposed Operating Projects

Title	Net Expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
Welcoming Cities	\$ 5,000	X			
All Connections to Unley Art Prize	\$ 30,000	X			
Active Ageing Project	\$ 10,000	X			
Sesquicentenary 2021	\$ 50,000	X			
2021 Santos Tour Down Under Stage Start	\$ 73,000	X	X		
2021 Unley Gourmet Gala	\$ 200,000	X	X		
Ignite Unley Outdoor Cinema Program	\$ 10,000	X			
Fringe in Unley	\$ 10,000	X			
Trader Event Sponsorship	\$ 40,000	X	X		
Significant Tree List - Stage 1	\$ 30,000			X	
Hazard (Flood) Planning Policy Update	\$ 20,000			X	
Water Wells	\$ 40,000			X	
Tree Strategy Expanding Canopy Target Public	\$ 160,000	X			
City Wide Greening Verges	\$ 50,000	X		X	
Resilient East (Climate Ready Projects)	\$ 10,000			X	
Climate Energy Plan	\$ 40,000	X		X	
Ridge Park Master Plan (Stage 1)	\$ 10,000	X			X
Corporate/Promotional Images and Videos	\$ 10,000	X			X
Procurement Resourcing	\$ -				
Proposed Operating Projects	\$ 798,000				

Further details of these projects provided in the following pages:

Proposed New Operating Projects - Detail

Title	Net Expenditure \$
4 Year Plan Elected Member Priorities	
<p>Welcoming Cities In December 2018, Council committed to participate as an "Active" member of the Welcoming Cities network at no cost. The next level of membership (paid level) is defined as "Established" whereby Council undertakes a four step self assessment audit process. This would build on and recognise existing activities that Council is already undertaking that are aligned to the Welcoming Cities Standards.</p>	\$5,000
<p>All Connections to Unley Art Prize The City of Unley Art Prize is delivered on a two year cycle with a major prize offered every second year. Year 2020-21 is scheduled for the Art Prize. A single prize category would be offered , and open, to all artists at any stage of their career and could be for any medium, continuing the theme of All Connections to Unley</p>	\$30,000
<p>Active Ageing Project Delivery of initiatives relating to Council's Age Friendly Strategy endorsed by Council in December 2015 and informed by research undertaken in 2016-17. As well as the continuation of existing initiatives, the proposed 2021-21 program includes:</p> <ul style="list-style-type: none"> • Addressing loneliness • Community nutrition • Age friendly business networks • Active ageing resource • Continuation of Active Ageing Alliance • Ageing well information 	\$10,000
<p>Sesquicentenary 2021 Based upon the ideas presented by the Elected Member Working Group, the Administration have developed a program of activities with costs assigned to each, organised into four main themes: promotional activities, history, community events and 150th theme incorporated into existing activities.</p>	\$50,000
<p>2021 Santos Tour Down Under Stage Start Assuming a successful application, staging of the Tour is scheduled for mid-late January 2021 and will be run in conjunction with the Unley Gourmet Gala. Should the Tour Stage Start proceed as a stand alone event (ie without the Gala), the event costs would increase by \$22,000 to accommodate road closures, operational costs plus additional theming and activation costs.</p>	\$73,000
<p>2021 Unley 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. The event further establishes the identity of King William Road as a premier shopping precinct, a prestigious destination to shop, dine and celebrate. Management of the event is outsourced to an external event manager with support from key internal staff.</p>	\$200,000

Title	Net Expenditure \$
4 Year Plan Elected Member Priorities	
Ignite Unley Outdoor Cinema Program Now in its seventh year, Ignite Unley is a neighbourhood initiative aimed at encouraging local residents to embrace the opportunity to get together and enjoy a night of free entertainment. Typically held in parks and reserves across the City it is proposed to hold 3 events involving live music, childrens activities and food trucks.	\$10,000
Fringe in Unley In its fifth year, the program will bring a taste of the Fringe to residents in aged care facilities. The funds are used to secure a suitable act to provide four private performances and one free public performance at a community centre.	\$10,000
Trader Event Sponsorship The project proposes the provision of financial support of \$10,000 to each of the four Mainstreet Trader Associations to stage an event with economic objectives. This is additional to funds provided through the Separate Rate Levy and Council's Event Sponsorship program. (subject to a suitable proposal)	\$40,000
Significant Tree List - Stage 1 An original Significant Tree survey was conducted in the 1990's but the data has not been reviewed since. Stage 1 of a 2 Stage process will be to audit the existing tree listings, update the details and explore potential additional listings. This information will then provide the basis for Stage 2 involving a Planning and Design Code Amendment process in 2021-22.	\$30,000
Hazard (Flood) Planning Policy Update Stage 1 of a 2 Stage project provides for an audit of the latest flood risk mapping available that could form the updated Code Overlay and review of related tailored policy for effective development management, in accordance with State Planning Commission requirements. This would provide the basis for a Stage 2 Code Amendment process to follow in 2021-22.	\$20,000
Water Wells This project seeks to continue delivery of Council's water wells initiative for 2020-21 whereby wells are installed in verges across the City to capture roadway water flows to assist with greening and establishment of new tree plantings.	\$40,000
Tree Strategy Expanding Canopy Target Public Land It is proposed to allocate these funds to plant 440 new trees on public land to increase the canopy cover across the City. A combination of Depot Operations staff and contractors will be used to plant the trees.	\$160,000
City Wide Greening Verges This initiative relates to a key outcome of Council's endorsed Environmental Sustainability Strategy to have a minimum of 400 street verges within the City of Unley converted from dolomite to loam and planted by 2020-21.	\$50,000

Title	Net Expenditure \$
4 Year Plan Elected Member Priorities	
Resilient East (Climate Ready Projects) In order to increase our communities resilience to climate change this project aims to deliver community engagement and awareness raising activities, input to the urban planning reforms process, assess financial and legal risks of climate change to councils, support implementation of Canopy and Green Cover Mission Statement, and support emergency management planning.	\$10,000
Climate Energy Plan This project proposes to develop a Climate and Energy Plan for the City of Unley to better track, manage and reduce Council's operational carbon and energy footprint. The Plan would include an implementation strategy which would prioritise works, timing and provide a first order cost estimate.	\$40,000
Ridge Park Master Plan (Stage 1) Council endorsed the development of a master plan for Ridge Park in 2017. The scope of stage 1 will involve a site engineering survey, community engagement, stakeholder engagement, current and future usage survey and development of the planning and design brief for stage 2 master plan.	\$10,000
Corporate/Promotional Images and Videos The City of Unley has a strong and well-respected brand that is identifiable through its use of images, both photographic and videos. This project encompasses two components, an update to stock photography, and creation of videos for promotion/community engagement.	\$10,000
New Operating Projects	\$798,000

Appendix 2 – 2018-19 Proposed New Capital

Title	Net Expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
Solar Panels An All Council Owned Community Facilities	\$ -	X		X	
Digital Services Program	\$ 55,000				X
Brown Hill Keswick Creek (BHKC)	\$ 1,302,000			X	
Edmund Avenue Cottages (No. 74 & No 76)	\$ 100,000	X	X		
Unley Road Infrastructure & Public Realm Design	\$ 50,000	X	X		
Millswood Croquet Club - Planning, Design &	\$ 75,000	X			
Local Area Traffic Management (LATM) Implementation	\$ 215,000	X			
Walking & Cycling Plan Implementation	\$ 95,000	X			
Pocket Park Program (Fairford Street)	\$ 50,000	X		X	
Living Streets Program (Richards Terrace)	\$ 70,000	X		X	X
Capitalised Project Delivery Costs including Overheads	\$ 243,000				
Capital Projects	\$ 2,255,000				

Further details of these projects provided in the following pages:

Proposed New Capital Projects - Detail

Title	Net Expenditure \$
4 Year Delivery Plan Elected Members Priorities	
<p>Digital Services Program</p> <p>Key objectives for year 3 of this multiyear strategy to digitise paper based processes enabling the community to access services via the Council website will include:</p> <ul style="list-style-type: none"> • Temporary parking permits • Rates (Section 7) Searches • Asset maintenance requests • Online Community Facilities Hire and Events Bookings 	\$55,000
<p>Brown Hill Keswick Creek (BHKC)</p> <p>The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment. The City of Unley contributes 21% of the Boards capital costs as identified in its Stormwater Management Plan.</p>	\$1,302,000
<p>Edmund Avenue Cottages (No. 74 & No 76)</p> <p>Following the development and endorsement of a concept design in 2019-20, it is proposed to undertake the detailed design and documentation for the construction works, seek development approval and award the tender in 2021-21. Works are anticipated to commence in 2021-22.</p>	\$100,000
<p>Unley Road Infrastructure & Public Realm Design Guidelines</p> <p>The project proposes the development of a strategic guide to inform the development of infrastructure and the public realm along Unley Road to support better partnerships with business owners, traders, planned infrastructure upgrades and new developments. The Guidelines will nominate a range of improvements that could be considered at local conditions, including improved safety, accessibility, greening, lighting, art, outdoor dining, parking signage, paving, street furniture and other amenities.</p>	\$50,000
<p>Millswood Croquet Club - Planning, Design & Documentation</p> <p>The objectives of stage 2 of a 3 stage strategy proposes the development of the detailed design and documentation for the redevelopment of the Millswood Croquet Club to provide a fit for purpose clubhouse. The concept design is being undertaken in 2019-20 as stage 1. The concept design has been developed to meet Council's expectations of a stage 3 construction cost of approximately \$485,000.</p>	\$75,000
<p>Local Area Traffic Management (LATM) Implementation</p> <p>In 2020/21 the focus is on delivering two medium priority projects from LATM 3 and two recommendations from LATM1 and LATM2:</p> <ul style="list-style-type: none"> • Bartley Crescent/Greenhill Road Intersection Improvements (LATM 1) - \$55,000 • East Avenue Pedestrian Refuge (LATM 3) - \$50,000 • Mills Street Integrated Design (LATM 3) - \$70,000 • Oxford Terrace Pedestrian Crossing (LATM 2) - \$40,000 	\$215,000

Title	Net Expenditure \$
4 Year Delivery Plan Elected Members Priorities	
<p>Walking & Cycling Plan Implementation</p> <p>The project proposes to implement a number of priorities contained in Council's Walking and Cycling Plan as adopted in 2016:</p> <ul style="list-style-type: none"> • King William Road Shared Path Upgrade - \$40,000 • George Street/Young Street Intersection - \$20,000 • Weller Street/Simpson Parade Cycleway - Albert Street to King William Road - \$35,000 	\$95,000
<p>Pocket Park Program (Fairford Street)</p> <p>The project proposes to implement the Fairford Street/Duthy Street Pocket Park, the second recommendation of Council's Pocket Park Program. The work builds on the community engagement process undertaken in 2019.</p>	\$50,000
<p>Living Streets Program (Richards Terrace)</p> <p>The Program, adopted in 2019, aims to create safer, greener and shared streets within the City of Unley. This project will see the implementation of the Program on Richards Terrace and will be partially funded by the State Government's Greener Neighbourhood Program to the value of \$11,000.</p>	\$70,000
<p>Capitalised Project Delivery Costs including Overheads</p> <p>These are internal project management costs to deliver the projects listed</p>	\$243,000
New Capital	\$2,255,000

Appendix 3 - 2020-21 Proposed Capital Renewal Program

Asset Category	Expenditure \$	Income \$
Bus Shelters	\$40,000	
Drains and Stormwater	\$940,000	
Footways	\$510,000	
IT Equipment	\$550,000	
Kerb and Water table	\$900,000	
Plant and Equipment	\$840,000	
Property including: <ul style="list-style-type: none"> • Buildings • Public Toilets • Swimming Facility • Office Furniture and Equipment 	\$1,127,000	
Reserves / Recreation and Open Space	\$466,000	
Roads	\$1,400,000	
Signs	\$32,000	
Street lighting	\$20,000	
Streetscape	\$117,000	
Traffic Facilities	\$29,000	
Project Delivery Costs including Corporate Overhead	\$622,000	
Total	\$7,593,000	
Net Capital Renewal Program		\$7,593,000

BUS SHELTERS	
Compliance & Seating	
Replacement plastic tactile indicators with concrete tactiles (various locations)	
Upgrade existing tactiles with compliant tactiles to DDA compliance (various locations)	
Replacement of old seating at bus stops (various locations)	
Total	\$40,000

DRAINS AND STORMWATER	
Francis Street/William Street/ Birkdale Avenue, Clarence Park – stormwater drainage upgrade	
Parklands Creek (Robert Street to Palmerston Road) – concrete channel upgrade	
Unley Road, Unley, (Young Street to Greenhill Road) – stormwater drainage upgrade	
Mills Street, Clarence Park – stormwater drainage upgrade (design and stage 1)	
Young Street, Parkside and Unley – stormwater drainage upgrade	
SEP Replacement Program, CCTV inspections & bridges condition audit (various locations)	
Total	\$940,000

FOOTWAYS	
Unley Road; Greenhill Road, Parkside & Unley – new paving and DDA pram ramps	
Dunks Street, Parkside; Thomas Street Unley and Nichols Street Forestville - lift and relay existing paving	
King William Road: Arthur Street to Union Street – new paving	
King William Road – lift and relay existing paving at various locations	
DDA compliant pram ramps, survey and design works at various locations	
Total	\$510,000

IT EQUIPMENT	
Replacement of ICT assets including server room equipment, network hardware and user devices. Enhancement of corporate software applications and implementation of new and expansion of cloud technology solutions	
Total	\$550,000

KERB AND WATER TABLE	
Construction of spoon rains , kerbing, kerb patching for reseals and footpaths, kerb condition audit and survey /designs across the Municipality	
Total	\$900,000

PLANT & EQUIPMENT			
	Gross \$	Income \$	Net \$
Small Plant			25,000
Light Fleet	350,000	100,000	250,000
Major Plant	660,000	95,000	565,000
Total			\$840,000

Plant items include:

Tipper x 3	Change-over of 6 light fleet vehicles	Community Bus
Footpath Sweeper	New light fleet vehicle	

PROPERTY		
Property Classification	Facilities	Cost \$
Civic Community	Mechanical Services Upgrade – Town Hall and Library Fullarton Park Community Centre – concertina door replacement Access Control System upgrade – Fullarton Park Community Centre & Clarence Park Community Centre Swim Centre works Clarence Park Community Centre – Hall floor resurfacing Civic Centre visitors – bathroom upgrade and carpet replacement Town Hall – salt damp remediation	\$329,000
Civic Operations	Public Toilets refurbishment – Village Green, Unley Oval, Heywood Park, King William Road, Goodwood Library Unley Oval - Seating upgrade Depot – Access control upgrade Landfill site management	\$220,000

PROPERTY		
Property Classification	Facilities	Cost \$
Lease Community	Minor works – various sites identified from 2017/18 condition assessment Broughton Art – ceiling replacement Glandore Community Centre – repoint southern wall Adelaide Potters – rear structure repairs Tennis SA – wall crack repairs Fairmont Tennis Club – fence repairs UPSA – timer facia replacement Sturt Lawn Tennis – crack repairs Millswood Bowls – Air-conditioning replacement	\$146,500
Lease Commercial	Trimmer Terrace – fence upgrade 166 Unley Road – partial roof sheet replacement	\$29,000
Multi Category works	Paint Program Asbestos removal Access control management upgrade Project management	\$261,500
LED Lighting installations across Council facilities		\$100,000
Office Equipment		\$41,000
Total		\$1,127,000

Property includes the categories of Buildings, Office Furniture and Equipment, Public Toilets and Swimming Facility.

RESERVES / RECREATION AND OPEN SPACES	
Location	Description
Unley Oval	Softfall upgrade
Heywood Park Playground	Playground upgrade
Princess Margaret Reserve	Softfall upgrade
Soutar Park Playground	Playground upgrade
Page Park	Irrigation upgrade

Henry Codd Reserve	Shade structure
Leicester Playground	Shade structure
Drinking fountains	Various locations
Other Irrigation	Various locations
Total	\$466,000

ROADS			
Street	From	To	Suburb
Greenhill Lane	Clark Street	Joslin Street	Wayville
Hone Lane	Hone Street	Collins Street	Parkside
Roberts Lane	Roberts Street	End	Unley
Seaview Street	Wattle Street	Fisher Street	Fullarton
Enterprise Street	Park Street	Esmond Street	Hyde Park
Enterprise Lane	Enterprise Street North	Enterprise Street South	Hyde Park
Dunks Street	Unley Road	Porter Street	Parkside
Nichols Street	Leah Street	Ethel Street	Forestville
Oakfield Avenue	Cross Road	Langdon Avenue	Clarence Park
Rosslyn Avenue	Oakfield Avenue	Ripon Road	Clarence Park
Whistler Avenue	Cross Road	End	Unley Park
Marion Street	Unley Road	Cambridge Terrace	Unley
Audley Court	Kenilworth Road	End	Fullarton
Richards Terrace	Leader Street	Bend	Goodwood
Milton Avenue	Wattle Street	Fisher Street	Fullarton
Tennant Street	Wattle Street	Osmond Terrace	Fullarton
Raldon Grove	Fullarton Road	Boulderstone Road	Myrtle Bank
Kelvin Avenue	Parker Terrace	East Avenue	Clarence Park
Kelvin Avenue	East Avenue	Frederick Street	Clarence Park
Hammond Street	Francis Street	Bend	Clarence Park
Musgrave Street	Albert Street	Railway Terrace	Goodwood
Birkdale Avenue	Churchill Avenue	William Street	Clarence Park
Newman Street	Victoria Street	Aroha Terrace	Forestville

ROADS			
Street	From	To	Suburb
East Avenue, Black Forest – various hotmix patches between Aroha Terrace and Railway Crossing			
Crack sealing, pavement testing, survey and design work across various locations.			
Total			\$1,400,000

SIGNS	
Replacement and renewal of signage across the City.	
Total	\$32,000

STREET LIGHTING	
Replacement and renewal of lights across the City, as and when identified in conjunction with the LED capital works program.	
Total	\$20,000

STREETSCAPE	
Replacement and renewal of streetscape across the City	
Key locations include:	
Short Street, Wayville	
Whittam Street, Parkside	
Parker Terrace, Clarence Park	
Allen Grove - Unley	
Charra Street, Hyde Park	
Total	\$117,000

TRAFFIC FACILITIES	
Replacement and renewal of traffic management infrastructure.	
Total	\$29,000

PROJECT MANAGEMENT & DELIVERY COSTS (INCLUDING CORPORATE OVERHEAD)	
Project Delivery	
Total	\$622,000

Appendix 4 – Rates Assistance Available

Rebate of Rates – Under Sections 159-165 of the Local Government Act 1999

A rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Act.

Discretionary Rebate of Rates – Under Section 166 of the Local Government Act 1999

A key principle within Council's Rate Rebate Policy is that all ratepayers should contribute an amount towards basic service provision. As such the Policy proposes a maximum discretionary rebate of 75%.

Applications for discretionary rebates for the 2020-21 rating year will need to be received by 31 May 2020 to be considered in accordance with the statutory provisions of Section 166 of the Local Government Act 1999. Further information should be obtained from Council's Rate Rebate Policy.

State Government Pensioner and Seniors Concessions

The State Government previously funded concessions on Council rates but abolished such concessions with effect from 30 June 2015.

From 1 July 2015, the State Government has elected to replace these concessions with a single "cost-of-living payment" provided directly to those entitled. This payment may be used for any purpose, including offsetting Council rates.

To check eligibility, contact the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or at www.sa.gov.au/

Public Health Crisis – COVID-19

Council is very much aware of the financial stress being caused by the COVID-19 pandemic being experienced across the community. In recognition of these circumstances Council has elected to waive all late payment fines and interest from April 2020 to August 2020. Council will also consider flexible rate payments in order to reduce the financial stress being experienced by many ratepayers.

Alternative Payment Arrangements

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard rate payment arrangements should contact the Council to discuss options for alternative payment arrangements. Such enquiries are treated confidentially and are assessed on a case-by-case scenario.

Postponement of Rates in Cases of Hardship

In accordance with Section 182 of the Act, a postponement of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may, on application and subject to the ratepayer substantiating the hardship, consider granting a postponement of payment of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest in the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

- The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and

- The property has been owned by the ratepayer and has been their principal residence for more than five years, and
- The ratepayer is able to produce one of the following identification cards
 - Pensioner Concession Card – Centrelink
 - Pensioner Concession Card – Veterans Affairs
 - TPI Card – Veterans Affairs, or
- Can demonstrate to Council they are a self-funded retiree with a household income of less than \$30 000 per year.

All applications for postponement of rates will be assessed on a case-by-case basis and are not contingent on the level of increase in rates payable. All such enquiries and submissions will be treated confidentially.

Further information is available on Council's website www.unley.sa.gov.au

Postponement of Rates for Seniors

In accordance with Section 182A of the Act, a person may apply to Council for a postponement of the payment of the prescribed proportion of rates for the current or future financial year. Council may, on application and subject to the ratepayer meeting the criteria, postpone payment of a proportion of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

The person is a prescribed ratepayer, or is the spouse or domestic partner of a prescribed ratepayer, and

- The ratepayer or their spouse hold a State Seniors Card, and
 - The property is owned and is the principal place of residence of the State Seniors Card holder and/or spouse (that is, the property is lived in most of the time), and
 - If the ratepayer has a registered mortgage on the property prior to 25 January 2007, or has over 50% equity in the property, and
 - That no person other than the Seniors Card holder and/or his/her spouse has an interest as an owner in the property.
- If a person has applied for the benefit of a postponement of rates under section 182A and an entitlement to a postponement ceases to exist, the owner of the land must, within 6 months from the day in which the entitlement ceased, inform the council in writing of that fact (unless the liability to the relevant rates has been discharged). Failure to do so could lead to a maximum penalty of \$5 000
- Where an amount is not paid in accordance with the general rate notice but is capable of being the subject of a postponement (e.g. in excess of the prescribed amount \$500) under section 182A of the Local Government Act it will be taken to be subject to postponement under that section
- Prescribed interest is applied to the amount of rates postponed, which is charged and compounded monthly on the total amount postponed, until the debt is paid.

All applications for seniors' postponement of rates will be assessed on a case-by-case basis. All such enquiries and submissions will be treated confidentially.

Appendix 5 - Proposed Operating Budget by Program (includes operating projects)

Budget Program	Program Description	Draft 2020-21		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Active Ageing	Coordination, administration and support for community based services and projects aimed at facilitating independence and promoting social inclusion	1,176	1,425	249
Animal Management	Promote community safety through education, awareness and compliance with the legislation relating the Dog and Cat Management Act and Local Government Act	150	244	94
Arts & Cultural Development	Provision of Art and Cultural Development programs to support a vibrant and active community	0	160	160
Business Support & Improvement	Provides general management, executive support and leadership to the services provided by Business Support & Improvement Division and supports Elected Members	0	492	492
Business Systems & Solutions	Manages and maintains Council's Information Communication Technology infrastructure, applications and supporting systems to provide high levels of secure service that supports business operations and performance	0	2,443	2,443
City Development Management	Provides general management, executive support and leadership to the services provided by City Development and to Elected Members	0	484	484
City Services Management	Provide general management, executive support and leadership on the services and programs provided by City Services and to Elected Members	0	486	486
Community Bus Program	A community transport service within the City of Unley provided by fully trained and accredited volunteer drivers, aimed at improving mobility plus connection to more City Services	11	105	93
Community Centres	Management and provision of a thriving network of Community Centres that promote social inclusion, belonging and connection	380	873	494
Community Development	Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	0	177	177
Community Development & Wellbeing Management	Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	0	254	254
Community Events	Efficient and effective coordination of Council-run community and cultural events and activities, as well as the successful facilitation and attraction of external events into the City of Unley to encourage place activation, cultural celebration & vibrancy	0	220	220
Community Grants	Funding for community organisations, groups and individuals to implement programs and initiatives that promote community connectivity, belonging, participation and cultural diversity	0	129	129
Corporate Activities	The accumulation of corporate costs including leave on-costs, treasury management, levy and taxes and insurances	2,262	3,146	885
Culture & Business Capability	This service supports the continuous improvement of overall business capability focused on the provision of 'best value' services to customers. Critical to improved business capability and customer experience is having the best organisational culture possible	0	41	41
Customer Experience	Coordinate and manage the City of Unley brand through customer service, provision of frontline customer service plus resolve customer enquiries and build goodwill within the City of Unley community	1	582	581
Development Services	Planning and building control within the City in accordance with the Development Act and Regulations and other legislative requirements	394	2,030	1,636
Economic Development	Manage the implementation, monitoring and evaluation of economic development activities and strategic initiatives within the City of Unley	347	586	239
Environmental Initiatives	Drive improved environmental sustainability through policies, strategies, programs and projects.	0	133	133
Finance & Procurement	Delivers accounting, financial, procurement and treasury management services required to support Council's operations, including statutory and financial reporting obligations	41,077	1,455	(39,621)
Governance & Risk	Undertakes administration of legislative and corporate governance requirements, and maintains robust controls through risk management and internal audit oversight	3	1,071	1,068

Budget Program	Program Description	Draft 2020-21		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Human Resources	Provides support in recruitment, change management, employee relations, injury management, Occupational Health Safety and Welfare	54	1,268	1,214
Library Services	Provision of Library services, programs and facilities to encourage literacy, lifelong learning and social inclusion and connection	358	2,154	1,796
Marketing & Communications	Coordinate and manage the City of Unley reputation and brand in digital and printed communications and media relations	12	521	509
Office of the CEO	Organise and manage the good governance of the City of Unley, including support for Elected Members and Civic Functions	319	1,393	1,074
Operational Services	Provides maintenance services to Council's infrastructure, property, open space, street and park trees, plant and equipment assets	1,222	13,830	12,608
Parking Enforcement	Promote community safety through education, awareness and compliance with the legislation relating to the Road Traffic Act and Local Government Act and Council By Laws	1,077	725	(351)
Property Services	Provides sustainable strategic management of Council's building and property asset portfolio	557	3,121	2,564
Public & Environmental Health	Promote community health and safety through education, awareness and compliance with the legislation relating to the Environment and Protection Act and the Local Government Act	50	388	338
Recreation & Sport Planning	Supporting a healthy and active community through the provision of structured and unstructured recreation, sport and leisure programs and facilities	0	111	111
Strategic Asset Management	Provides sustainable strategic management of Council's asset portfolio	0	651	651
Strategic Projects	Facilitating delivery of major strategic initiatives from 4 Year Delivery Plan and Community Plan	0	180	180
Transportation & Traffic	Coordination, administration and support to provide an effective, safe and equitable management of transport spaces for all modes, ratepayers and visitors to improve local accessibility and safety	14	746	732
Unley Museum	Provision of the Unley Museum to showcase the cultural heritage and history of the area through the provision of collection, exhibitions and programs	5	145	140
Unley Swimming Centre	Provision of a premier outdoor swimming facility, encouraging community health, wellbeing and water safety	817	1,056	240
Urban Design	Development and management of high quality public realm and open space. Coordination, administration and support to provide an effective, safe and equitable management of movement spaces for all modes, ratepayers and visitors to improve local accessibility and safety	0	286	286
Urban Policy Planning	Investigate and prepare Council planning strategy, policy and Development Plan Amendments and review State Government strategic, policy and operations directions	0	139	139
Volunteer Development	Coordination, administration and support for community based volunteer services and projects.	0	101	101
Waste Management	Collection and disposal of general waste, kerbside recycling, green waste and the hard rubbish collection service	31	4,504	4,472
Youth Development	Engage and empower young people in the community by identifying, developing and providing activities, programs and events	0	106	106
Operating Projects		0	798	798
	Total	50,316	48,759	-1,557

DECISION REPORT

REPORT TITLE:	DRAFT 2020-21 TO 2029-30 LONG TERM FINANCIAL PLAN FOR CONSULTATION
ITEM NUMBER:	4.5
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	MICK WETHERALL
JOB TITLE:	ACTING MANAGER FINANCE & PROCUREMENT
ATTACHMENTS:	1. DRAFT LONG TERM FINANCIAL PLAN 2020-21 TO 2029-30

1. **EXECUTIVE SUMMARY**

The *Local Government Act 1999* (the 'Act') requires Council to prepare and adopt a Long Term Financial Plan (LTFP) for a period of at least 10 years which is to form part of its suite of Strategic Management Plans. Furthermore, the Act provides that Council, in order to promote wider community engagement, is to undertake community consultation on the LTFP prior to final consideration and adoption.

This report presents a Draft 2020-21 to 2029-30 Long Term Financial Plan for consideration and adoption for the purposes of community consultation.

The Draft LTFP outlines the following financial considerations over the 10 year term:

- Operating revenues, incorporating rating income
- Operating expenditures
- Capital investment in renewal assets
- Capital investments in new assets
- Projected level of borrowings
- Key financial indicators measured against their adopted targets
- Assumptions used in financial estimates

As presented, the Draft LTFP concludes that the Council will remain financially sustainable over the 10 year period, and has the capacity to continue to invest in its operational activities and meet its infrastructure requirements without unplanned increases in rates.

A copy of the Draft Long Term Financial Plan 2020-21 to 2029-30 is provided as Attachment 1.

Attachment 1

Community Consultation

Section 123(4) of the Act prescribes the minimum level of consultation that a council must undertake in conjunction with the Draft Annual Business Plan.

It is proposed that community consultation will occur between 30 April and 21 May 2020, however no public meeting will occur this year in accordance with The Minister for Transport, Infrastructure and Local Government's variation to the Local Government Act 1999 - *Public Access and Public Consultation Notice (No 2) 2020*.

Council will receive submissions via Council's website (through Your Say Unley) or written submissions to PO Box 1, Unley 5061. All submissions will be accepted up until the close of business on 21 May 2020.

The proposed level of consultation meets current legislative requirements and Council's own Consultation Policy.

The LTFP will be presented to Council for adoption at its June 2020 meeting.

2. RECOMMENDATION

That:

1. The report be received.
2. The Draft 2020-21 to 2029-2030 Long Term Financial Plan (Attachment 1, Item 4.5, Council Meeting, 27/04/2020) be endorsed for community consultation.
3. The Chief Executive Officer be authorised to make any necessary minor edits required for consistency or clarity to the Draft 2020-21 to 2029-30 Long Term Financial Plan, if required.
4. The community consultation process comprising a notice in the Advertiser, online consultation via Your Say Unley and notifications on Council's website and social media channels (conducted in conjunction with consultation in relation to the Draft 2020/21 Annual Business Plan and Budget) be endorsed.

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. **BACKGROUND**

In order to meet its legislative obligations the Administration, Elected Members and the Audit Committee have contributed to the compilation of the Draft LTFP through the following activities:

- July 2019, a Notice of Motion to identify opportunities to take advantage of the historic low interest rate environment was endorsed by Council.
- 18 January 2020 – An Elected Member Briefing was undertaken to inform members of prevailing economic indicators, LTFP assumptions, new capital requirements and a high level LTFP summary.
- 11 February 2020 – The Audit Committee received a report outlining the financial details as presented to the Elected Members in January 2020.
- 30 March 2020 – An Elected Members Workshop was conducted where members considered further update on the financial details of the draft LTFP along with Operating and Capital Projects pertaining to the draft 2020-21 draft Annual Business Plan and Budget.

5. **DISCUSSION**

The Draft LTFP has been developed within the following framework:

- To Remain consistent with Council's existing Corporate Plans;
- To maintain current Council services at their existing service levels;
- To maintain Council's position as a modest rating Council without compromising its sustainability or the viability of its asset base; and
- To provide for an asset renewal works program over the ten-year period to maintain Council infrastructure at acceptable service standards.

Long Term Financial Plan Commentary

The 10 Year Financial Summary (Appendix C in Attachment 1) forecasts modest operating surplus results ranging from \$1.5M to \$2.6M over the first four years of the LTFP, building some financial capacity in the following six years with results ranging from \$2.9 to \$4.2M. This can be attributed to Council opting to not raise rates in year 1 of the plan in recognition of the financial difficulties being experienced by the community due to the COVID-19 pandemic.

Over the life of the LTFP, rate revenue continues to represent circa 86% of Council's operating revenue. During the forecast period, rate revenue is projected to increase between 2.20% pa and 2.25% pa. In addition, Council will also attribute growth in its assessment book, growth being represented by an increase in rateable properties and an increase in property valuations over the forecast period. Growth is expected to range from 0.5% to 0.72% during the period.

Over the forecast period total capital expenditure for all asset classes, including infrastructure, major and minor plant and equipment in CPI inflated terms is comprised:

- Asset renewal \$83.5M
- Asset upgrade/new \$30.3M

The following items have been considered as part of the Plan:

- Council contribution for the Brownhill Keswick Creek Regional Project.
- Millswood Croquet Club upgrade/new clubroom facilities.
- Upgrade of the cottages on the Village Green.
- Development of a Ridge Park masterplan, however any future redevelopments have not been included.

Updated Asset Management Plans are due for completion in November 2020. It is difficult to recommend at this time which asset renewal programs could be brought forward when data cleansing and condition testing is still underway. Investigation into the timing of the upgrade of the junior pools at the Unley Swimming Centre is still underway.

The LTFP forecasts that all capital commitments can be met from existing resources without the need to borrow externally. As a result, total borrowings are forecast to decrease from an estimated \$14.3M in 2020-21 to being fully repaid in 2025-26.

This indicates that should the need arise to undertake a more extensive capital program the Council has the capacity to do so.

Key Outcomes

The LTFP provides for maintenance of existing services at their existing service levels. This includes:

- Council's responsibilities under the Local Government Act 1999 and other legislation;
- Council's response to community needs in providing libraries, community events, youth services and community grants etc.; and
- Councils desire to provide community benefits, some on a fee for service basis such as ovals, courts, parks and reserves etc.

The following financial indicators have been developed specifically to focus attention on factors identified as key to maintaining Council's long-term financial security:

- Operating Surplus; the LTFP forecasts that Council will operate on average over time with an average operating surplus of \$2.97M.
- Operating Surplus Ratio; the LTFP forecasts that Council will operate with an average operating surplus ratio of 5%.

- Net Financial Liabilities Ratio; A ceiling of 80% of Total Operating Revenue was adopted for this indicator and Council is expected to remain well within this range with a maximum of 48% in year 1. The ratio declines steadily over the life of the plan as borrowings are repaid.
- Asset Sustainability Ratio; Council's target requires a ratio of 100 over any 10-year period. Based on asset renewal works provided in the LTFFP, Council will maintain an average ratio of 80% over the forecast period. Upon completion of a review of Council's Asset Management Plans the level of capital renewal expenditure will be revised and incorporated in the next revision of the LTFFP.

LTFFP Risks

Whilst the Draft LTFFP has included all ongoing commitments it primarily forecasts results based on existing activities adjusted for known circumstances. There is an inherent risk that circumstances may change in the future which may materially affect the projected financial estimates. The risks identified in developing this year's LTFFP are in the following areas:

- Capital Projects – may experience delays and cost estimates may be incorrect;
- Potential for “rate capping” as part of the State Government Reform package;
- Increasing cost of waste levies;
- Ongoing impact of COVID-19 on Council's financial position and the level of support Council may provide going forward; and
- Short and medium term impact of COVID-19 on suppliers.

The financial impact of these matters will be monitored for future consideration.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Draft 2020-21 to 2029-2030 Long Term Financial Plan (Attachment 1, Item 4.5, Council Meeting, 27/04/2020) be endorsed for community consultation.
3. The Chief Executive Officer be authorised to make any necessary minor edits required for consistency or clarity to the Draft 2020-21 to 2029-30 Long Term Financial Plan, if required.
4. The community consultation process comprising a notice in the Advertiser, online consultation via Your Say Unley and notifications on Council's website and social media channels (conducted in conjunction with consultation in relation to the 2020/21 Annual Business Plan and Budget) be endorsed.

The Draft Long Term Financial Plan must be presented to the community for the purpose on consultation before it can be adopted by Council. To meet legislative requirements, it is proposed that consultation occur at the same time as the Draft Annual Business Plan. The proposed consultation meets current legislative requirements and Council's own Community Engagement and Consultation Policy. Consultation will occur between 30 April and 21 May 2020.

This option meets all legislative requirements.

Council will receive feedback from the consultation early June prior to adoption at the June Council meeting.

Option 2 – Council can amend the Draft Long Term Financial Plan for consultation and/ or amend the proposed consultation plan and still meet the minimum requirements of the legislation.

Should Council wish to amend the Draft Long Term Financial Plan it will likely delay the consultation period. This will postpone adoption but if adoption occurs before November 2020, legislative requirements will still be met.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

The City of Unley Draft Long Term Financial Plan has been developed in the context of the Council's suite of strategic management plans that include the following:

- Community Plan 2033.
- 4 Year Delivery Plan 2017-2021.
- Draft 4 Year Delivey Plan.
- Council's Infrastructure and Asset Management Plans.

In addition, the Council's Long Term Financial Plan considers the cost of implementation of strategies and plans reviewed and endorsed by Council.

9. REPORT CONSULTATION

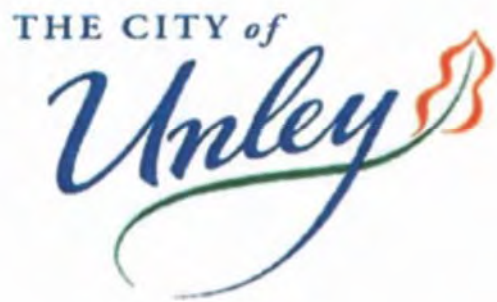
The Draft Long Term Financial Plan has been developed in conjunction with Business Unit Managers and their respective divisional General and Executive Managers.

The Audit Committee considered the LTFP assumptions and prevailing economic indicators influencing development of the LTFP at its meeting held in February 2020.

An Elected Member workshop has been held as part of the Annual Business Plan development process. A further workshop is proposed, following community consultation, to be held in early June 2020.

10. REPORT AUTHORISERS

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Tami Norman	Executive Manager, Office of the CEO



Draft

**Long Term Financial Plan
2020-21 to 2029-30**

**Community Consultation
May 2020**

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Executive Summary

The City of Unley spans 14 square kilometres, has a population of around 38 000 and over 18,000 rateable properties. The City contains 5 vibrant shopping precincts nestled in character residential setting with infrastructure assets worth in excess of \$530m.

In accordance with Section 122(1)(a) of the Local Government Act 1999, Council is required to develop and adopt a Long Term Financial Plan (LTFP) for a period of at least 10 years, which forms part of its suite of Strategic Management Plans.

This document has been developed not only to satisfy this requirement, but to assist in determining the financial projections for the City of Unley from 2020-21 to 2029-30, based on information available at the time.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving the objectives detailed in the Community Plan.

The Plan has been developed based on a series of assumptions and information available, which includes:

- Council's Community Plan (City of Unley's Community Plan 2033)
- Council's 4 Year Plan 2017-2021
- Council's Strategic Asset Management Plan (SAMP)
- Current and future levels of service
- Projected rating strategies
- Local Government Price Indices (LGPI) and CPI forecasts

The following table provides a financial overview of the Plan (from 2020-21 to 2029-30):

LTFP Averages	
General Rate Increase	1.99%
General Rates Growth	0.52%
Total Increase in Revenue from Rates	2.51%
Operating Income	56,411
Operating Expenses	53,437
Operating Surplus	\$2,974
Operating Surplus Ratio	5%
Net Financial Liabilities Ratio	23%
Asset Sustainability Ratio to Depreciation	80%
LTFP Totals	
Capital Replacement Expenditure	\$83.5m
New Capital Expenditure	\$30.3m
Total Capital Expenditure	\$113.8m
At Year 10 (2029-30)	
Total Borrowings	Nil

Chief Executive Officer's Report on Financial Sustainability

TO BE UPDATED

LTFP indicates that the Council will maintain financial sustainability over the next 10 years.

However, the inclusion in the LTFP of some new major projects as well as the significant impact of Brown Hill Keswick Creek (BHKC) expenditure (in the order of \$15m over 8 years) has resulted in a reduced flexibility and tightness in the availability of funds for New Capital and Operating Projects.

The delivery of New Capital Projects already included in the LTFP currently requires proposed borrowings of approximately \$24m over the four year forward estimates period from 2018-19 to 2019-20. This is at the upper level of Council's ability to fund these projects under current policy settings and assumptions without consideration of other funding mechanisms such as additional rates or other sources of income.

Based on current service levels, new projects and expenditure requirements from strategies currently being developed may result in delays to current priority projects included in the LTFP such as the implementation of the King William Road Master Plan, Unley Central, and Goodwood Road Streetscape.

Nevertheless, the plan indicates that the Council is financially sustainable provided a number of master plan implementations and strategy actions plans are spread over a number of years. This position can be maintained while Council continues to fund the existing services provided. However, additional funding will be required should Council decide to increase major project spending over its current term or introduce new services.

As a result, Council needs to continue its work and review of service sustainability. The Council has developed a service improvement model and framework to review services and the level as to which they are offered. Council recognises the increasing challenges in delivering services at a local level while ratepayers are increasingly reluctant to see their property rates increase.

This means that the focus should not just be on "how much should we spend," but on what outcomes are required or agreed by Council for specific services and then determining the most economic, efficient and effective way to achieve those outcomes.

It is proposed that the LTFP be reviewed at least annually to ensure the plan is timely and relevant to Council forecasts. The next presentation of the LTFP will be timed to be prior to adopting the Annual Business Plan and Budget for the purposes of community consultation. This timing will allow further work to be undertaken by Council in relation to scoping of major projects, related funding options and the costing of strategies currently being developed such as the Ageing Strategy.

Strategic Context

In accordance with Section 122 (1a) of the Local Government Act 1999, each council must adopt a LTFP for a period of at least 10 years.

The LTFP is used to assist in financial decision making. Consideration is given to what services are to be provided, the level of those services, the rating impost, income from other sources, the level of funding required from borrowings and the ability to service those borrowings.

The key objective of Council's LTFP is to help ensure financial sustainability in the medium to long term, while still achieving the objectives detailed in the Community Plan.

Council uses the LTFP to develop its Annual Business Plan and Budget as a base by setting the high level parameters and targets that will assist Council in maintaining the current level of services, without unplanned or significant increases to the rates paid by ratepayers or unplanned cuts to services.

Council's Community Plan and Long Term Objectives

Our city is recognised for its enviable lifestyle, environment, business strength and civic leadership. Our plans are broken into four key themes that describe the future for the City together with strategic directions and strategies required to deliver key outcomes.

The themes are as follows:

Community Living

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

- *Our Community is active, healthy and feels safe.*
- *Our Community participates in volunteering, community activities and learning opportunities.*
- *Our City meets the needs of all generations.*
- *Our Community is proud to be part of our City.*
- *Our City is connected and accessible.*

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.

- *Unley is recognised as an easy place to do business.*
- *Thriving main streets and other business activities operate across our City.*

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.

- *Unley's urban forest is improved and maintained*
- *Excellence in waste management is achieved through diversion, avoidance and re-use.*
- *The energy efficiency of the City is increased and our carbon footprint reduced.*
- *Efficient, effective & sustainable water management is ensured.*
- *The City's resilience to changes in climate is increased.*

Civic Leadership

Council will listen to the community and make transparent decisions for the long term benefit of the City

- *We have strong leadership & governance.*
- *Council provides best value services to the community.*
- *Our business systems are effective and transparent.*

Long Term Financial Plan Commentary

The 10 Year Financial Summary, Appendix C forecasts modest operating surplus results ranging from \$1.5M to \$2.6M over the first four years of the LTFP, building some financial capacity in the following six years with results ranging from \$2.9 to \$4.2M. This can be attributed to Council proposing to not raise rates in year 1 of the Plan in recognition of the financial difficulties being experienced in the community due to the COVID-19 pandemic.

Over the life of the LTFP rate revenue continues to represent circa 86% of Council's operating revenue. During the forecast period rate revenue is projected to increase by between 2.20% pa and 2.25% pa. In addition, Council will also attribute growth in its assessment book, growth being represented by an increase in rateable properties and an increase in property valuations over the forecast period. Growth is expected to range from 0.5% to 0.72% during the period.

Over the forecast period total capital expenditure for all asset classes, including infrastructure, major and minor plant and equipment in CPI inflated terms is comprised:

- | | |
|---------------------|---------|
| • Asset renewal | \$83.5m |
| • Asset upgrade/new | \$30.3m |

The Plan forecasts that all capital commitments can be met from existing financial resources without the need to borrow. As a result, total borrowings are forecast to decrease from an estimated \$14.3M in 2020-21 to being fully repaid in 2025-2026.

Capital Projects

This plan provides for a total capital investment of \$114m over the 10-year period, split between New Capital of \$30m and Capital Renewal of \$83m.

New Capital

Major projects relating to new and upgraded assets include:

- Brown Hill Keswick Creek annual contributions to a regional project
- Implementation of Local Area Traffic Management (LATM)
- Redevelopment of Millswood Croquet Club facilities
- Redevelopment of the Edmund Avenue Cottages
- Redevelopment of Ridge Park

Capital Renewal Expenditure

Work towards the new approach to asset management driven from a service perspective is being implemented. This review will ensure that in future the management of assets will be based on the declared levels of service for each specific asset which will determine the long-term costs.

The increased understanding by Council of service standards and decisions on the level of services for both capital replacement and maintenance will flow through to the LTFP. This is likely to result in changes in relation to asset renewal, maintenance and depreciation calculations in the future.

Asset management planning processes are on-going and up to date information is incorporated each year as the plans are updated.

Details of the 10 Year Capital Renewal Expenditure Summary by Asset Category is shown at Appendix B.

What is Financial Sustainability?

In 2005, an independent inquiry into the financial sustainability of local government was undertaken by the LGA. Following this inquiry, the following definition was adopted at the LGA's General Meeting held in 2006:

"Council's long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services."

This definition was subsequently adopted by the Australian Local Government Association at its National Assembly Meeting in December 2006.

In simple terms, the principle of financial sustainability is that each generation 'pays their way' for the services and assets that they consume. This is also known as intergenerational equity and occurs when Council records a breakeven operating result (ie. where day to day expenses are equal to day to day income).

Where Council records operating deficits, it means that future generations will be subsidising the current costs of services and will be responsible for addressing the issue of funding the replacement of worn out assets.

Maintaining Financial Sustainability

This plan maintains financial sustainability by using the following indicators and targets:

Financial Indicator	Target
Operating Surplus Ratio	=>5% of Total Operating Revenue
Net Financial Liabilities Ratio	= < 80% of Total Operating Revenue
Asset Sustainability Ratio	= 100% as an average over 10 years

The plan considers the following 'policy positions':

- Existing service levels are maintained;
- New services may only be introduced through a service review incorporated as part of the annual business planning process;

- New capital assets may only be considered if they form part of an adopted council strategy;
- Capital renewal will be in accordance with Council's Asset Management Plans.

The plan considers economic data from the following sources:

- Local Government Finance Authority;
- Reserve Bank of Australia;
- The Local Government Price Index (LGPI);
- Consumer Price Index (CPI)

Initiatives to support Financial Sustainability

Council has a number of other initiatives that are used to manage financial, asset and service sustainability. These include:

- Service Improvement Reviews
- Shared Service and Fee for Service opportunities
- Treasury Management Policy
- New Asset Management Framework and System
- Risk Management

Long Term Financial Plan Assumptions

The following assumptions have been used as part of the framework to develop the LTFP:

- Consistency with Council's Strategic Plans
- Consideration of Council's financial targets
- No changes to recurrent service levels provided by Council
- Stability and predictability in determining future rate increases
- Allocation of funding for Operating Projects (based on Council's 4 Year Delivery Plan, endorsed strategies and Council decisions)
- Use of CPI forecasts
- The use of borrowings to fund New Capital projects as necessary
- Consideration of legislative and regulated requirements of Council.

Further information about the assumptions are listed in Appendix A

Risks Associated with the Long Term Financial Plan

The LTFP has been developed based on the best information and assumptions available at the time of development. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

The LTFP may be impacted by future changes such as new legislation that could materially affect the projected outcomes and results of the LTFP. Changes in Government Policy may also impact on Council's financial position and performance. The current State Government is developing a reform package for local government.

At the time of preparing this Plan our community is dealing with the impacts of the global health pandemic COVID-19. This event is having unprecedented impacts on the health, wellbeing, economy and financial capacity of individuals and organisations locally and around the world. Whilst the Council is being guided by information and current directives from our federal and state governments, peak health agencies and medical experts to inform our decisions the extent and financial impacts on the Council are very difficult to predict. Whilst the financial impact of some Council decisions in dealing with the pandemic can be estimated over the short term, ie 3 to 6 months, the long term impact is unknown.

In order to reduce risk the plan will be reviewed and updated on a regular basis to incorporate the best available information for a given point in time. In addition, the LTFP assumptions are reviewed by Council's Audit Committee.

Further, to ensure that this Plan is timely and relevant to Council forecasts, the LTFP will be reviewed annually prior to the commencement of the Annual Business Plan and Budget process. This will help determine the financial parameters and rate increases for the upcoming financial year.

Key Financial Ratios and Targets

Under the requirements of Regulation 5(c) of the Local Government (Financial Management) Regulations 2011, there is a requirement for the LTFP (as well as the Annual Financial Statements and Budget) to include the following key financial ratios;

1. Operating Surplus Ratio,
2. Net Financial Liabilities Ratio and
3. Asset Sustainability Ratio

These indicators are to be presented in a manner consistent with the note in the industry recognised Model Financial Statements.

Council has adopted 3 key financial targets relating to these required ratios to guide the direction of the LTFP.

Financial Indicators Trend

Indicator	Target	Forward Estimates			
		2020-21 %	2021-22 %	2022-23 %	2023-24 %
Operating Surplus Ratio	= >5% of Total Operating Revenue	3.0%	3.6%	4.2%	4.8%
Net Financial Liabilities Ratio	= < 80% of Total Operating Revenue	47.9%	43.8%	38.9%	33.3%
Asset Renewal Funding Ratio*	= 100% as an average over 10 years	79.9%	82.7%	82.8%	80.6%

* This indicator has been calculated using depreciation

The longer term trends are presented and discussed below:

Target 1: Operating Surplus Ratio

This ratio is a measure of the ability to cover operational costs and have revenues available for capital funding, repayment of debt or consider the provision of new services.

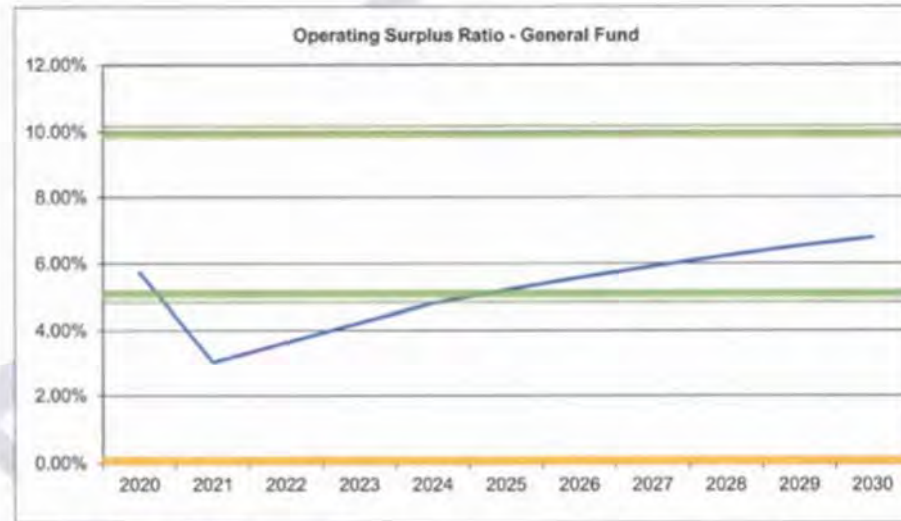
How is this ratio calculated?

$$\frac{A}{B}$$

A= Operating Surplus
B= Total Revenue

What is the LTFP Target?

5% Of Total Revenue



Commentary on Projected Performance

In 2020-21 the operating surplus ratio of 5% will not be achieved. It is proposed to not increase rates to provide some financial relief for ratepayers due to the impact of COVID-19 pandemic. The operating surplus returns to the targeted 5% in 2024.

Target 2: Net Financial Liabilities Ratio

This ratio is a measure of the significance of the net amount owed by Council at the end of a financial year compared with income for the year.

An increase in this ratio indicates that Council requires more of its operating income to fund its financial obligations.

A drop in this ratio indicates that Council's capacity to meet its financial obligations from operating income is strengthening.

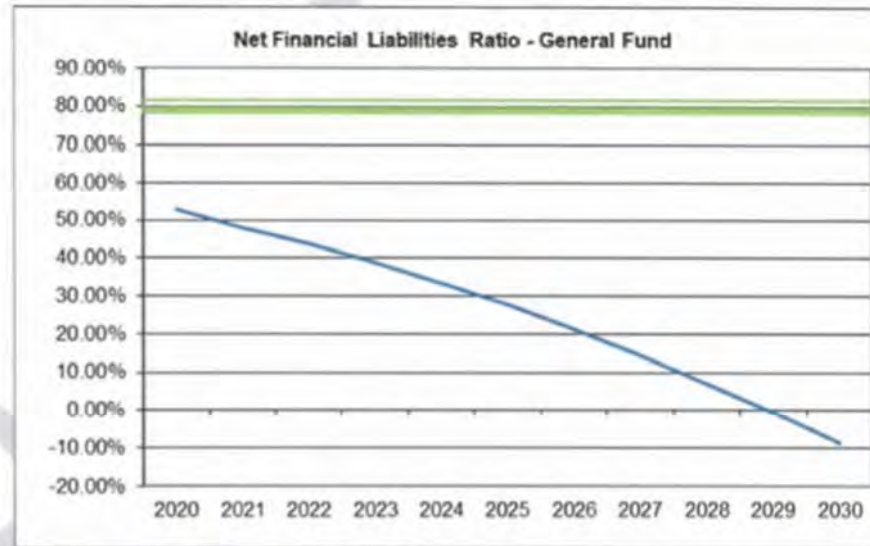
How is this ratio calculated?

$$\frac{A}{B}$$

A= Net Financial Liabilities
B = Total Operating Income

What is the LTFP Target?

Less than 80% of Council's annual operating income



Commentary on Projected Performance

Council's undertook higher than usual borrowings during 2019-2020 to accommodate the King William Road Redevelopment. The LTFP forecasts that future capital expenditure can be financed from internal resources, no new borrowings will be required, therefore Council's Net Financial liabilities will reduce over the period.

Target 3: Asset Sustainability Ratio

This ratio represents the level of capital expenditure on the renewal of assets relative to the level of such expenditure identified as warranted in a council's infrastructure and asset management plan.

Are assets being replaced at the rate they are wearing out?

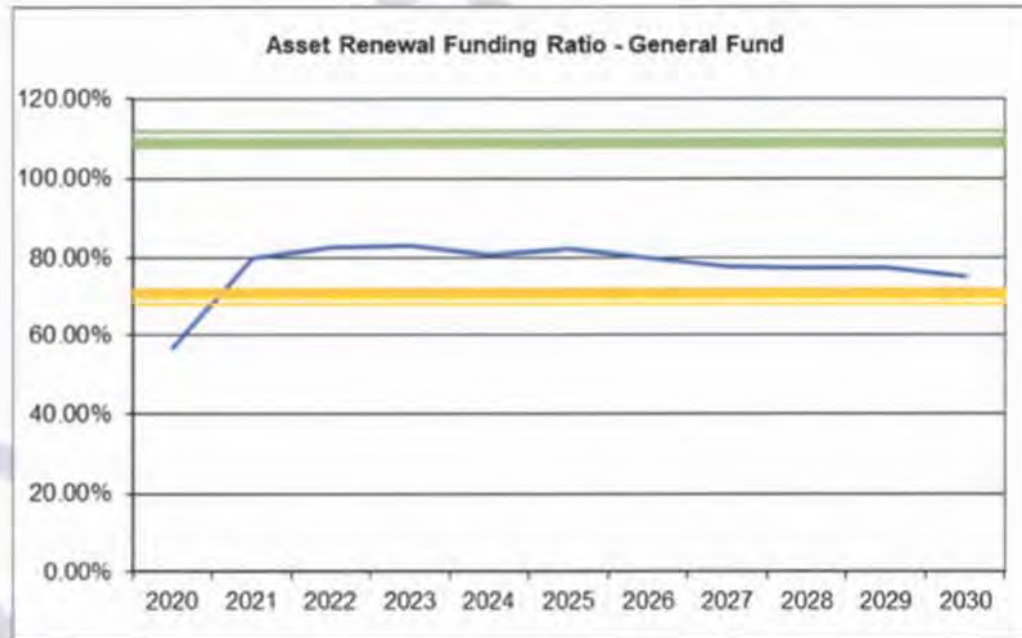
How is this ratio calculated?

$$\frac{A \text{ minus } B}{C}$$

- A= Capital Renewal Expenditure
- B = Proceeds from the Sale of Replacement Assets
- C = Asset Management Plan Expenditure

What is the LTFP Target?

= 100% over a 10 year average



Commentary on Projected Performance

The Asset Management Plans are currently being reviewed. In the absence of this information the level of renewal of its existing assets is being compared to depreciation. The forecast level of expenditure is consistently low when compared to depreciation over the period. At the next review of this Plan it is expected that this result will change.

Appendix A - LTFP Assumptions**Financial Year Explanation**

Year	Financial Year
Year 0	2019-20 Budget (as at Review #2)
Year 1 Base	2020-21 Draft Budget
Year 2	2021-22
Year 3	2022-23
Year 4	2023-24
Year 5	2024-25
Year 6	2025-26
Year 7	2026-27
Year 8	2027-28
Year 9	2028-29
Year 10	2029-30

Economic Influences

The Council's LTFP is affected by various external and internal influences for which assumptions have been made.

External

- Local Government Price Index
- Consumer Price Index
- Natural Resources Management Levy
- Utility costs
- Interest costs
- Workforce planning
- Increased compliance costs through new legislation
- Federal & State Government Policy
- Broader economic environment
- COVID-19 community pandemic

Internal

- Enterprise Bargaining Agreements
- Treasury Management Policy and decisions on borrowings
- Service Improvement Review Projects
- Risk Management
- Asset Sustainability & Service levels
- Increase/decrease in Services

A full list of current services is provided as **Appendix G**

Assumptions Table

Year	Financial Year	CPI	Fixed Loan Rate	CAD Rate	Increase in Rates	Rate Growth	Increase in Rate Revenue
1 Base	2020-21	2.00%	4.0%	2.7%	0.00%	0.05%	0.05%
2	2021-22	2.25%	4.0%	2.7%	2.25%	0.72%	2.97%
3	2022-23	2.25%	4.0%	2.7%	2.25%	0.72%	2.97%
4	2023-24	2.17%	4.0%	2.7%	2.17%	0.72%	2.89%
5	2024-25	2.22%	4.0%	2.7%	2.22%	0.50%	2.72%
6	2025-26	2.21%	4.4%	2.7%	2.21%	0.50%	2.71%
7	2026-27	2.20%	4.4%	2.7%	2.20%	0.50%	2.70%
8	2027-28	2.21%	4.4%	2.7%	2.21%	0.50%	2.71%
9	2028-29	2.21%	4.4%	2.7%	2.21%	0.50%	2.71%
10	2029-30	2.21%	4.4%	2.7%	2.21%	0.50%	2.71%
Average		2.19%	4.20%	2.70%	1.99%	0.52%	2.51%

¹ Source: CPI as per ABS (Adelaide December 2020) & then forecast per Access Economics

² Source: Fixed Loan Rate & CAD Rate as per LGFA

Overview of Key Assumptions

Key Assumptions

Operating Revenue

Rates

Rate revenue is the Council's main income source. Prudent financial management determines that the income raised must be at least the value of expenses incurred to deliver and maintain current services. When determining the level of rates income required any increase is primarily measured against the current costs of services largely involving increases in line with LGPI and CPI.

Over the life of this LTFP Council has considered an increase of CPI, which has been estimated to range between 2.00% and 2.50%, to maintain desired services and servicing of its proposed debt. In response to the financial impact of COVID-19 on our community the Council is proposing to not raise rate revenue for the 2021-21 financial year other than accepting the natural revenue increase through growth in the assessment book valuations.

Council has approximately 490 SA Housing Trust properties within its boundaries. No adjustment has been made for any transfer of these properties to housing associations. Future transfers will decrease rate revenue as they will attract a considerable rate rebate.

Rates Growth

Rates Growth has been 0.5% to 0.75% over a number of years.

Rates growth of between 0.5% and 0.72% has been assumed for the ten year plan

Operating Grants and Subsidies

Operating Grants and Contributions have been based on confirmed external agency funding levels with a projected increase of CPI, where applicable. Given that the Federal Government has indicated that there will not be annual increases for financial assistance grants, there have been no increases factored in for these grants.

Interest Received

Any interest earned will be from short term investments. This will be minimal over the next 10 years as Council utilises its cash advance facility for cash flow support. As such, minimal interest earning increases are predicted over the life of the LTFP.

Statutory Charges

Statutory charges are not within Council control; these are determined by other legislation and regulations. History shows that an increase in line with CPI is appropriate.

User Charges

User charges fees collected for the use of Council facilities or services in a fee for use type arrangement. These have been increased by CPI based on the assumption that they need to appropriately cover cost increases.

The extent of the impact from the COVID-19 pandemic is unknown at this stage. The impact on user charges is expected to be short term and any impact will be considered when Council reviews its budget.

All other revenue

Reimbursements and other revenue increases have been assumed as forecast CPI

Operating Expenditure**Finance Costs**

There are two components to finance costs. The first being the interest on existing credit foncier loans (fixed term and fixed repayment basis) and this is obtained from the current loan schedule.

The second is the interest incurred by accessing Council's cash advance drawdown facility.

Council has two Cash Advance facilities in place to manage cash flow commitments. The drawdown rate has recently reduced from 2.7% to 2.40%. The plan has factored a rate of 2.7% for the duration of the plan.

Employee Costs

The base budget for employee costs is linked to the current Work Place Agreements. At the end of the agreements employee costs are based on maintaining an increase in the order of 2%.

Depreciation

Depreciation in the base year is as per the 2020-21 Budget. It has been adjusted by the CPI on annual basis to reflect any increase in valuation plus new asset movements. The Asset Management Plans cost calculations are reviewed annually and any significant financial impacts are considered in this plan.

All other expenses (Materials, Contractual & Other Expenses)

Materials, Contractual Services and Other Expenses have been linked to the CPI to reflect the increase of external service provision trends on existing service levels.

Operating Projects / Initiatives

These are one off type expenses to deliver an outcome in line with Council's endorsed strategies, discretionary expenditure that has been regularly budgeted in recent years

(including Events, Tour Down Under and Unley Gourmet Gala) or increases to current services levels that are longer than one year.

The level of Operating Project Expenditure has been linked to CPI.

Funding

Capital Grants and Contributions

Capital Grants and Contributions have been based on confirmed external agency funding levels. As a result, no capital grants have been assumed.

Capital Receipts

These are amounts received for the trade-in of plant and equipment that are due to be replaced or surplus to current and future requirements. No provision has been made for trade-in transactions in the plan.

Capital Renewal

Council's asset renewal program in this draft LTFP has been based on updated information received from Council's Assets Team.

An approach to asset management driven from a service perspective is currently being introduced to Council based more directly on the declared levels of service for each specific asset.

New Capital

Currently Council's capital contribution towards the Brown Hill Keswick Creek Board (BHKC) accounts for most of the funding allocation in the plan.

Loans & Borrowings

Repayment of existing loans has been extracted from the current loan schedule.

The LTFP assumption indicates that no additional funding through borrowings is required to meet New Capital commitments in the future.

The LGFA Cash Advance Debenture (CAD) Facility will continue to be used to balance funding requirements in terms of borrowings.

Interests in Other Entities

No provision for the effect of Council's interest in other entities have been made in the plan. Council has an equity interest in Centennial Park and the Brownhill Creek Regional Subsidiary.

Appendix B - Capital Renewal - 10 Year Expenditure Summary

Asset Category	year 1	year 2	year 3	year 4	year 5	year 6	year 7	year 8	year 9	year 10
	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Bridges	0	0	0	0	30	220	0	0	30	250
Buildings	930	860	900	900	950	850	800	920	1,100	875
Bus Shelters	40	40	10	25	10	25	10	25	10	25
Car Parks	20	20	20	20	30	32	34	36	38	20
Drains & Stormwater	940	961	991	1,021	1,053	900	1,000	1,000	1,000	900
Footways	510	520	530	540	550	560	570	580	590	600
IT Equipment	550	680	541	552	563	574	586	602	602	600
Kerb & Water	900	920	940	960	980	980	980	980	980	980
Office Furniture & Equipment includ Library	41	42	44	45	46	47	49	51	51	51
Plant and Equipment	840	937	966	996	1,027	1,052	1,084	1,012	1,012	1,020
Public Toilets	80	82	85	90	95	10	10	10	10	12
Reserves/ Recreation and Open Space	466	541	495	511	592	607	625	630	630	640
Roads (Reconstruction & Reseal)	1,400	1,420	1,440	1,480	1,500	1,520	1,540	1,560	1,580	1,600
Signs	32	18	19	19	20	20	21	21	21	22
Streetlighting	20	20	20	20	20	21	21	21	21	21
Streetscape	117	90	124	96	110	115	115	115	115	115
Swimming Facility	56	54	250	58	58	58	120	120	70	72
Traffic Facilities	29	30	31	32	33	34	35	36	36	40
	6,971	7,235	7,406	7,365	7,667	7,625	7,600	7,719	7,896	7,843
Project Delivery Costs (+11% Overhead)	622	796	815	810	843	839	836	849	869	862
Total Expenditure	7,593	8,031	8,221	8,175	8,510	8,464	8,436	8,568	8,765	8,705

Appendix C – 10 Year Financial Summary

SUMMARY	2018-19 Audited	2019-20 Base Year	2020-21 Year 1	2021-22 Year 2	2022-23 Year 3	2023-24 Year 4	2024-25 Year 5	2025-26 Year 6	2026-27 Year 7	2027-28 Year 8	2028-29 Year 9	2029-30 Year 10
Rates Increase based on CPI	2.25%	2.00%	0.00%	2.25%	2.25%	2.17%	2.22%	2.21%	2.20%	2.21%	2.21%	2.22%
Rates Growth	0.72%	0.72%	0.50%	0.72%	0.72%	0.72%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Increase in Rates Revenue	2.97%	2.72%	0.50%	2.97%	2.97%	2.89%	2.72%	2.71%	2.70%	2.71%	2.71%	2.72%
General Rates Income	41,336,000	42,504,061	42,743,666	43,985,264	45,291,626	46,599,044	47,867,574	49,166,203	50,493,994	51,863,358	53,268,080	54,710,057
All Other Income	9,542,000	8,975,371	7,572,346	7,423,595	7,523,934	7,622,732	7,726,256	7,831,638	7,938,750	8,048,781	8,161,070	8,275,760
Total Income	50,878,000	49,479,432	50,316,012	51,408,859	52,815,560	54,221,777	55,593,830	56,997,841	58,432,745	59,912,139	61,429,150	62,985,817
Employee Costs	16,596,000	18,134,785	18,523,937	18,903,243	19,328,566	19,747,362	20,186,162	20,632,895	21,086,948	21,553,375	22,029,382	22,515,575
Materials, Contracts & Other Expenses	20,337,000	19,691,767	19,230,358	19,663,041	20,105,460	20,541,078	20,997,547	21,462,215	21,934,516	22,419,693	22,914,832	23,420,567
Depreciation, Amortisation & Impairment	9,038,000	8,012,500	9,500,000	9,713,750	9,924,215	10,144,753	10,369,252	10,597,440	10,831,848	11,071,070	11,315,411	11,563,433
Finance Costs	181,000	620,435	706,860	259,808	203,536	140,368	84,490	49,336	13,542	1,428	-	-
Operating Projects	-	1,154,101	823,000	1,000,000	1,022,500	1,044,654	1,067,869	1,091,500	1,115,520	1,140,195	1,165,378	1,191,026
Total Expenditure	46,132,000	47,803,587	48,784,154	49,539,842	50,584,277	51,618,225	52,705,339	53,824,385	54,982,372	56,185,760	57,425,002	58,720,671
Operating Surplus/(Deficit)	4,746,000	1,675,845	1,531,858	1,869,016	2,231,283	2,603,551	2,888,490	3,173,456	3,450,373	3,726,379	4,004,148	4,265,146
Principal Repayment of loans	218,225	227,041	236,214	245,757	255,665	266,015	276,762	288,035	2,908	-	-	-
Cash surplus/(deficiency) after principal repayments	4,527,775	1,448,804	1,295,644	1,623,260	1,975,618	2,337,536	2,611,728	2,885,421	3,447,465	3,726,379	4,004,148	4,265,146
Operating Surplus Ratio	9.3%	3.4%	3.0%	3.6%	4.2%	4.8%	5.2%	5.6%	5.9%	6.2%	6.5%	6.8%
Target 5%												
Asset Renewal Funding Ratio	139.05%	54.9%	79.9%	82.7%	82.8%	80.6%	82.1%	79.9%	77.9%	77.4%	77.5%	75.1%
Target 100% average over 10 years												
Capital Replacement less income to be received	12,567,000	4,398,234	7,593,000	8,031,000	8,221,000	8,175,000	8,510,000	8,464,000	8,436,000	8,568,000	8,765,000	8,705,000
Capital New less funding to be received	2,413,000	18,205,701	2,255,508	2,927,342	3,026,145	3,064,631	3,248,961	3,133,307	3,191,134	3,162,221	3,176,677	3,169,449
(Shortfall) / Improvement in cash position	(1,414,225)	(13,142,631)	947,136	378,667	653,667	1,242,658	1,222,019	1,888,553	2,652,179	3,067,228	3,377,882	3,984,129
Fixed Term Borrowings	1,568,376	1,332,163	1,886,406	836,721	564,706	287,944	2,909	0	0	0	0	0
Cash Advance Debenture (CAD Borrowings)	944,800	15,074,535	13,007,660	11,861,500	10,989,434	7,653,724	5,231,827	2,102,814	0	0	0	0
Net Financial Liabilities Ratio	28.00%	52.84%	47.97%	43.79%	38.97%	33.25%	27.81%	21.46%	14.42%	7.94%	-0.53%	-8.73%
Target <80%												

Appendix D – Statutory Uniform Presentation of Finances

10 Year Financial Plan for the Years ending 30 June 2030												
UNIFORM PRESENTATION OF FINANCES - GENERAL												
FUND	Current Year					Projected Years						
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Scenario: < Enter Scenario Name on Cover Sheet >	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Operating Activities												
Income	49,479,432	50,316,012	51,408,859	52,815,560	54,221,777	55,593,830	56,997,841	58,432,745	59,912,139	61,429,150	62,985,817	
less Expenses	(46,649,486)	(48,784,154)	(49,539,842)	(50,584,277)	(51,618,225)	(52,705,340)	(53,824,385)	(54,982,372)	(56,185,760)	(57,425,002)	(58,720,671)	
Operating Surplus / (Deficit)	2,829,946	1,531,858	1,869,016	2,231,283	2,603,551	2,888,490	3,173,456	3,450,373	3,726,379	4,004,148	4,265,146	
Capital Activities												
less (Net Outlays) on Existing Assets												
Capital Expenditure on Renewal and Replacement of Existing Assets	(4,538,234)	(7,593,000)	(8,031,000)	(8,221,000)	(8,175,000)	(8,510,000)	(8,464,000)	(8,436,000)	(8,568,000)	(8,765,000)	(8,705,000)	
add back Depreciation, Amortisation and Impairment	8,012,500	9,500,000	9,713,750	9,924,215	10,144,753	10,369,252	10,597,440	10,831,848	11,071,070	11,315,411	11,593,433	
add back Proceeds from Sale of Replaced Assets	-	-	-	-	-	-	-	-	-	-	-	
(Net Outlays) on Existing Assets	3,474,266	1,907,000	1,682,750	1,703,215	1,969,753	1,859,252	2,133,440	2,395,848	2,503,070	2,550,411	2,888,433	
less (Net Outlays) on New and Upgraded Assets												
Capital Expenditure on New and Upgraded Assets												
(including Investment Property & Real Estate Developments)	(21,648,747)	(2,255,508)	(2,927,342)	(3,025,145)	(3,064,631)	(3,248,961)	(3,133,307)	(3,191,134)	(3,162,221)	(3,176,677)	(3,169,449)	
add back Amounts Received Specifically for New and Upgraded Asset	3,443,046	-	-	-	-	-	-	-	-	-	-	
add back Proceeds from Sale of Surplus Assets												
(including Investment Property & and Real Estate Developments)	-	-	-	-	-	-	-	-	-	-	-	
(Net Outlays) on New and Upgraded Assets	(18,205,701)	(2,255,508)	(2,927,342)	(3,025,145)	(3,064,631)	(3,248,961)	(3,133,307)	(3,191,134)	(3,162,221)	(3,176,677)	(3,169,449)	
Net Lending / (Borrowing) for Financial Year	(11,901,489)	1,183,350	624,424	909,353	1,508,673	1,498,780	2,173,588	2,655,087	3,067,227	3,377,861	3,984,129	

Appendix E - Services Provided to the Community

The *Local Government Act 1999* prescribes a system of local government to enable councils to govern and manage areas at a local level.

All councils have basic responsibilities under the Act and other relevant legislation. These include:

- Regulatory activities, including voters' roll maintenance and Elected Members' support
- Determining longer term strategic management and management plans, financial plans, infrastructure and asset management plans and policies and procedures
- Setting rates, preparing an Annual Business Plan and Budget
- Management of basic infrastructure including roads, footpaths, parks, public open space, street lighting and stormwater drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment, and
- Provision of various environmental health services.

In response to community needs, Council also provides the following services and programs, over and above those listed above, including:

- | | |
|-------------------------------|-----------------------------|
| • Aged and Social Care | • Economic Development |
| • Animal Management | • Library Services |
| • Arts & Cultural Development | • Museum |
| • Community Centres | • Open Space Management |
| • Community Development | • Parking Control |
| • Community Engagement | • Sport and Recreation |
| • Community Event Programs | • Sustainable Landscapes |
| • Community Services | • Urban Policy and Planning |
| • Corporate Services | • Volunteers |
| • Community Transport | • Youth Development |
| • Environmental Management | |

The Council also maintains a number of facilities and services on a fee for service basis, some of which are subsidised and include:

- | | |
|--|-------------------------|
| • Unley Swimming Centre | • Community Bus Service |
| • Commonwealth Home Support Program (CHSP) - formerly HACC Program | • Halls for hire |
| • Ovals, courts, parks and reserves for hire. | |

Appendix F - Glossary

CPI (Consumer Price Index) - The historical changes in the cost of a typical metropolitan household 'basket' of goods and services, prepared by the Australian Bureau of Statistics. (ABS).

Depreciation - The annual decline in the value of a council's non-financial assets (inventories, buildings, infrastructure, equipment, etc) due to the usage (and so deterioration) of those assets.

Financial Assets - Cash, investments, loans to community groups, receivables and prepayments, but excludes equity held in Council businesses, inventories and assets held for sale.

Financial Governance – The process by which an elected council meets its accountability obligations for the sustainability of council finances.

Financial Performance – The state of a council's annual operating statement (ie. the surplus or deficit between its annual spending and revenue).

Financial Position – The state of a council's balance sheet (ie. the composition of its assets and liabilities).

Forward Estimates - Forward estimates period refers to the four years following the budget year

Infrastructure Asset Management Plan - A Plan that demonstrates responsive management of assets (and services provided from assets), compliance with regulatory requirements and to communicate the funding requirements to provide the required levels of service.

Infrastructure – Comprises the assets needed to provide people with access to facilities and services (roads, footpaths, open space etc).

Intergenerational Equity - Intergenerational equity (or fairness) involves the costs associated with expenditure being spread over time in accordance with the distribution of the benefits that are generated from that expenditure.

LGPI (Local Government Price Index) - Represents the movement in the price of goods and services consumed by Local Government in South Australia, prepared by the South Australian Centre for Economic Studies (SACES).

LTFP – Long Term Financial Plan.

New Capital - Where assets or infrastructure are added to Council's existing asset stock, or the component of an existing asset that provides additional capabilities or service.

Net Financial Liabilities – The financial obligations of a council to other sectors of the economy. This is calculated as total liabilities less financial liabilities (cash and amounts receivable).

Net Interest Costs – Total net interest paid.

Operating Projects - Projects, programs or services provided for the first time that may have consequences on future Council budgets, or a one-off or short term in nature. In addition, Operating Projects include programs/projects that are aligned to key Council strategies but are not core Council services/activities and there is some discretion in delivery over the medium term. Highlighting these as Operating Projects provides transparency to Elected Members and the Community

Operating Surplus - Where Council's operating income is greater than its operating expenses.

Operating Deficit – Occurs where a council's total annual expenses exceed its total annual income, meaning that costs are being transferred from today's ratepayers to tomorrow's ratepayers (leaving to a diminished intergenerational equity).

Recurrent costs - Provision for core services provided by Council on a day to day basis. Includes income and expenses of an administrative, maintenance or legislative nature.

Renewal Capital – Expenditure on renewal or replacement of existing assets having their service life extended through repair or replacement. This does NOT include expenditure on new assets or asset upgrades.

Total Operating Revenue – Total revenue as shown on Council's annual financial statements

INFORMATION REPORT

REPORT TITLE:	TRADER ASSOCIATION QUARTER 2 REPORTS 1 OCTOBER TO 31 DECEMBER 2019
ITEM NUMBER:	4.6
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	AKARRA KLINGBERG
JOB TITLE:	COORDINATOR ECONOMIC DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. UNLEY ROAD ASSOCIATION QUARTER 2 2019-20 REPORT2. GOODWOOD ROAD BUSINESS ASSOCIATION QUARTER 2 2019-20 REPORT3. KING WILLIAM ROAD TRADERS ASSOCIATION QUARTER 2 2019-20 REPORT4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION QUARTER 2 2019-20 REPORT

1. **EXECUTIVE SUMMARY**

The City of Unley has four (4) mainstreet precincts (Fullarton Road, Unley Road, King William Road and Goodwood Road) (Precincts). Each Precinct has an Independent Mainstreet Association (Association) which enters into an annual funding agreement with Council.

The Association Separate Rate Agreement(s) require each Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the period 1 October 2019 to 31 December 2019, as well as additional information on the activities of the Associations.

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 in each of the precincts for the purpose 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 the Associations for the expenditure of the Separate Rate.

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

5. **DISCUSSION**

The Associations have been asked to provide a financial report from quarter 2, 2019/20 for the period of 1 October 2019 to 31 December 2019. Additional information is provided below on the activities, achievements and challenges each of the Associations have experienced during this time.

Attachments 1-4

Unley Road Association (\$113,395 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- New Unley Road website launched at Networking Function.
- Preparation for 'Evening Under the Stars' and 'A Taste of Unley Road'.

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

- Held the annual AGM and elected the new Committee.
- Christmas fence art installed on Goodwood Primary School fence.
- Christmas Decoration Competition held, and winners announced at the Member Christmas drinks.
- Christmas 'Sat'dy on Goody' held with face painting, chalk art, craft activity, buskers, member's competitions.
- Facebook Giveaway with tickets to Santa's Wonderland.
- Initial planning for Goodwood Goes Green campaign.

King William Road Traders Association (\$147,400 Separate Rate Funding)

- Held the annual AGM and elected the new Committee.
- Post upgrade marketing campaign to encourage people to come and see the new precinct.
- ‘Christmas on King William’ Christmas event held with face painting, Santa and live music.
- Christmas marketing campaign implemented.
- Marketing campaign rolled out through a number of Solstice media including InDaily and CityMag.

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

- Held the annual AGM and elected the new Committee.
- Successfully ran the first ‘Destination Highgate Summer Fair’. Due to inclement weather, a date change was required but it was a successful event.
- Precinct directories finalised and available.
- Ongoing marketing through Facebook and Instagram.

6. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development



6 April 2020

Dear Akarra

Re: Unley Road Association Revised 2020 -2021 Marketing Levy Budget

Due to the current circumstances with the COVID-19 pandemic, we are re-submitting the Unley Road Association's 2020-2021 Marketing Budget Proposal for the City of Unley's consideration. The budget revision has been undertaken by the URA Executive Committee and all URA committee members have had the opportunity to review and provide feedback. The majority are in favour of the reviewed budget (not all committee members are currently available.) Due to current business closures and pressures, we have not been able to seek input from businesses during the past fortnight.

The previous marketing bid (submitted in Feb 2020) was developed using feedback from traders, landlords and committee members. This feedback was gathered during Unley Networking events, email feedback and discussions with traders and landlords with committee/coordinator. We had scheduled an Unley Road traders forum/networking event to gather further feedback and explore opportunities for 2020 and beyond, however this will not proceed as planned, due to COVID-19. We have included this in the budget for 2020-21 and will seek to undertake this as soon as it is safe to do so.

For the upcoming financial year, the Association is requesting the following;

- \$69 835 Operating Budget
- \$1 000 Banners.

We believe that a vibrant and successful mainsheet in turns creates a lively and proud community. As an Association, we are passionate about our traders and encourage them to interact with the local community. The current COVID-19 pandemic is already having a huge impact on businesses and our Unley Road businesses are feeling the pain, with shop closures (estimated at over 60% to date), letting staff go, reduced operations and an ever-changing environment. The Unley Road Association know that the impact of this pandemic is likely to be felt for a long time and will change the Road as we currently know it.

We feel it is important that the 2020-21 year be focussed on supporting traders and marketing and promotion. When businesses are able to reopen, we know that it will still take time for people to return to their spending habits and we will need to draw people back to Unley Road.

As such we have altered our original marketing bid to include the following elements;

- One networking event – to help support the traders, meet new faces on the Road and strengthen existing relationship.
- 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.

PO Box 391 Unley, SA 5061
hello@onlyunleyroad.com.au
www.onlyunleyroad.com.au

- Continue with our website development and updates, to ensure Unley Road website is a complete overview of all of the businesses on the Road and gives businesses the chance to offer opportunities to fellow traders and the public.
- Advertising and promotions, including social media, advertising opportunities with influencers such as Cosi and a scaled back version of the Only Unley Road competition to help bring people into businesses and spend money in store.
- Scaled back administrative (previously 11 hours to 8hours/ month) and marketing coordinator roles (37 hours to 28 hours/ month) to enable online presence and administrative functions to continue during pandemic, but to ensure that there are suitable funds to service events and marketing campaigns when businesses are able to reopen (this equates to running at approximately ½ capacity for first six months of financial year, and closer to full capacity for the remaining six months).

It is pleasing to see that a number of other South Australian councils are proactively offering relief to businesses and ratepayers and we would greatly appreciate if council could investigate options to relieve the burden of rates and fees on landlords and businesses (for all City of Unley businesses) during these unprecedented times. This is particularly important for commercial businesses in the Unley area as these businesses had significant increases with the rates re-evaluation last year (as one of the first councils to undergo this, which has now been halted for other councils).

The Federal and State Governments have instigated major policy and funding initiatives to help Australian businesses weather the effects of the pandemic. It is vital that local Councils (as the most connected level of government to local communities and businesses) show their support. There is a real opportunity for the City of Unley to proactively demonstrate their concerns for the future wellbeing of businesses in the Unley area by reallocating funding for events such as the Unley Gourmet Gala. This would channel funds into supporting all businesses rather than a small number that benefit from the event.

We would welcome the opportunity to workshop ideas with council as to how businesses can be best supported during the pandemic, and in the months that follow.

We would also like to work alongside Council in 2020-21 to ensure that the City of Unley, and Unley Road, can once again be a vibrant, successful precinct for the local and wider community to enjoy.

We look forward to discussing the opportunities with Council in the future. Should you require further information about our proposal, please contact me on 0422 209 142.

Sincerely



James Morris
Chairman Unley Road Association

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www.onlyunleyroad.com.au

**FUNDING REQUEST 2020-21
Proposed Operating Budget
UNLEY ROAD ASSOCIATION**

Income

Separate Rate Funding	\$69 835
Banner income	\$1 000
Membership (or other income)	\$0
Total Income	\$70 835

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Member services	\$7 000
Project 2 Advertising and promotional	\$37 000

Sub total

\$44 000

Administration

Marketing Coordinator	\$15 000
Administration services	\$4 500
PO Box	\$135
Office expenses	\$4 000
Insurance	\$2 000
Other	\$200

0

Sub total \$25 835

Total Expenses **\$69 835**

TOTAL (Income – Expenses) **1000**

FUNDING REQUEST 2020 – 2021
UNLEY ROAD ASSOCIATION

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: Member Services</p> <p>Objective:</p> <ul style="list-style-type: none"> • 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. <p>Measure: Participant numbers and feedback. Read and click rates on emails.</p> <p>Estimated completion date: Ongoing to June 2021</p>	\$7 000
<p>Project 2: Advertising and promotional activities</p> <p>Objective:</p> <ul style="list-style-type: none"> • 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 <p>Measure: Engagement stats from online avenues, business participation and trader feedback</p> <p>Estimated completion date: Ongoing to June 2021</p>	\$37 000

<p>Marketing Coordinator: Avg 28 hours/month at \$45hr (First six months at ½ capacity, second six months at greater capacity)</p> <p>Administration Officer: Avg 8 hours a month \$45hr (First six months at ½ capacity, second six months at greater capacity)</p>	<p>\$15 000</p> <p>\$4 500</p>
PO Box: Annual fee	\$ 135
Office expenses: General postage, stationary, phone calls and office supplies. This also includes book keeping, accounting and auditor fees.	\$ 4 000
Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.	\$2 000
Other	\$2000
TOTAL	\$69 835

FUNDING REQUEST 2020-21- REVISED
Proposed Operating Budget
Goodwood Road Business Association

Income

Separate Rate Funding (5% increase)	\$57,225
Banner income (based on last year)	\$6,500
Membership (or other income)	\$.....
Total Income	\$63,725

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Advertising/Promotion	\$13,000
Project 2 Streetscape/Activations	\$5,000
Project 3 Events – SALA, Misc small events (+\$1,000)	\$10,000
Project 4 Member Services – networking etc	\$1,500
Project 5 Engage Marketing Coordinator	\$16,120
<i>Sub total</i>	<u><i>\$45,620</i></u>

Administration

Coordinator (Admin only)	\$12,480
Office expenses	\$500
Insurance	\$1,800
Other – Book keeping, auditing misc	\$3,000
<i>Sub total</i>	<u><i>\$17,780</i></u>

Total Expenses	\$63,400
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TOTAL (Income – Expenses)	\$325
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FUNDING REQUEST 2020 – 2021
Goodwood Road Business Association

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: Advertising/Promotion <i>Objective: Promote Goodwood Road as a whole and individual members as appropriate, in order to attract more visitation from locals and visitors alike</i> <i>Measure: Effective use of budget, anecdotal feedback from members</i> <i>Estimated completion date: ongoing to 30/6/2021:</i></p>	<p>\$13,000</p>
<p>Project 2: Streetscape/Activations <i>Objective: Create an interesting and attractive environment to attract and engage locals and visitors alike</i> <i>Measure:</i> <i>Estimated completion date: 30/6/2021</i></p>	<p>\$5,000</p>
<p>Project 3: Events (SALA, Smaller events eg Sat'dys on Goody) <i>Objective: Manage and promote events of an appropriate size and scale, to attract people to Goodwood Road for events and ongoing</i> <i>Measure: Attendees at events, member participation and feedback</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	<p>\$10,000</p>
<p>Project 4 : Member Services <i>Objective: Manage and promote networking events and activities for members</i> <i>Measure: Attendees at events, member participation</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	<p>\$1,500</p>
<p>Project 5 : Engage Marketing Coordinator <i>Objective: Engage coordinator with appropriate skills to coordinate Projects 1-4</i> <i>Measure: Appointment and performance review</i> <i>Estimated completion date: ongoing to 30/6/2021</i></p>	<p>\$16,120</p>
<p>Admin Coordinator: Admin : 4 hours/week @ \$62</p>	<p>\$12,480</p>
<p>Office expenses: General postage, phone calls and office supplies</p>	<p>\$500</p>
<p>Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.</p>	<p>\$1,800</p>
<p>Other : Bookkeeping, auditing</p>	<p>\$3,000</p>
<p>TOTAL</p>	<p>\$63,400</p>

From: [Arthur Koufalias](#)
To: [Akarra Klingberg](#)
Cc: [Chelsea Mattner](#)
Subject: KWRTA amended budget proposal
Date: Tuesday, 7 April 2020 3:32:30 PM
Attachments: [NEW_Marketing_Levy_request_2020-21 Covid-19_V1.pdf](#)

Hi Akarra

As the chair of the King William Traders association please accept on behalf of the Association a revised budget proposal for the upcoming financial year 2020/21.

The Committee met via Zoom to discuss the revised budget proposal considering the Covid-19 restrictions that have impacted many of the planned activities of the association. The amended proposal has also been circulated and approved by all the committee members.

We appreciate the Council reconsidering this issue and considering the levy to be issued next financial year. Any assistance to the traders on the street during this difficult time is appreciated, however as an association we are unsure whether or not the benefit of a nil or reduced levy will be passed onto the traders themselves, many of whom are just renting the space they occupy.

The association itself at this stage can support a reduced levy in line with our revised budget but unfortunately, we cannot support a nil levy for next financial year for a number of reasons:-

1. Firstly, the association has some fixed expenses that need to be paid, these include insurance, Xero subscriptions and other expenses listed in the revised budget.
2. Secondly, as an association, now more than ever we feel that social media is more important to the traders and our social media team has been busy continuing to promote the offerings of our traders.

It is no surprise that many of our traders have been impacted significantly from the Covid-19 pandemic, especially the cafes/restaurants and retail traders. Unfortunately, as an association during this difficult time, we are limited in what we can do to activate and bring visitors to the street. We have decided to use our platform to continue to promote the business via our social media channels. This has so far shown great engagement.

As an association we have engaged an external specialist social media company to provide social media promotion of the many offerings our traders are still able to offer. At times it is just simply beneficial to let people know that our traders are still open, even if what they can offer is limited to takeaway or private appointments. Social media is a very cost-effective way for us to reach our target audience.

In these uncertain times, we feel that getting this message out to our customers to be of paramount importance so that at the very least our traders can break even and weather this current storm.

Also, with Chelsea's departure from the coordinator role (although she is still assisting us on a limited part time basis) we have decided to delay the appointment of her replacement until 1 July 2020.

As we have removed request for funds for activations and events in the street (as they are not possible in the current environment), we ask that Council consider funding and running a Christmas event, should the current restrictions be lifted before then.

We would also ask Council to consider funding a street activation event as a celebration of restrictions being removed and life returning to normal once that does actually occur. We see no reason why the commencement of planning for such an event cannot start immediately. The timeline for the implementation of such an event will obviously be reliant of circumstances. I think that if the plan for such an event has been made, then we could be one of the first to roll such an event out when restrictions do lift and thereby get maximum benefit from it.

If you have any questions regarding this submission, please feel free to contact me. My email address is below, and my mobile number is 0408 088 850

Arthur Koufalias

Principal



T: [08 8366 2227](tel:0883662227)
E: akoufalias@akfamilylaw.com.au
W: www.akfamilylaw.com.au
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HYDE PARK, SA, 5061

AK Family Law



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FUNDING REQUEST 2020-21
Proposed Operating Budget
KING WILLIAM ROAD TRADERS ASSOCIATION
Updated April 2020 - Covid-19

Income

Separate Rate Funding	\$92,280
Banner income	\$0
Membership (or other income)	\$nil
Total Income	\$92,280.00

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 - Events & Activations	\$0
Project 2 - Strategic Marketing & PR Coordination	\$24,000
Project 3 - Digital Marketing Strategy	\$22,000
Project 4 - Digital & Print Media Partnerships	\$7500
Project 5 - Street Development	\$0
Project 6 - Trader Engagement	\$500
<i>Sub total</i>	<u><i>\$54,000</i></u>

Administration

Marketing Coordinator	\$28,080
Contribution to Year X of Mainstreet Digital Economy Strategy	\$0
Accountant & EOFY Audit	\$5000
Website Hosting & Maintenance	\$500
Insurance	\$3200
Office expenses & Subscriptions (Xero)	\$1500
Other	\$0
<i>Sub total</i>	<u><i>\$38,280</i></u>

Total Expenses **\$92,280**

TOTAL (Income – Expenses)

FUNDING REQUEST 2020 – 2021
KING WILLIAM ROAD TRADERS ASSOCIATION

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project – for the specific projects only)

<p>Project 1: <i>Events & Activiations</i> <i>Objective: Execute events and activations along King William Road once events are able to be resumed to bring visitors back to KWR.</i></p> <p>Events and activations to include Christmas on KWR and live music on KWR</p> <p><i>Measure: Visitor attraction to King William Road resulting in increase foot traffic and trading for businesses.</i></p> <p><i>*A request for funding to be from City of Unley and managed by CoU events team if evens are able to be resumed in FY 2020/21</i> <i>Refer to supporting materials</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$0*</p>
<p>Project 2: <i>Strategic Marketing & PR Coordination:</i> <i>Objective: Develop branding initiatives for King William Road including KWR printed magazine and original digital content combined with media and PR opportunities.</i></p> <p><i>Measure: Positioning of KWR as a lifestyle destination measured by engagement of reach across platforms.</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$24,000</p>

<p>Project 3: Digital Marketing Strategy</p> <p><i>Objective: Increase the community and following of King William, blog with increasing engagement to drive continued awareness of King William Road using free and paid platforms.</i></p> <p><i>Measure: Increased following and engagement across Facebook and Instagram digital channels.</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$22,000</p>
<p>Project 4: Digital & Print Media Partnerships</p> <p><i>Objective: Drive awareness of King William Road lifestyle and events/ activations through paid media partnerships including Glam Adelaide, SA Life plus potential new partnerships with radio, Soltice Media, SA Style</i></p> <p><i>Measure: Return on Investment based on reach and engagements with posts/articles</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$7500</p>
<p>Project 5: Street Development</p> <p><i>Objective: Improve the lifestyle experience for visitors to King William Road through further improvements to infrastructure. This could include installation of additional bud-lighting to complete along with zoning key 'hubs' outside of the main KWR precinct.</i></p> <p><i>*Remove from budget in FY2020/21 in line with reducing spend surrounding Covid-19</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$0*</p>
<p>Project 6: Trader Engagement</p> <p><i>Objective: Engage Traders through regular communication and networking opportunities</i></p> <p><i>This could be achieved via regular communication including newsletters, annual calendar and Facebook group posts along with AGM and networking event opportunities</i></p> <p><i>Measure: Increased trader engagement via open rate for eDM and attendance to trader event(s)</i></p> <p><i>*Reduced budget by \$2000 to allow for zoom meetings, newsletters and AGM to be funded but other trader events cancelled</i></p> <p><i>Estimated completion date: End June 2021</i></p>	<p>\$500*</p>

SUB TOTAL	\$54,000
ADMINISTRATION	
Marketing Coordinator: Average of 15 hours per week at \$48 per hours (\$37,440 pa) <i>*Reduction of 25% with role to be reduced by 50% for Q1 & Q2 and resumer at full capacity for Q3 & Q4 forecasting trade will return to the new normal in 2021</i>	\$28,080*
Contribution to Year 2020/21 of Mainstreet Digital Economy Strategy	\$0
Accounting & EOFY Audit	\$5000
Website Hosting & Maintenance	\$500
Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.	\$3200
Office expenses <i>*Reduce by \$1000 to cover the minimum in subscription fees (eg. Xero/Mailchimp)</i>	\$1500*
Other <i>*Reduce to \$0 with no allowance for miscellaneous spend</i>	\$0*
SUB TOTAL	\$38,280
TOTAL	\$92,280

FULLARTON ROAD SOUTH TRADERS ASSOCIATION Inc.



Ms A Klingberg
Coordinator Business and Economic Development
City of Unley
PO Box 1
Unley 5061

Ms Susan Straschko
c/o Highgate Pharmacy
432 Fullarton Road,
Myrtle Bank 5064

26th March 2020

Dear Akarra,

The committee for Fullarton Road South Traders Association Inc. request Council **either**:

A) Collect a separate rate for the 2020-21 Financial Year within the Association boundary on Fullarton Road, between Cross Roads and Fisher St, under the Separate Rate Provision of the local Government Act 1999. It was voted that the levy collected remain a fixed amount of \$250 per each commercial property under the categories Commercial Shop, Commercial Office and Commercial Other for 2020-21.

B) Not collect any Levy for the Budget period of 2020-21.

Our decision is based on the fact that our request is mainly for online marketing, which may be of huge benefit to businesses who are struggling to get their messages out to the community and their customers.

We feel that hopefully this crisis will be over by December and a Christmas Networking may be beneficial to our members, but we would gladly forgo the \$600 we allow for it, if you deem it unnecessary.

As we collect such a small amount, we feel that any reduction would be more work than it is worth to collect, so in **summary we have agreed that to leave it as is, or postpone it entirely for a year**, providing CoU are prepared to cover our regulatory costs so we remain viable at the end of this pandemic.

Best wishes,

Susan Straschko

Chairperson - Fullarton Road South Traders Association Inc.

susan@medehealth.com.au mob: 0411 555 473

Please refer to following page for FRSTA inc Committee Voting

FULLARTON ROAD SOUTH TRADERS ASSOCIATION Inc.



The FRSTA Inc. Committee agree to either maintain our Marketing Levy Request at the current level or to waive it entirely for the Budget Period 2020-21

Nicholas Pike _____ AGREED
(Coordinator)
Pike Jewellers

Helen Pike _____ AGREED
Pike Jewellers

Linda Rothenberg _____ AGREED
(Minute Secretary)
Linda's Beauty Therapy

Cliff Rothenberg _____ AGREED
(Public Officer)
Linda's Beauty Therapy

Richard Ockenden _____ Voted to cancel all Rates and Marketing Levy
After Dark

Andrew Clarkson _____ AGREED
(Treasurer)
Adelaide Sports Physiotherapy

Dave Green _____ AGREED
EnvyUs

Susan Straschko _____ AGREED
(Chairperson)
Highgate Pharmacy

**FUNDING REQUEST 2020-21
Proposed Operating Budget
FULLARTON ROAD SOUTH TRADER'S ASSOC. INC.**

Income

Separate Rate Funding	\$13,000.00
Banner income	\$.....
Membership (or other income)	\$250.00
Total Income	\$13,250.00

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.

Expenses

Marketing Projects (provide further detail on next page)

Project 1 Marketing Campaign	\$9,850.00
Project 2 Trader's Christmas Networking Function	\$600.00
Project 3	\$.....
<i>Sub total</i>	<u>\$9,100.00</u>

Administration

Marketing Coordinator	\$.....
PO Box	\$.....
Office expenses	\$1,000.00
Insurance	\$1,600.00
Other	\$200.00
<i>Sub total</i>	<u>\$4,150.00</u>

Total Expenses **\$13,250.00**

TOTAL (Income- Expenses) **\$13,250.00**

FUNDING REQUEST 2020 - 2021
Fullarton Road South Trader's Assoc. Inc.

DETAILS OF PROPOSAL

(Proposal should include the objectives of the project, how the achievement of the objective will be measured and the estimated timed spending of the project - for the specific projects only)

Project 1: Continuation of our marketing program, including print and social media <i>Objective: Increase awareness of local businesses</i> <i>Measure:</i> <i>Estimated completion date: Ongoing</i>	\$9,850.00
Project 2: Trader's Christmas Networking Function <i>Objective: Allowing all our Trader's to catch up and exchange ideas</i> <i>Measure: Number's attending increase each year</i> <i>Estimated completion date: December 2020</i>	\$600.00
Marketing Coordinator: Filled in a volunteer capacity	\$
PO Box: Annual fee	\$
Office expenses: General postage, phone calls and office supplies	\$1,000.00
Insurance: Required public liability insurance, annual fee. Certificate of Currency must be provided to Council within 30 days of rate being set.	\$1,600.00
Other	\$200.00
TOTAL	\$13,250.00

DECISION REPORT

REPORT TITLE:	NOMINATIONS FOR ICLEI OCEANIA REGIONAL EXECUTIVE COMMITTEE 2021- 2024
ITEM NUMBER:	4.7
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	1. APPLICATION 1 - REXCOM TERMS OF REFERENCE 2. ATTACHMENT 2 - CANDIDATE APPLICATION FORM

1. **EXECUTIVE SUMMARY**

Every three (3) years, International Council for Local Environmental Initiatives (ICLEI) members are invited to take part in elections of the Regional Executive Committee (ExCom). The RexCom guides ICLEI Oceania's strategic direction in sustainable development across Australia, New Zealand and the Pacific. One representative of the Oceania RexCom will be also nominated to the ICLEI Global Executive Committee (GexCom).

All eligible ICLEI Members are invited to submit nominations for positions on RexCom by 4 May 2020.

This report seeks a decision regarding if any nomination is to be made by the City of Unley.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. _____ be nominated for consideration by the International Council for Local Environmental Initiatives Oceania as a Local Government representative on the ICLEI Oceania Regional Executive Committee for the 2021-2024 term.
-

3. RELEVANT CORE STRATEGIES/POLICIES

2. Environmental Stewardship

2.5 The City resilience to climate change is increased

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 1500 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.

RexCom for the 2021-2024 term shall be established in the following ICLEI regions by the end of September 2020:

- Africa
- East Asia
- Europe & West Asia
- Mexico, Central America, and the Caribbean
- North America
- Oceania
- South America
- South Asia
- Southeast Asia

The representative committees are established by the Terms of Reference for the ICLEI RexCom 2020 (*Attachment 1*).

Attachment 1

5. DISCUSSION

Following an invitation for City of Unley to join ICLEI Oceania, the Chief Executive Officer (CEO) accepted membership to the organisation in January 2018.

In consideration of the steps that Council has taken in providing environmental stewardship, the CEO felt it appropriate for Council to become a member of an organisation that commits to sustainable development by supporting local governments to implement projects that are low-carbon, resilient, biodiverse, resource-efficient and productive.

The ICLEI governance structure ensures member cities and towns have their say not only on local strategy but also the strategic vision and actions of ICLEI Global. Every three years ICLEI members elect representatives to their local RexComs, which in turn nominate a member onto the global executive committee (GexCom). All members of the nine RexComs shall form the ICLEI Council. The Council is responsible for the election of the Global Executive Committee Portfolio Seats, the approval of the ICLEI Strategic Plan, and for approving any amendments to the ICLEI Charter.

The elections for the 2021-2024 Committees are being held across the world this year.

Structure of RexCom

The ICLEI Oceania RexCom will have five members, ideally one from the Pacific, one from New Zealand and three from Australia. Each RexCom member is encouraged to take on a portfolio from:

- Climate Change and Low Carbon
- Urban Resilience and Disaster Risk Reduction
- Urban nature, Biodiversity, Health
- Sustainable Development Goals
- Circular Economy
- Pacific Islands and Remote Communities

The RexCom may also appoint additional persons with special expertise for designated portfolios. The final decision on portfolios will be made after the first meeting of the GexCom.

Eligibility

In order to be eligible to nominate for RexCom, one should be an elected or appointed political leader from an eligible ICLEI Member within the region, and preferably with Council endorsement. If elected, candidates must be prepared to sign the Code of Honour.

A copy of the Candidate Application Form is Attachment 2.

Attachment 2

Timeline

6 April - 4 May	Call for Candidates
During May	Review of candidates
1 – 29 June	Voting
12 August	First meeting of new RexCom to elect “regional seat” to GexCom

Council may wish to take an active role in the governance of ICLEI Oceania by nominating an elected member to join Rexcom for the term of 2021-2024.

Council is under no obligation to make a nomination. Analysis of Options

6. OPTIONS

Option 1 –

1. The report be received.
2. _____ be nominated for consideration by the International Council for Local Environmental Initiatives Oceania as a Local Government representative on the ICLEI Oceania Regional Executive Committee for the 2021-2024 term.

Option 2 –

1. The report be received.

Council is not obligated to make a nomination to join the ICELI Oceania RexCom. This option receives the report and takes no further action.

7. RECOMMENDED OPTION

The matter is for Council to determine.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- Pursuant to the Terms of Reference, the RexCom is required to have at least one (1) meeting a year. ICLEI Oceania meets four (4) times per year, generally via teleconference due to the geographic diversity in the membership. ICLEI Oceania does offer assistance with travel to meetings and workshops, however the committee member must be prepared to make their own necessary logistical and financial arrangements to participate in formal meetings.
- Other councils either budget for these expenses, or the expenses are paid from the elected member’s budgeted allowance.

9. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

Terms of Reference for the ICLEI Regional Executive Committees (RexCom) 2020

1. General

1.1. A Regional Executive Committee (RexCom) for the 2021-2024 term shall be established in the following ICLEI Regions by the end of September 2020:

- Africa
- East Asia
- Europe and West Asia
- Mexico, Central America and the Caribbean
- North America
- Oceania
- South America
- South Asia
- Southeast Asia

Reference: Charter 4.2.1

1.2. The RexCom should act as a high level strategic leadership, advisory and representation body, preferably consisting of political leaders from ICLEI Members within the region.

Reference: Charter 4.4.1

1.3. Each RexCom should consist of three or five members; each member can be assigned to a specific portfolio. A certain number of special advisor positions can be open. Two of the RexCom members shall be elected Chair and Vice-Chair.

Reference: Charter 4.2.4 ; By-laws 4.2.3

1.4. The RexCom is elected for a three year term.

Reference: Charter 4.2.6

1.5. The ensemble of the RexComs forms the ICLEI Council.

Reference: Charter 4.2.8

2. Role

2.1. The RexCom represents ICLEI Membership from the relevant ICLEI Region and makes decision on policy to be applied in the region.

Reference: Charter 4.2.3.

2.2. The RexCom supports the implementation of the ICLEI Strategic Plan

Reference: Charter 4.2.7

2.3. RexCom members shall make necessary arrangements to meet with ICLEI Regional Director at least once a year.

Reference: Charter 4.2.7 , 4.9. ; By-laws 4.2.8.a

2.4. The RexCom shall designate a regional representative to the ICLEI Global Executive Committee (GexCom) from among its ranks. The designated member should make necessary arrangements (including financially) to take part in GexCom's meetings, usually once per year at an ICLEI international event.

Reference: Charter 4.2.2

2.5. As part of the Council, RexCom members participate in the definition of the general direction for the Association and in the amendment of the ICLEI Charter and By-laws. The Council also elects the GexCom. Members of the RexComs shall also ensure they attend Council meetings. For the 2021 – 2024 term, the regular meeting of the Council will take place in Malmö, Sweden in April 2021, on the occasion of the ICLEI World Congress 2021.

Reference: Charter 3.1.2 & 3.3; By-laws 3.3

3. Eligibility

In order to be eligible to be part of the RexCom, one should:

3.1. preferably be an elected or appointed political leader from an eligible ICLEI Member within the region.

Note: eligible, meaning not a suspended ICLEI Member

Reference: Charter 4.4.1

3.2. be willing to sign and act according to the Code of Honor

Reference: Charter 4.4.2; By-laws 4.4.2

3.3. submit the appropriate candidacy documents in due time, responding to the call for candidates.

Reference: By-laws 4.2.4

4. Designation

4.1. A list of candidates for the RexCom should be proposed from among candidacies received by the Regional Director and the ICLEI Secretary General, after appropriate consultations with the incumbent RexCom, and/or Members in the region.

Reference: Charter 4.4.2; By-laws 4.2.4

4.2. The proposed composition for the RexCom should then be submitted to a vote by ICLEI Members in the region. The vote should be open for at least four weeks. Only votes submitted by Members who are not more than one year in arrears for the payment of their membership fee shall be considered valid.

Reference: By-laws 4.2.4.g & 4.2.4.h

4.3. At the expiry of the election period, should the quorum be reached, the proposed composition of the Council should be considered approved and the RexCom elected. The results should then be submitted to the ICLEI President for review. After verification by the President, the President, Secretary General and Regional Director communicate the establishment of the RexCom and declare the commencement date of its term.

Reference: By-laws 4.2.4.i, 4.2.4.j, 4.2.4.k & 4.2.4.l

5. Resignation

5.1. A RexCom member can resign from this position by providing a written document to the President, Secretary General, Chair of the Regional Executive Committee and/or Regional Director.

Reference: By-laws 4.4.1.a

5.2. Should a RexCom member lose their position within the government of the ICLEI Member they represent, they shall resign from the RexCom, unless they receive endorsement from the Mayor of the ICLEI Member they represented to remain in the position and this recommendation is approved by the remaining RexCom members.

Reference: By-laws 4.4.1.b & 4.4.1.c



ICLEI RexCom Candidate Application 2021 - 2024

Please complete and submit by 4 May 2020

Name:

Current position (mayor or councilor) and term of office:

Name of Council (financial ICLEI Member):

Work Address:

Street Address:

Address Line 2:

City:

State / Province / Region:

Postal / Zip Code Country:

Work telephone number:

Work Email:

Declaration of Candidacy

- I hereby stand as a candidate for the ICLEI RexCom election.
- I hereby attest that all information provided in this application is truthful.



Application

Please provide your answers below and submit by 4 May 2020. The information herewith will be used in the official ballot materials.

1. Please provide a description of your professional experience and its relevance to the work of ICLEI Oceania:

2. Please indicate your areas of interest or expertise by checking one or more boxes below:

- Climate Change and Low Carbon
- Resilience and Disaster Risk Reduction
- Urban Nature, biodiversity
- Sustainable Development (SDGs and New Urban Agenda)
- Pacific Islands
- Advocacy

Please indicate if you have a preference for one of the areas ticked areas:

3. In 300 words or less, please provide a statement below explaining why you are submitting your candidacy for a RexCom position. Please include the experience, leadership, resources and skills you would contribute during your term in office. This statement will be used in the official ballot materials.

DECISION REPORT

REPORT TITLE:	APPLICATION OF SPECIAL COVID-19 LEAVE POLICY TO CEO
ITEM NUMBER:	4.8
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	TAMI NORMAN
JOB TITLE:	EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	1. COVID-19 SPECIAL LEAVE POLICY

1. **EXECUTIVE SUMMARY**

This report seeks a decision from Council regarding application of the COVID-19 Special Leave Policy to the Chief Executive Officer (CEO).

Consistent with guidance provided by the Local Government Association, the City of Unley has recently adopted an Administrative Policy to address the issue of leave associated with COVID-19. The Policy provides for special leave in circumstances directly relevant to COVID-19 and is applicable to Eligible Employees.

Council is responsible for the determination of employment arrangements relating to the CEO, which means that Council must resolve that the Policy will also apply to the CEO, as it constitutes a change to employment arrangements.

2. **RECOMMENDATION**

That:

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

3. **RELEVANT CORE STRATEGIES/POLICIES**

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

4. BACKGROUND

The City of Unley is a public authority and community service provider, responsible for providing essential services and complying with statutory obligations.

Like all councils, we are currently confronted by significant challenges to ensure we do all we can to assist with protecting the community and Council staff from the health threat posed by the COVID-19 pandemic (coronavirus).

In recognition of the sector wide impacts of COVID-19, the LGA facilitated the development of a COVID-19 Special Leave Guideline, for the consideration of councils. The aim of the guideline was to provide a consistent approach to managing workplace impacts of COVID-19 and ensure that employees were supported to appropriately manage circumstances which could pose risk to themselves and others in the workplace.

The Executive Management Team (EMT) reviewed the guideline, felt that it offered an appropriate approach to leave provisions specifically relating to COVID-19 circumstances and elected to adopt the Policy for application to Eligible Employees.

5. DISCUSSION

Section 104 of the *Local Government Act 1999* provides that “Subject to any relevant Act, award or industrial agreement, the remuneration and other conditions of service of an employee of a council will be as determined by the chief executive officer”. Consistent with that legislative provision, the Special COVID-19 Leave policy was adopted on 8 April 2020. A copy of the Policy is provided as Attachment 1.

Attachment 1

Council is responsible for the appointment and determination of employment conditions for the CEO. This means that a resolution of Council is required to make the Special COVID-19 Leave Policy applicable to the CEO.

It should be noted that leave provisions set out within the Policy do not accrue, and are exhausted once used. In the event that relevant circumstances do not arise for an Eligible Employee, no access to the leave provisions will be granted.

A decision from Council in relation to the application of the Special COVID-19 Leave Policy to the CEO is now sought.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The COVID-19 Special Leave Policy be applicable to the Chief Executive Officer.

This option will provide the CEO with access to Special COVID-19 leave provisions consistent with other Eligible Employees at the City of Unley.

Option 2 –

1. The report be received.

This option receives the report only. Council is under no obligation to extend the Special COVID-19 Leave Policy to the CEO.

7. RECOMMENDED OPTION

The matter is for Council to determine.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- No specific budget allocation has been made relative to the Special COVID-19 Leave Policy. The provisions only apply in circumstances specific to the current declared public health emergency. Costs will only be incurred as and when the leave provisions are accessed.

9. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer



COVID-19 SPECIAL LEAVE POLICY

Policy Type:	HR Policy
Responsible Department:	Business Support and Improvement (People & Culture)
Responsible Officer:	Manager People and Culture
Related Policies and Procedures	<ul style="list-style-type: none"> • Leave Policy
Community Plan Link	
Date Adopted	08/04/2020
Last review date	N/A
Next review date	April 2022
Reference/Version Number	
ECM Doc set I.D.	

1. PREAMBLE

- 1.1. For the purpose of minimising the spread of COVID-19 within Council's workforce and the community more generally, and to assist in ensuring the continuity of essential services provided by Council staff, a new category of leave, namely COVID-19 special leave has been created.

2. SCOPE

- 2.1. The Policy applies to Eligible Employees.
 2.2. The Policy does not apply to casual staff or temporary/agency staff.
 2.3. The Policy applies in addition to the existing Leave Policy.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The purpose of this Policy is to provide a special leave allocation applicable only during the COVID-19 (Novel Coronavirus) Pandemic.

4. DEFINITIONS

Eligible Employee means a person paid directly by the City of Unley, excluding casuals, who is employed to perform work covered by the Municipal Officers' Enterprise Bargaining Agreement 2018 or the City of Unley (AWU) Enterprise Bargaining Agreement.

Household includes one or more persons residing in same dwelling and may or may not include members of the immediate family.

Immediate Family includes partner (legally married or defacto) including same sex partners; child or adult child (including adopted child, step child, foster child, son or daughter-in-law or an ex-nuptial child); and parent/guardian, partners parents, step parent, grand parent, grandchild, sibling, stepsibling or sibling in law of an Eligible Employee.

Government directed shutdown or lockdown means a period of time determined by the Federal or State Government whereby people are required to remain in their home (with the exception of essential, approved activities) and there are restrictions imposed that limit the conduct of business/commerce. Work from home will not be undertaken by City of Unley staff during this time (with the exception of business critical functions).

5. ROLES AND RESPONSIBILITIES

- 5.1. Eligible Employees are responsible for making application for COVID-19 special leave in accordance with the requirements of the Leave Policy.
- 5.2. Team Leaders, Managers and General Managers are responsible for approving COVID-19 special leave in accordance with the requirements of the Leave Policy.

6. POLICY STATEMENT

6.1. Quantity of COVID-19 special Leave

- 6.1.1. Each Eligible Employee is granted 15 days (114 hours) COVID-19 special leave, regardless of years of service.
- 6.1.2. COVID-19 special leave is granted on a pro rata basis for Eligible Employees whose ordinary hours are fewer than 38 hours per week.
- 6.1.3. Once all COVID-19 special leave is used, no further COVID-19 leave will become available unless a further determination is made is by the CEO.
- 6.1.4. The entitlement to COVID-19 special leave may be revoked by the CEO at any time.

6.2. COVID-19 special leave is paid leave

- 6.2.1. COVID-19 special leave is paid at an Eligible Employee's full rate of pay for all ordinary hours which would otherwise have been worked during the period of leave (disregarding overtime).
- 6.2.2. No leave loading applies to COVID-19 special leave.
- 6.2.3. COVID-19 special leave is subject to taxation in the same way as any other paid leave.
- 6.2.4. Any unused COVID-19 special leave balance is not payable upon conclusion of employment.

6.3. Absences which attract COVID-19 special leave

- 6.3.1. Each of the following circumstances attracts an entitlement to use COVID-19 special leave:
 - a) The Eligible Employee is sick with a confirmed case of COVID-19.
 - b) The Eligible Employee is required to self-isolate in accordance with Government directions or requirements, and is not required by the Council to work from home during self-isolation.

NOTE:

- i. COVID-19 special leave will only apply for the minimum duration of the required period of self-isolation.
- ii. An entitlement to COVID-19 special leave for self-isolation does not arise if the exception in clause 6.3.1 f) applies.
- iii. The Eligible Employee is required to care for a member of their immediate family or household, and that member of their immediate family or household:
 - is required to self-isolate in accordance with Government directions or requirements; or
 - is a dependent child who would otherwise be at school on that day but for a school closure directed by the Government as a result of COVID-19.
- c) The Eligible Employee has a medical condition which places that Eligible Employee at a risk of harm from COVID-19 which is substantially above that faced by other adult members of the community, and the duties of the Eligible Employee cannot be modified or performed from home so as to satisfactorily minimise the risk of contracting COVID-19.
- d) The Eligible Employee is not able to perform their job due to a Government-directed shut down or lock down.
- e) The Eligible Employee is affected by any other circumstance which the CEO determines (such determination being at the CEO's absolute discretion on a case-by-case basis) as having a sufficient connection to COVID-19 so as to warrant access to COVID-19 special leave.
- f) Unless the CEO determines otherwise (such determination being at the CEO's absolute discretion on a case-by-case basis), an Eligible Employee is not entitled to COVID-19 special leave if:
 - i. the Eligible Employee is required to self-isolate in accordance with a Government direction or requirement which applies to returning travellers (including interstate and international travellers); and
 - ii. the Eligible Employee is not required by the Council to work from home during the self-isolation; and
 - iii. the relevant travel undertaken by the Eligible Employee which has caused the self-isolation was non-work-related travel; and
 - iv. the relevant travel undertaken by the Eligible Employee commenced *after* the issuing of the Government direction or requirement described in paragraph 6.3.1. f) i.

6.4. Once COVID-19 special leave is exhausted:

- 6.4.1. if the Eligible Employee is entitled to use sick or carer's leave in accordance with the ordinary rules applying to those entitlements, then sick or carer's leave will be used as appropriate;
- 6.4.2. if the Eligible Employee is not entitled to use sick or carer's leave, or has no accrued sick or carer's leave, the Eligible Employee and the Council may agree to use other accrued paid leave entitlements (if available).

6.5. Self-reporting and evidence requirements

- 6.5.1. An Eligible Employee must report to the Council if they:
 - a) are unwell and exhibiting COVID-19 symptoms;
 - b) have been advised or directed to self-isolate or be tested for COVID-19;
 - c) have been tested for COVID-19 and are awaiting results;
 - d) have tested positive to COVID-19; or
 - e) are being treated for COVID-19.
- 6.5.2. A medical certificate will not be required for COVID-19 special leave unless expressly required by the CEO.
- 6.5.3. In instances where COVID-19 special leave is exhausted and the Eligible Employee remains sick, normal sick leave provisions (including medical certificates) apply.
- 6.5.4. The CEO may still choose to require an Eligible Employee to produce a medical certificate for a period of absence in appropriate circumstances, and may require medical clearance from the Eligible Employee prior to their return to work.

7. POLICY DELEGATIONS

7.1. Nil

8. AVAILABILITY OF POLICY

8.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

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

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

9. DOCUMENT HISTORY

Date	Ref/Version No.	Comment

INFORMATION REPORT

REPORT TITLE:	KESWICK BARRACKS & SURROUNDING AREA
ITEM NUMBER:	4.9
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	PETER TSOKAS
JOB TITLE:	CHIEF EXECUTIVE OFFICER
ATTACHMENTS:	1. LOCATION PLAN

1. **EXECUTIVE SUMMARY**

This Information Report provides background and discussion points regarding the consideration of redevelopment potential and opportunities for the Keswick Barracks and surrounding areas, complementary to the the 30-Year Plan for Greater Adelaide.

Council has previously partnered with West Torrens Council, and levels of government and agencies to progress consideration for a framework to study and integrate the issues relating to transit and mobility; urban design and development; open space and land use; and the potential for a Development Plan Amendment.

Recent events surrounding the ex Le Cornu site on Anzac Highway, with Kaufland ceasing their development and selling the land holding, has created some debate about that site and the broader precinct in the media, and in particular the potential for redevelopment of the Keswick Barracks site and wider precinct should opportunities become available.

The strategic potential of the Keswick Barracks site and precinct has been long recognised. Preemptive investigations were undertaken from 2009 through 2010 to be prepared in case any land sale or development were to come to fruition.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.3 Our City meets the needs of all generations.

4. BACKGROUND

In the mid-2000s there was wide speculation about the ongoing investigations by the Commonwealth Government of the rationalisation and consolidation of Australian Defence sites. The Keswick Barracks, as an inner-city location of high value, raised considerable conjecture. Located on Anzac Highway in the suburb of Forestville, Keswick Barracks is owned by the Australian Government's Department of Defence.

Currently disposed as an administration, medical and reserve training facility, Keswick Barracks is culturally significant as the repatriation hospital for World War 1 soldiers and for its Defence related uses since the early 20th century.

The current activities at the site include Reserve Force training, the 3rd Health Support Battalion (mobile hospital) of the Australian Army Medical Corp, and a museum.

In light of speculation at the time, the Council took a proactive approach in the budget of 2008/2009 to provide funds to investigate possible and future uses of the Keswick Barracks. This was to enable a strategic understanding of the development potential and implications for the site and precinct should the Department of Defence decide to sell all, or some, of the property.

Together with the Council funding, additional funding was obtained from the State Government (Planning & Development Fund) and a contribution from the City of West Torrens to broaden the scope of the study. Targeted stakeholder consultation was also undertaken with a range of government agencies, adjacent large land owners and major developer stakeholders, to gauge their views on the future of the precinct.

Work progressed through 2009 with a preliminary study and a final Urban Design Framework in 2010, which was presented and adopted by Council in April 2011.

Specifically, the Council resolved that:

1. *The report be received.*
2. *The Keswick Barracks and Surrounds Urban Design Framework (2010) be endorsed in principle;*
3. *The Keswick Barracks and Surrounds Urban Design Framework (2010) be forwarded to, and form the basis to promote positive development outcomes for the area and Unley with:*
 - a. *the Department of Defence;*
 - b. *the Commission on the Commemoration of Anzac Centenary (2015);*
 - c. *the Department of Planning and Local Government and current regional Structure Planning (including the Inner Metro Rim and the Southern Corridor);*
 - d. *the Stormwater Management Authority and Adelaide & Mt Lofty Ranges Natural Resources Management Board;*
 - e. *government agency stakeholders (including the Department of Transport, Energy and Infrastructure).*
4. *A commitment be sought from the State Government, Department of Planning and Local Government and Department of Transport, Energy and Infrastructure, that the City of Unley will be fully engaged and involved in any current or future planning investigations for the area.*

Presentations were made to State Government and Commonwealth Government agencies and Ministers.

Recent events surrounding the ex Le Cornu site on Anzac Highway, with Kaufland ceasing their development and selling the land holding, has created some debate about that site and the broader precinct in the Media, and in particular the potential redevelopment of the Keswick Barracks site and wider precinct has been raised again.

5. DISCUSSION

The Keswick Barracks and Surrounds Urban Design Framework (2010) encompasses the Keswick Barracks and surrounding areas; including Anzac Highway (from South Road), Leader Street, Adelaide Showgrounds, Greenhill Road (to Goodwood Road), Richmond Road (to Railway Terrace) and Keswick rail yards and interstate rail terminal. Refer to Attachment 1 Location Plan.

Attachment 1

The 2011 Study identified the area as a prime opportunity for a key Transport Oriented Development (TOD), offering high density residential, employment, transport accessibility (train, tram and bus) and environmental sustainability opportunities (Keswick Creek, on-site water management and open space). Intensive development would offer strong support to the upgraded Keswick train station that could service a redeveloped Showgrounds, Barracks and surrounding precincts on both sides of Anzac Highway.

The Keswick Barracks has a significant cultural and particularly military history. A redeveloped Keswick Barracks that respects the cultural heritage of the place and incorporates some Defence history and ongoing functions could serve as a landmark State and national demonstration project. The Barracks encompasses the World War 1 “digger’s” hospital (later relocated at Daw Park as the Repatriation Hospital) and a range of other significant buildings and specifically designated open spaces (the Parade Ground and the Lawn).

The three-storey headquarters building is formally recognised as a State Heritage Place, but no others have any formal heritage status. Commonwealth Government status supersedes any State legislation or control. The heritage recognition of the site as determined by Defence itself would logically be highly regarded.

The Study identified a broad range of land uses likely to be commercially viable and/or socially suitable for the Keswick Barracks and precinct, including light industry (including medical industries), residential (range of socio-economic target markets), commercial, medical, small ancillary retail and community services including open space provision and possibly existing or new Defence functions, eg museum, reserve, mobile hospital, university etc.

There is also the potential for integration and catalyst opportunities with adjacent land holdings for increased density and scale of development. A strong structural relationship is possible with key pedestrian, vehicular and architectural linkages between surrounding sites; eg Wayville Showgrounds, ex large Le Cornu land holdings and other properties with frontages to Anzac Highway, Leader Street and Maple Avenue.

Since the completion of the Study, there have been a number of Development Plan Amendments where Council has included specific requirements for developments:

Overshadowing (Urban Corridor Zones)

- 13** *To minimise building massing at the interface with development outside of the zone, buildings should be constructed within a building envelope provided by a 30 degree plane, measured from a height of 3 metres above natural ground level at the zone boundary (except where this boundary is a primary road frontage).*

The deep root zone and tree canopy clauses in the current Development Plan includes the following:

8 *Development facing the street should be designed to provide attractive, high quality and pedestrian friendly street frontage(s) by:*

(b) providing a well landscaped area that contains a deep soil zone space for a medium to large tree in front of the building (except in a High Street Policy Area or other similar location where a continuous ground floor façade aligned with the front property boundary is desired).

One way of achieving this is to provide a 4 metre x 4 metre deep soil zone area in front of the building;

23 *Deep soil zones should be provided to retain existing vegetation or provide areas that can accommodate new deep root vegetation, including tall trees with large canopies.*

One way of achieving this is in accordance with the following table:

Site area	Minimum deep soil area	Minimum dimension	Tree/ deep soil zones
<300m ²	10m ²	1.5 metres	1 small tree/10m ² deep soil
300-1500m ²	7% site area	3 metres	1 medium tree/30m ² deep soil
>1500m ²	7% site area	6 metres	1 large or medium tree/60m ² deep soil
Tree size and site area definitions			
Small tree:	< 6 metres mature height and < less than 4 metres canopy spread		
Medium tree:	6-12 metres mature height and 4-8 metres canopy spread		
Large tree:	12 metres mature height and > 8 metres canopy spread		
Site area:	The total area for development site, not average area per dwelling		

More recently, the Norman Terrace DPA includes an addition to this table for sites greater than 3000sqm that reads:

> 3000m ²	15% site area	6 metres	1 large or medium tree/60m ² deep soil
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6. **CONCLUSION**

A clear framework is invaluable if opportunities arise, and if continuing work with the Commonwealth and State Government's and their agencies, is forthcoming. It is prudent for Unley Council to maintain a strategic, policy setting and service delivery role in any development of the Keswick Barracks and the surrounding area.

The potential sale of the Le-Cornu site provides an opportunity to create a true integrated development in the Keswick/ Everard Park area and to serve as a catalyst for future opportunities to the north. Any development should ideally also incorporate the specific conditions contained in the Council's Development Plan with regards to overshadowing and tree canopy requirements.

The Framework developed in 2011 provides a critical platform to promote the opportunities for the area and an appropriate form of integrated development to best serve and complement the existing communities of Unley and West Torrens.

The Keswick Barracks and Surrounds Urban Design Framework (2010) provided an important framework for guiding potential major infrastructure improvement and promotion of the opportunity within the area and for the Unley community. The location has been identified as a primary TOD location in The 30-Year Plan for Greater Adelaide.

The Council's planning to date places it in a favourable position to pursue discussions with the Commonwealth and State Governments, local Members of Parliament, and agencies, to gain a better understanding of plans for the area; pursue promotion of the positive opportunities for the area as espoused in the framework; and to be actively engaged in any future planning affecting the area.

7. **REPORT AUTHORISERS**

Name	Title
Peter Tsokas	Chief Executive Officer

Figure 1.2 Location Plan



LEGEND
● Core Area
● Influence Area

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.10
DATE OF MEETING: 27 APRIL 2020
AUTHOR: LARA JONES
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 APRIL 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/02/18	1102	<p>MOTION OF WHICH NOTICE HAS BEEN GIVEN</p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed. Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	<p>Item 1 - Budget was not allocated in 2018/19 to enable the review of alternative uses of the Forestville Hockey playing fields and building.</p> <p>Item 2 - The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Now that the Goodwood Oval Grandstand Project is underway, investigations are being undertaken into possible future uses of the hockey facilities. The Club has confirmed its seasonal use for 2019 and is not expected to vacate in the short / medium term.</p> <p>A meeting between the Office for Recreation, Sport and Racing (ORSR) and the CEO was held in early February 2020 to confirm that relocation of the Club to Women's Memorial Playing Fields was no longer feasible, and that the ORSR staff were working with the Club to locate alternate venues. The Administration have investigated the suitability of a synthetic hockey pitch in place of the existing grass pitch, however it is determined that this is not a viable solution. There are no alternative Council owned sites in the City of Unley for a synthetic hockey pitch.</p> <p>A discussion paper will be prepared by the City Design team regarding alternate uses for consideration by Elected Members in June 2020.</p>	June 2020
25/02/19	1399	<p>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</p> <p>2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.</p> <p>3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.</p> <p>4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.</p>	<p>Executive Manager OCEO</p> <p>GM City Development</p> <p>GM City Development</p>	<p>Item 2 – Completed.</p> <p>Item 3 – Bell Architects have developed concept designs to support discussions with possible sources for external funding for the project. An Elected Members briefing was held on 4 November 2019 to outline the concept designs. A report was presented for consideration by Council at its meeting in January 2020 seeking endorsement of the developed concept designs and Option 1 was endorsed.</p> <p>Item 4 – A review of Council's Community Land Management Plan for Unley Oval is currently being undertaken as part of a City-wide review of its Community Land Management Plans (CLMPs). The draft CLMPs will be presented to Council for approval to proceed with community consultation in May 2020. The final CLMPs will be presented to Council for adoption in August 2020.</p>	<p>Completed</p> <p>Completed</p> <p>August 2020</p>
22/07/19	4.5	<p>5-YEAR CULTURAL PLAN</p> <p>2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.</p>	GM City Services	<p>Focus groups have been held with EMs and staff as well as 4 targeted community sessions and 3 broader drop-in community sessions throughout October. An on-line survey is available on <i>Your Say Unley</i>.</p> <p>A draft plan for consideration and endorsement will be presented to Council in June 2020.</p>	June 2020

COUNCIL ACTION REPORTS - ACTIONS TO APRIL 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
22/07/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE OPPORTUNITIES TO TAKE ADVANTAGE OF THE HISTORIC LOW INTEREST RATE ENVIRONMENT</p> <p>1. Administration prepare a report that identifies opportunities to take advantage of the historic low interest rate environment.</p>	GM Business Support & Improvement	<p>The review of the Long Term Financial Plan has been completed. Last financial years result, recent economic forecast data and assumptions have been updated. The Audit Committee reviewed the assumptions at its meeting 11 February 2020. Further refinement of the LTFP is still required (grants income and finance costs). The Council approved the acquisition of two strategic properties in the past few months with new borrowings. The LTFP will be updated to reflect this acquisition. This will result in an increase in net debt but the finance costs should be covered by rental income.</p> <p>The following are items are being assessed and will impact the net debt of the Council.</p> <p>1.Millswood Croquet Club received grant funding for the upgrade/new clubroom facilities. Council's contribution will be brought forward 3 years and will be funded by new borrowings. A project proposal will form part of the budget deliberations for 2020-21.</p> <p>2.The junior pools at the Unley Swimming Centre are due to be upgraded. A project proposal for concept designs will form part of the 2020-21 budget deliberations. Any upgrade will mostly be funded by new borrowings.</p> <p>3.Council has approved the development of concept designs for the cottages on the Village Green. Any approved upgrade will be funded by new borrowings.</p> <p>4.The 2020-21 budget deliberations will consider a project proposal for a Master Plan be developed for Ridge Park. Any future redevelopments of Ridge Park will be funded mostly by new borrowings.</p> <p>Updated Asset Management Plans are due for completion in November 2020. It is difficult to recommend at this time which asset renewal programs could be brought forward when data cleansing and condition testing is still underway.</p> <p>In accordance with the Local Government Act 1999, the draft LTFP must be reviewed within two years of a council election. The draft LTFP for community consultation will be presented to Council in April. It will be based on the best available information at the time. Community consultation is planned for May 2020 and will accompany the consultation on the Draft Annual Business Plan 2020-21.</p>	Completed	
26/08/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE STATE GOVERNMENT NORTH-SOUTH CORRIDOR</p> <p>1. The City of Unley indicate its support for the State Government's North-South Corridor project, including the tunnel design option recently announced, via a letter from the Mayor to the Minister for Transport, Planning and Infrastructure, Hon. Stephan Knoll MP and the Chief Executive Officer of the Department for Planning, Transport and Infrastructure, Mr Tony Braxton-Smith, and express a desire to liaise with the Government in its proposal to:</p> <p>1.1 Provide the best possible design option; and</p> <p>1.2 Consult with residents and business owners on, and adjacent to South Road, in order to minimise disruption during the construction phase of the project.</p> <p>2. A briefing be requested from the Department for Planning, Transport and Infrastructure, to provide information on the section of the north-south corridor within the City of Unley, including proposals for the redevelopment of Emmerson Crossing.</p>	CEO	Letter sent and contact made with DPTI CEO who has advised that once works have been progressed to a suitable stage affected councils will be briefed.	Completed	
23/09/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</p> <p>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.</p>	GM City Development and GM City Services	The Administration is currently undertaking a City-wide review of its Community Land Management Plans which will be finalised in August 2020. The community consultation process to be undertaken in June 2020 will include an extension of dog off-leash times as per Council's resolution. Consultation on the Animal Management Plan is currently underway.	June 2020	

COUNCIL ACTION REPORTS - ACTIONS TO APRIL 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
09/12/19	4.1	<p>FOUNDRY STREET PETITION - STREET TREE PRUNING, REMOVAL AND REPLACEMENT ON FOUNDRY STREET, GOODWOOD</p> <p>2. Council removes all existing trees (10 trees) on the western side of Foundry Street, Goodwood as per the petition submitted.</p> <p>3. Council will replace with at least 15 new trees on the western side of Foundry Street.</p> <p>4. Consultation with residents of Foundry Street, Goodwood with regard to the species of trees to be planted.</p> <p>5. Council does not remove any Queensland Box trees on the eastern side of Foundry Street, Goodwood.</p> <p>6. The petitioners be advised of Council's decision.</p>	GM City Development	<p>Item 2 - Existing trees on the western side are scheduled to be removed in May 2020.</p> <p>Item 3 - New trees are scheduled to be planted in May 2020 shortly following the removal of the existing trees.</p> <p>Item 4 - Letters were sent to residents on 30 March 2020 informing them of Council's decision and inviting comments regarding the new species. Consultation closes on 1 May 2020.</p> <p>Item 5 - Existing Queensland Box trees located on the eastern side will be retained.</p> <p>Item 6 - Refer to Item 4.</p>	<p>May 2020</p> <p>May 2020</p> <p>May 2020</p> <p>Completed</p> <p>Completed</p>
09/12/19	4.2	<p>AFLW GAME AND ASSOCIATED EVENT ACTIVATION - UNLEY OVAL AND VILLAGE GREEN</p> <p>2. Council endorses funding of \$8,500 for community notification, ground maintenance and preparation for the 2020 AFLW Match.</p> <p>3. No further consideration be given to staging an associated event for the 2020 AFLW Match.</p> <p>4. Council write to the AFL to seek information about future intentions for AFLW matches at the Unley Oval and affirm the need for earlier notification and confirmation in order to enable the required planning/budget for a potential match in 2021.</p>	GM City Services	Event cancelled by AFL due to COVID-19.	Cancelled
09/12/19	4.3	<p>MIKE TURTUR BIKEWAY</p> <p>2. That Council endorse, in principle, entering into a Head Agreement between the Minister for Transport, Infrastructure and Local Government and the City of Unley regarding the shared-use pathways as set out in this report and that the Chief Executive Officer be authorised to make amendments to the attached Draft Head Agreement, as required, to enable the signing and sealing of a final document.</p> <p>3. That Council endorse, in principle, the Mike Turtur Bikeway Concept Design that has been developed by the Department of Planning, Transport and Infrastructure, for the purpose of undertaking community consultation.</p> <p>4. That Council endorse, in principle, funding the removal of existing vegetation, new tree planting and new path lighting along the Mike Turtur Bikeway, as part of the proposed civil works upgrade to be undertaken and funded by the Department of Planning, Transport and Infrastructure.</p> <p>5. That a further report be presented to Council in early 2020 outlining the results of the community consultation process to be undertaken regarding the Mike Turtur Bikeway Concept and the detail design and financial implications for Council regarding the greening aspect of the project.</p>	GM City Development	<p>Item 2 – The Administration has reviewed the Head Agreement and identified amendments for DPTI to review. Council's changes have been agreed to and final document has been signed.</p> <p>Item 3 – Draft consultation material has been prepared by Council and is awaiting Ministerial approval to proceed.</p> <p>Item 4 – Noted.</p> <p>Item 5 – Consultation has not commenced as originally planned at the direction of DPTI. Once Ministerial approval is given, Council will commence consultation and at the conclusion prepare a report to Council.</p>	<p>Completed</p> <p>TBC</p> <p>TBC</p>
09/12/19	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR P. HUGHES RE. COUNCIL WEBSITE SPACE DEDICATED TO CLIMATE CHANGE DOCUMENTS AND REPORTING</p> <p>1.The Administration be asked to consider and report back to Council on the merits and issues (if any) of creating a prominent space on Council's website entitled Climate Change that is dedicated to reporting relevant information about Council's Policies and Actions (Past, Present and Proposed) that support Mitigation and Adaptation to Climate Change.</p>	Executive Manager OCEO	An Environmental Hub section is currently under construction on the new look website and is expected to "go live" in May 2020.	May 2020
28/01/20	4.1	<p>CIVIC PRECINCT: FUTURE USE/CONCEPT DESIGNS - EDMUND AVENUE COTTAGES</p> <p>2.The concept designs to be developed for the Edmund Avenue cottages focus on business activities in 72, 74 and 76 Edmund Avenue and Cultural / Arts activities in 78, 80-82 and 84 Edmund Avenue be endorsed.</p> <p>3.A further report be presented to Council following completion of the concept designs for the Edmund Avenue cottages and indicative cost estimates.</p> <p>4.Existing tenants of Edmund Avenue cottages be advised of Council's decision to develop concept plans for alternative use of the cottages, and that until clarification on longer term lease availability is provided as part of the 2020/21 budget process, any existing periodic arrangements or leases that expire prior to budget finalisation will continue on a month by month basis.</p>	CEO	<p>2. Greenway Architects engaged to develop concept designs for presentation to Council.</p> <p>4. Existing tenants have been advised of Council's decision.</p>	<p>May 2020</p> <p>Completed</p>

COUNCIL ACTION REPORTS - ACTIONS TO APRIL 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
28/01/20	4.4	<p>PAGE PARK TURF CONDITION ASSESSMENT</p> <p>2. The irrigation system at Page Park be fully replaced during the 2020/21 financial year as part of Council's irrigation asset renewal program, with the design to meet performance requirements stipulated in the Turf and Irrigation Assessment CF Page Memorial Park Report, November 2019.</p> <p>3. The Page Park Turf Maintenance Program be continued at current service levels until the new irrigation system is installed, whereby additional turf maintenance works will be incorporated as deemed necessary, within current budget allocations.</p>	GM City Development	<p>Item 2 - Upgrade works for the irrigation system has been included in the 2020/21 budget and will be approved by Council.</p> <p>Item 3 - Maintenance is continuing as required.</p>	September 2020
24/02/20	4.3	<p>APPLICATION FOR WEEKLY GREEN WASTE COLLECTION TRIAL</p> <p>2. Subject to a successful grant application for \$25,885 to the Green Industries SA Council Modernisation Grants Program (with Council matched funding provided from within existing budget) a weekly green waste collection trial to 500 residents and up to 40 businesses in Goodwood for a period of six months be undertaken.</p>	GM City Development	Council has been informed that its grant funding application has been successful and that the receiving of the funding will be formalised shortly. The Administration is currently considering the details regarding the rollout of the trial and what impact (if any) COVID-19 may have on timing.	June 2020
24/02/20	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR N. SHEEHAN RE: BEE HIVES AT COUNCIL FACILITIES</p> <p>1. Staff investigate options and costs for installation of honey bee hives and native bee hotels at Council facilities, including the Civic Centre at 181 Unley Road.</p>	GM City Development	The Administration will present a report to Council for its consideration at its meeting to be held in May 2020.	May 2020
24/02/20	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR S. DEWING RE: INVESTIGATION INTO FEASIBILITY OF INTRODUCING E-SCOOTERS WITHIN THE CITY OF UNLEY AND EASTERN REGION ALLIANCE COUNCILS</p> <p>1. Staff investigate the feasibility of trialling access to e-scooters within the City of Unley, including but not limited to connectivity with the City of Adelaide and the level of interest from Eastern Region Alliance councils in participating in a trial.</p>	GM City Development	The Administration will present a report to Council for its consideration at its meeting to be held in May 2020.	May 2020
23/03/20	3.1	<p>MINUTES OF CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE</p> <p>a. Item 2.1 – Norman Terrace Development Plan Amendment – Post Consultation Review and Amendments</p> <p>4. The amendments to the Norman Terrace Development Plan Amendment set out in Attachment 2 (Item 2.1, City Strategy and Development Policy Committee Meeting, 16/03/2020), be finalised and forwarded with the Summary of Consultation and Proposed Amendments Report to the Minister for Planning with a request for final approval.</p>	GM City Development	The amendments to the Norman Terrace Development Plan Amendment were finalised and forwarded with the Summary of Consultation and Proposed Amendments Report to the Minister for Planning for final approval in April 2020.	Completed
23/03/20	4.2	<p>CULROSS AVENUE LIVING STREET INVESTIGATION</p> <p>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.</p>	GM City Development	A review of traffic and onstreet parking conditions will be undertaken six months following the completion of the developments.	TBC
23/03/20	4.4	<p>DRAFT TREE STRATEGY - AMENDED</p> <p>2. Following the conclusion of community engagement regarding the Draft Tree Strategy, a further report setting out the results of the engagement process and a final Tree Strategy be presented to Council for endorsement.</p>	GM City Development	The Draft Tree Strategy is out to consultation until 11 May 2020. The Final Tree Strategy is anticipated to be presented to Council for adoption in June 2020.	June 2020
23/03/20	4.5	<p>MAINSTREET ASSOCIATION MARKETING FUNDING REQUESTS 2020/21</p> <p>1. Consideration of the Mainstreet Association Marketing Funding Requests 2020/21 be deferred until the April 2020 Council Meeting to enable revised requests to be sought from the Mainstreet Associations in light of COVID-19 requirements and to seek further information on the consultation that has occurred with members regarding the funding requests.</p>	GM City Development	The Mainstreet Associations have submitted revised proposals which are outlined in a report for Council consideration at its meeting to be held in April 2020.	Completed
23/03/20	4.6	<p>STURT FOOTBALL CLUB OFFER OF GIFT FOR SESQUICENTENARY 2021</p> <p>2. To commemorate the Sesquicentenary in 2021, the gift from Sturt Football Club of an entrance arch at the western main entry point at Unley Oval be accepted.</p>	CEO	Completed	Completed
23/03/20	4.8	<p>LGA CALL FOR NOMINATIONS - SOUTH AUSTRALIAN LOCAL GOVERNMENT GRANTS COMMISSION</p> <p>2. Councillor J. Dodd be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the South Australian Local Government Grants Commission for a term commencing on 23 May 2020.</p>	Executive Manager OCEO	Completed	Completed

COUNCIL ACTION REPORTS - ACTIONS TO APRIL 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/03/20	4.10	<p>LGA ELECTION OF GAROC REPRESENTATIVE (1 CASUAL VACANCY)</p> <p>2. Councillor D. Palmer be nominated for a position on GAROC. Pursuant to clause 4.4.5 of the GAROC Terms of Reference</p>	Executive Manager OCEO	Completed	Completed
23/03/20	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. RUSSO RE: REQUEST FOR TRANSPORT AND TRAFFIC MANAGEMENT STUDY OF UNLEY ROAD</p> <p>1. The City of Unley write to the Minister for Transport, Infrastructure, Local Government and Planning, Stephan Knoll, requesting that the Department of Planning Transport and Infrastructure (DPTI) undertake a holistic transport and traffic management study of Unley Road that includes:</p> <ul style="list-style-type: none"> - Parking - Traffic speeds - Right-hand turns/slip lanes - Traffic light numbers and coordination <p>2. The City of Unley work with DPTI to ensure that the study includes consideration of local traffic conditions along the surrounding and interfacing Council roads with Unley Road.</p> <p>3. A copy of the letter to the Minister for Transport, Infrastructure, Local Government and Planning requesting an holistic transport and traffic management study of Unley Road be sent to the local Member for Unley, Minister David Pisoni.</p>	CEO	Completed	Completed

DECISION REPORT

REPORT TITLE:	COVID-19 LEASE FEE RELIEF
ITEM NUMBER:	4.11
DATE OF MEETING:	27 APRIL 2020
AUTHOR:	ALAN JOHNS
JOB TITLE:	COORDINATOR PROPERTY & FACILITIES
ATTACHMENTS:	1. EMERGENCY MANAGEMENT (NON-ESSENTIAL BUSINESS AND OTHER ACTIVITIES NO 4)(COVID-19) DIRECTION 2020

1. **EXECUTIVE SUMMARY**

The respiratory illness outbreak caused by a new Coronavirus known as COVID-19 was declared a global pandemic by the World Health Organisation on 11 March 2020. In response, the Federal and State Governments have imposed a number of restrictions which are aimed at minimising the spread of COVID-19.

The purpose of this report is to present to Council for consideration options that may assist its commercial and community lessees in dealing with the impacts of COVID-19 as a result of the imposed restrictions.

The government-imposed restrictions, particularly those relating to non-essential business, have had a significant impact on the wider community. Council has previously entered into commercial and community lease agreements with various businesses, sporting clubs and community groups for the use of a wide range of its facilities, many of which have also been significantly impacted by the government-imposed restrictions.

A number of lessees have requested that Council consider providing them with lease fee relief in the coming months to assist in dealing with the financial hardships that they are experiencing in the current environment. Given the current situation, it would be appropriate and prudent for Council to consider these requests and determine an appropriate response.

This report proposes a number of principles to guide decision making with respect to any assistance Council may wish to offer to its commercial and community lessees in relation to fees due to be paid for the period ending 30 June 2020.

The financial impact of any decision of Council in relation to assistance for the current financial year will be discussed as part of the third quarter budget review. Any ongoing financial assistance to be given by Council beyond 30 June 2020 will need to be considered as part of its 2020/21 budget.

2. RECOMMENDATION

That:

1. The report be received.
 2. Subject to receipt of a valid application, lease fees due from community lessees for the period ending 30 June 2020 be waived.
 3. Subject to the receipt of a valid application, lease fees due from commercial lessees for the period ending 30 June 2020, who are subject to Government imposed mandatory restrictions resulting in full closure, be waived.
 4. Subject to the receipt of a valid application, lease fees due from commercial lessees for the period ending 30 June 2020, who have adopted changes to business operations/service delivery in response to government imposed restrictions but are experiencing financial impact (i.e. equal to or greater than 30% reduction), be reduced by 50%.
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3. RELEVANT CORE STRATEGIES/POLICIES

3. Economic Prosperity

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

4. BACKGROUND

The Federal and State Government imposed COVID-19 restrictions have had a significant impact on the operation of many businesses, sporting clubs and community groups, some of which are Council commercial or community lessees.

Emergency Management (Non-Essential Business and Other Activities No 4)(COVID-19) Direction 2020 is the current Direction issued by the State Co-ordinator pursuant to the *Emergency Management Act 2004*. This Direction specifies the types of businesses/premises that must be closed for the duration of the Direction as a result of COVID-19 related restrictions, and includes facilities such as:

- Licensed hotels, bars and clubs;
- Buildings used by social and sporting clubs;
- Community, youth and recreation centres;
- Restaurants and cafes; and
- Beauty salons, nail salons and tattoo parlours and other premises at which beauty therapy and tanning, waxing, piercing or body modification services are provided.

A copy of the Direction is provided as Attachment 1.

Attachment 1

In some cases, the restrictions have meant that Council lessees are unable to operate altogether and are therefore unable to generate income as per normal practice. In other cases, the lessees are still able to operate within the government-imposed restrictions but are experiencing significant financial hardships.

In recognition of the impacts to businesses, the State Government has introduced specific legislation to afford protections to commercial lessees. Protections have also been introduced for residential tenancies. This report relates only to commercial or community leases held by the City of Unley.

Table 1 lists Council's commercial and community lessees across the City and the breakdown of the lease fees which would ordinarily be required to be paid in the period April - June 2020.

Table 1 – Commercial and Community Lessees				
Lessee	Tenancy Location	Lease Type	Lease Term	Lease Fee (Apr - Jun)
Beyond Stone Pty Ltd (Specialise in custom design and manufacture of granite and natural stone products for residential and commercial projects)	73 King William Road	Commercial	31/1/2021	\$9,064.95
Hyde Park Laser & Skin Clinic	73 King William Road	Commercial	30/10/2019 (Rollover)	\$6,263.40
Optus Networks Pty Ltd (Right of Way)	669 South Road	Commercial	2028	\$815.10
Little City Studios Pty Ltd	78 Edmund Avenue	Commercial	7/9/2021	\$3,000.00
Unley Community Sports Centre Inc. (BarZaar)	166 Unley Road	Commercial	4/12/2021	\$34,722.60
Little Oxford Montessori Pty Ltd	18 Trimmer Terrace	Commercial	16/12/2030	\$29,741.25
King William Road Chiropractic Pty Ltd	73 King William Road	Commercial	14/05/2020 (5 year renewal pending)	\$7,493.07
Goodwood Community Child Care Centre Inc.	31 Rosa Street	Community	22/9/2021	\$4,428.15
Tennis SA Inc.	Goodwood Oval	Community	30/06/2021	\$2,051.46
Unley Kindergarten	47 Oxford Terrace	Community	30/04/2021	\$4,614.30
Goodwood Cricket Club Inc.	Goodwood Oval	Community	30/06/2020	\$982.02

Table 1 – Commercial and Community Lessees				
Lessee	Tenancy Location	Lease Type	Lease Term	Lease Fee (Apr - Jun)
Sturt Football Club Inc.	39 Oxford Terrace	Community	31/12/2019 (Rollover pending clarification on any Stage 2 works)	\$9,215.25
	Unley Oval (Training & Match Day use)	Community	30/09/2022	\$7,558.65
Cancer Care Centre Inc.	76 Edmund Avenue	Community	30/10/2020	\$2,048.70
Adelaide Potters Club	84 Edmund Avenue	Community	30/08/2020	\$2,884.02
St John Ambulance Australia SA Inc.	72 Edmund Avenue	Community	31/12/2020	\$2,344.14
Sturt Bowling Club	Unley Oval (Bowling Green)	Community	30/06/2024	\$1,237.55
Goodwood Saints Football Club	Goodwood Oval	Community	30/06/2021	\$996.00
Sturt District Cricket Club Inc.	Unley Oval	Community	30/09/2020	\$1,271.93
Millswood Lawn Bowl Club	20 Millswood Crescent	Community	30/04/2022	\$971.30
TOTAL INCOME				\$131,703.84

A number of Council commercial and community lessees have requested lease fee relief to assist them in dealing with the financial hardships being experienced as a result of COVID-19. Table 2 below summarises the requests which have been received from Council's lessees at the time of writing this report.

Table 2 – Requests for Assistance				
Lessee	Tenancy Location	Lease Type	Request	Value (Apr-Jun)
Beyond Stone Pty Ltd	73 King William Road	Commercial	Three to four months lease fee relief	\$9,064.95
Hyde Park Laser & Skin Clinic	73 King William Road	Commercial	Six months lease fee relief	\$6,263.40
Little City Studios Pty Ltd	78 Edmund Avenue	Commercial	No specific period - lease fee relief	\$3,000.00
Unley Community Sports Centre Inc. (BarZaar)	166 Unley Road	Commercial	Three months lease fee relief (minimum)	\$34,722.60

Table 2 – Requests for Assistance				
Lessee	Tenancy Location	Lease Type	Request	Value (Apr-Jun)
Little Oxford Montessori Pty Ltd	18 Trimmer Terrace	Commercial	Six months lease fee relief	\$29,741.25
King William Road Chiropractic Pty Ltd	73 King William Road	Commercial	Three months lease fee relief	\$7,493.07
Goodwood Community Child Care Centre Inc.	31 Rosa Street	Semi - Commercial	Payment due on 23 April not be required	\$4,428.15
Tennis SA Inc.	Goodwood Oval	Semi - Commercial	Reduce to 75% of lease amount	\$2,051.46
Sturt Football Club	39 Oxford Terrace	Community	Three months lease relief (minimum)	\$9,215.25
	Unley Oval	Community	Waive fees	\$7,558.65
Sturt Bowling Club	Unley Oval	Community	Lease fee relief	\$1,237.55
Goodwood Saints Football Club	Goodwood Oval	Community	Lease fee relief	\$996.00
Millswood Lawn Bowl Club	20 Millswood Crescent	Community	Adjust noting no income	\$971.30
TOTAL VALUE				\$116,743.63

5. DISCUSSION

COVID-19 has, to date, had a significant negative impact on the Australian economy and, in turn, on our City's local economy and community. Based on the Federal Government advice, the immediate impact of COVID-19 is anticipated to last for six months (until approximately September), albeit the situation is constantly evolving with many unknown factors.

Suffice to say, the consequent economic impact of COVID-19 is anticipated to be felt for some time beyond the end of the pandemic. The Federal and State Governments have released economic responses to COVID-19 which include a number of financial support packages aimed at supporting workers, small to medium businesses, and those on government benefits.

While it is unknown at this stage what the full economic impacts will be, it is appropriate that Local Government consider implementation of initiatives that will support businesses and the wider community, so that they are in the best position possible to recover from the pandemic's economic impacts.

Guiding Principles and Factors for Consideration

The wide-ranging economic impact of COVID-19 is such that any action by Council should be focused on supporting the longer-term sustainability of organisations and businesses within the Community.

Consistent with obligations within the *Local Government Act 1999*, Council must also ensure an overriding principle of equity is applied to its decision making, particularly where a discretion is being applied by Council that has financial implications.

A further consideration for Council in respect of relief that may be offered to commercial and community lessees is consistency with existing approaches to managing hardship for rate payers.

With the Guiding Principles of sustainability, equity and consistency to managing hardship in mind, Council should have regard to the following factors that may be impacting commercial and community lessees, and the extent to which each factor informs a decision regarding the assistance that may be offered:

- Government imposed mandatory restrictions resulting in full closure;
- Changes to business operations/service provision in response to restrictions imposed, for example a restaurant providing take away/delivery only and no dine in service (business still able to operate but experiencing financial impact, for example, greater than or equal to 30% reduction); and
- Application made by a lessee for other available assistance through Federal or State Government support.

It should be noted that section 4 of the *COVID-19 Emergency Response (Commercial Leases) Regulations 2020* defines financial hardship in relation to Commercial Leases as:

4—Commercial leases—financial hardship

- (1) *Pursuant to section 19(2)(a) of the Act, for the purposes of section 7 of the Act, a lessee will be taken to be suffering financial hardship as a result of the COVID-19 pandemic if the lessee is eligible for, or receiving, a JobKeeper payment in respect of the business of the lessee (whether in their capacity as an employer or on their own behalf).*
- (2) *Pursuant to section 19(2)(b) of the Act, the Small Business Commissioner must, in making a determination under section 7(8)(b) of the Act, have regard to the following:*
 - (a) *whether or not the lessee is eligible for, or is receiving, a JobKeeper payment in respect of the business of the lessee (whether in their capacity as an employer or on their own behalf);*
 - (b) *any reduction in turnover of the business of the lessee (as verified by financial records or statements provided by the lessee) during a specified period as compared with another specified period determined by the Commissioner as being relevant to the circumstances of whether or not the lessee is suffering financial hardship as a result of COVID-19.*

Council must apply the above definition in relation to commercial lessees, when determining whether “financial hardship” is applicable.

In considering this matter, Council has a number of options that are available with respect to the type of relief that may be provided:

- Waive fees:
This option would mean that no lease fee payment would be required for the period of 1 April to 30 June 2020.
- Defer fees:
This option would mean that no lease fee payment would be required for the period of 1 April to 30 June 2020, but the fees would remain as a debt to Council to be paid at an agreed time after 30 June 2020.
- Reduced fees:
This option would seek to recover a part of the lease fees (either a percentage or fixed amount) and waive the balance.

Suggested Approach

The following is a suggested approach for assistance to commercial and community lessees, having regard to the principles, factors and options set out above and is consistent with what many other Councils are considering (or have adopted).

Community Lessees

- subject to mandatory restrictions resulting in full closure of the facility:
waive for the period of 1 April to 30 June 2020.
- with changes to business operations/service provision in response to restrictions but experiencing financial impact (i.e. equal to or greater than 30% reduction)
waive for the period of 1 April to 30 June 2020.

Commercial Lessees

- subject to mandatory restrictions resulting in full closure of the facility:
waive for the period of 1 April to 30 June 2020.
- with changes to business operations/service provision in response to restrictions but experiencing financial impact (i.e. equal to or greater than 30% reduction)
Reduce fees by 50% for the period of 1 April to 30 June 2020.

Process for Obtaining Assistance

Council has provided assistance to ratepayers with no fines being applied to late payments till the end of August 2020. Further to this, ratepayers can apply for hardship as allowed for under the Local Government Act.

The assessment process requires supporting information and each application is assessed on a case by case basis by the Administration under delegation. A successful application for hardship generally results in a negotiated payment plan.

A similar application process would be applied for lessees to ensure consistency and equity. Advice received is that any decision to vary lease fees should be supported by relevant evidence/documentation. As such, the following process is proposed:

- Application to be made in writing (i.e. consistent with the Rate Payer Hardship process).
- Application to provide details and supporting evidence of the impact of restrictions (i.e. full closure, financial impact that is equal to or greater than 30% reduction) including eligibility for Job Keeper payments).
- Applications would be assessed by Council staff with assistance applied based on the approved approach.

The above approach will apply for lease fee payments due up to 30 June 2020. A further report will be presented to Council at the July Council meeting to consider whether further lease fee assistance is required.

6. ANALYSIS OF OPTIONS

Option 1 – Lease fee assistance to commercial and community be offered through a combination of waiving and reducing lease fees.

1. The report be received.
2. Subject to receipt of a valid application, lease fees due from community lessees for the period ending 30 June 2020 be waived.
3. Subject to the receipt of a valid application, lease fees due from commercial lessees for the period ending 30 June 2020, who are subject to Government imposed mandatory restrictions resulting in full closure, be waived.
4. Subject to the receipt of a valid application, lease fees due from commercial lessees for the period ending 30 June 2020, who have adopted changes to business operations/service delivery in response to government imposed restrictions but are experiencing financial impact (i.e. equal to or greater than 30% reduction), be reduced by 50%.

This option provides a considered and measured approach to commercial and community lessees impacted by government imposed restrictions to minimise the spread of COVID-19. A review of the impacts on Council lessees will be undertaken by the Administration in June 2020 to determine what further financial assistance should be considered by Council beyond 30 June 2020.

Option 2 – All lease fees due from community and commercial lessees for the period ending 30 June 2020 be waived.

1. The report be received.
2. Subject to receipt of a valid application, lease fees due from community and commercial lessees for the period ending 30 June 2020 be waived.

This option waives all lease fees due for the period ending 30 June, irrespective of the impacts of government imposed restrictions on lessees. It recognises the significant impact of the COVID-19 public health emergency on both community and commercial entities holding lease agreements with the City of Unley and offers assistance in these unprecedented times.

A review of the impacts on Council lessees will be undertaken by the Administration in June 2020 to determine what further financial assistance should be considered by Council beyond 30 June 2020.

Option 3 – No lease fees assistance be offered in relation to fees due for the period ending 30 June 2020.

1. The report be received.
2. Community and Commercial lessees be advised that no assistance will be provided in relation to lease fees due to be paid for the period ending 30 June 2020.

This option would see Council decide not to provide lease fee relief for its lessees as a result of the COVID-19 government-imposed restrictions for the period ending June 2020.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- Should any ongoing financial assistance be given by Council beyond 30 June 2020 a budget adjustment will be required as part of the 2020/21 First Budget Review.
- Loss of income will impact Council's net operating surplus and cashflow. However, both are considered to be manageable.
- The value of income of each option is as follows:

Option 1

Community Lessees	\$40,603.37
Commercial Lessees – Full Closure	\$40,986.00
Commercial Lessees – Financial Impact (50% reduction in fees)	\$24,649.64
Total	\$106,239.01

Option 2

Waive all fees	\$131,703.84
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Option 3

Waive no fees	\$0
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8.2 Legislative/Risk Management

Relevant legislation includes:

- *COVID-19 Emergency Response Act 2020.*
- *COVID-19 Emergency Response (Commercial Leases) Regulations 2020.*
- *COVID-19 Code of Conduct – Commercial Tenancies 2020.*

8.3 Staffing/Work Plans

- There are no additional impacts on Council staff or resourcing from implementing the recommendations outlined in this report.

8.4 Environmental/Social/Economic

- There are no environmental impacts from implementing the recommendations outlined in this report.
- Council's lessees are at risk of not being financially sustainable moving forward. Council's financial assistance through the recommendations outlined in this report will be well received from its lessees.

8.5 Stakeholder Engagement

- All Council lessees will be informed of Council's decision regarding this matter, including those who have made requests for Council to consider lease fee relief in the coming months, to assist them with addressing the financial hardships they are experiencing as a result of COVID-19.

9. REPORT CONSULTATION

Council's Finance Team have been informed of the anticipated financial impacts on Council should the recommendations outlined in this report be adopted.

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer

Settled

South Australia

Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19) Direction 2020

under section 25 of the *Emergency Management Act 2004*

Preamble

- 1 On 22 March 2020 I, Grantley Stevens, Commissioner of Police, being the State Co-ordinator for the State of South Australia pursuant to section 14 of the Emergency Management Act 2004 (the Act), declared pursuant to section 23 of the Act that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.
- 2 Now I, Grantley Stevens, being of the opinion that this is necessary to achieve the purposes of the Act, give the following directions pursuant to section 25 of the Act.

1—Short title

This direction may be cited as the *Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19) Direction 2020*.

2—Revocation of previous direction

- (1) This direction replaces the *Emergency Management (Non-Essential Business and Other Activities No 3) (COVID-19) Direction 2020*.
- (2) The *Emergency Management (Non-Essential Business and Other Activities No 3) (COVID-19) Direction 2020* is revoked.

3—Definitions

- (1) In this direction—

commercial freight transporter means a person or body that delivers items for fee or reward;

defined premises means any of the following:

- (a) licensed hotels, bars and clubs (including nightclubs), including any premises operated under the following categories under the *Liquor Licensing Act 1997*:
 - (i) general and hotel licences;
 - (ii) on premises licences;
 - (iii) club licences;
 - (iv) liquor production and sales licences;
- (b) wineries, breweries and distilleries;

**Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19)
Direction 2020**

- (c) buildings used by social and sporting clubs;
- (d) facilities used primarily for indoor physical recreation;
Note—
Examples of indoor physical recreation facilities include gymnasiums, health clubs, fitness centres, yoga, barre and spin facilities, and dance and pilates studios.
- (e) indoor premises at which boot camps and other personal training are offered;
- (f) indoor sporting venues;
- (g) indoor play centres;
- (h) public swimming pools;
- (i) motor sport facilities and other racetracks (including for any form of horse or greyhound racing);
- (j) community, youth and recreation centres (such as community halls, clubs, RSLs, PCYCs);
- (k) a cinema, function centre or entertainment venue of any kind;
- (l) theatres, concert venues, arenas, auditoriums, stadiums and other places where live performances occur;
- (m) galleries, museums, libraries (other than libraries in educational institutions), public institutions and historic sites;
- (n) local government non-essential facilities (such as libraries and pools);
- (o) casinos and other gaming and gambling venues;
- (p) retail gambling outlets;
- (q) restaurants and cafés;
- (r) food courts within shopping centres or shopping or business precincts;
- (s) auction houses;
- (t) premises at which a real estate auction or an inspection by a prospective purchaser or tenant of the premises (other than a private inspection by appointment) is conducted;
- (u) outdoor and indoor markets;
- (v) beauty salons, nail salons and tattoo parlours and other premises at which beauty therapy and tanning, waxing, piercing or body modification services are provided;
- (w) saunas, bathhouses, wellness centres, spas and massage parlours;
- (x) amusement parks and arcades;
- (y) places of worship;
- (z) any venue to the extent that it hosts weddings or conducts funerals;
- (za) outdoor spaces associated with the above venues;

**Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19)
Direction 2020**

defined work or operations means any of the following:

- (a) boot camps or other personal training activities conducted outside;
- (b) the provision of prepared food or drink to the homeless in an outdoor location;
- (c) the provision of re-usable equipment such as ‘hookah’ or other pipes, tubes, heads or any other equipment associated with the operation of shisha, smoking or vaping business operations, including any such equipment supplied for use away from business premises (for example, equipment that is hired or lent out);
- (d) social sporting-based activities;
- (e) the provision of driver training and testing by a motor driving instructor or an authorised examiner (within the meaning of the *Motor Vehicles Act 1959*) conducted inside a vehicle, other than inside a light rigid, medium rigid, heavy rigid, heavy combination or multi combination heavy vehicle;

density requirement is the requirement that the total number of persons present at premises must not exceed one person per 4 square metres;

member of the public includes the members of any club or association that owns, controls or operates defined premises or undertakes defined work or operations;

social distancing principles—see subclause (2).

- (2) The *social distancing principles* require a person to attempt to maintain a space of at least 1.5 metres between themselves and each other person present in the same premises.

4—Direction

- (1) Subject to the exceptions set out in clause 5—
 - (a) a person who owns, controls or operates a defined premises must close those premises and keep those premises closed in so far as it is necessary to prohibit access to consumers or members of the public; and
 - (b) a consumer or member of the public must not enter into defined premises.
- (2) Subject to the exceptions set out in clause 5—
 - (a) a person must not conduct defined work or operations; and
 - (b) a consumer or member of the public must not participate in defined work or operations.
- (3) A person who, pursuant to the exceptions set out in clause 5, is present at defined premises or who participates in defined work or operations must use their best endeavours to comply with the social distancing principles (having regard to the all the circumstances).

5—Exceptions

Clause 4(1) and (2) do not apply to or in relation to—

- (a) general shopping where goods are to be taken away;

**Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19)
Direction 2020**

- (b) the provision of take away food and beverages to be consumed away from the defined premises, whether the food or beverage is collected by a home delivery service or the purchaser;

Note—

This would mean that any tasting of food or beverages in or on the grounds of defined premises would not be permitted.

- (c) the provision of food, beverages and facilities to persons who provide transport or freight services into, within and out of South Australia on premises commonly known as truck stops or roadhouses provided that the density requirement is complied with;
- (d) the provision of accommodation services on defined premises to house guests, permanent residents and workers provided that the density requirement is complied with;
- (e) the provision of room service to people being accommodated on defined premises;
- (f) funerals conducted where the total number of persons attending does not exceed—
 - (i) if held outdoors—15 people; or
 - (ii) if held indoors—10 people,provided that the density requirement is complied with;
- (g) weddings conducted where the total number of persons attending does not exceed 5 people provided that the density requirement is complied with;
- (h) performances of small groups being recorded for broadcast (whether live or otherwise) provided that the density requirement is complied with;
- (i) outdoor sporting and recreational venues, such as golf courses, tennis courts and playing fields where the total number of persons participating in a particular activity does not exceed 10 people and provided that the density requirement is complied with;
- (j) public swimming pools used for non-recreational purposes where the total number of persons participating in a particular activity does not exceed 10 people and provided that the density requirement is complied with;

Note—

This would allow supervised hydrotherapy, registered swimming club training and elite athlete training to occur in public swimming pools, provided that the total number of persons participating in a particular activity does not exceed 10 people and the density requirement is complied with.

- (k) boot camps or other personal training activities conducted outside and limited to no more than 10 people provided that the density requirement is complied with;
- (l) the conduct of motor sports or other forms of racing (including any form of horse or greyhound racing) if—
 - (i) no persons are present only as spectators; and

**Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19)
Direction 2020**

- (ii) the total number of persons participating in the activity does not exceed 10 people; and
- (iii) the density requirement is complied with;
- (m) the provision of essential voluntary or public services at a community or recreation centre (such as a food bank or homeless service).

6—Powers of Authorised Officers

Nothing in this direction derogates from the powers of authorised officers to exercise powers pursuant to the Act.

IMPORTANT— IT IS AN OFFENCE TO BREACH THIS DIRECTION

This direction operates from the 15TH day of APRIL 2020 at 1100 hours

SIGNED at ADAMIDE on this 15TH day of APRIL 2020 at 1050 hours


.....

GRANTLEY STEVENS
STATE CO-ORDINATOR

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF APRIL
ITEM NUMBER: 6.1.1
DATE OF MEETING: 27 APRIL 2020
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

Functions attended (18/03/20 to 21/04/20)

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
27 March	LGA COVID19 briefing (Zoom)	Mayor
31 March	COVID-19 briefing with Senator Simon Birmingham (Minister for Trade, Tourism and Investment) and Senator Anne Ruston (Minister for Families and Social Services)	Mayor
3 April	ERA Mayor's Meeting (Zoom)	Mayor
	Mayors & CEO's Briefing – COVID 19 – with Commissioner for Police	Mayor
5 April	CEO Performance Review Panel meeting - Develop 20/21 KPIs	Mayor
25 April	Anzac Day Commemoration – Lay Wreath	Mayor

	Media (Print and Radio)	
19 March	The Advertiser – Keswick Development & Le Cornu's site	Speaker

City of Unley has met virtually (as Owners Executive Committee members) with the Chairperson and CEO of Centennial Park Cemetery Authority (CPCA) and the Mayor and CEO of the City of Mitcham to review their response to the Covid 19 emergency.

CPCA has developed a plan under four headings:

- 1 Health and Wellbeing (customers, staff and visitors)
- 2 Operational Capacity
- 3 Financial Management
- 4 Leadership

This has included planning for a range for scenarios.

CPCA is as well positioned and prepared as is possible in the circumstances.

Many productive Zoom meetings and discussions were held with elected members wishing to discuss our consultation and details of our tree strategy.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS FOR MONTH OF APRIL
ITEM NUMBER:	6.3.1
DATE OF MEETING:	27 APRIL 2020
ATTACHMENTS:	1. COUNCILLOR M. BRONIECKI 2. COUNCILLOR M. RABBITT

Council to note attached reports from Members:

1. Councillor M. Broniecki
 2. Councillor M. Rabbitt
-

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. BRONIECKI

Functions attended (18/03/20 to 21/04/20)

Date	Function/Event Description
19/03/2020	Meeting with David Sutton about mid-week ride, Fisher and Wattle roundabouts and Simpson Parade crossing
30/03/2020	Annual Business Plan & Budget
10/04/2020	Discussion with Mayor re tree canopy
14/4/2020	Zoom meeting with Unley Bicycle User Group
16/4/2020	Discussion with Mayor & Michael Rabbitt re tree canopy

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. RABBITT

Functions attended (18/03/20 to 21/04/20)

Date	Function/Event Description
18 March	Centennial Park Café Committee Meeting
26 March	Centennial Park Board Meeting
31 March	Meeting by telephone with the Director of the Alliance Française to discuss changes to the programme for celebrating the 110 th anniversary of the A.F.
17 April	Meeting with Joel Ashforth and Cr Broniecki at Orphanage Park to discuss the condition of a tree and necessary action plan.

CORRESPONDENCE

REPORT TITLE: CORRESPONDENCE
ITEM NUMBER: 6.4.1
DATE OF MEETING: 27 APRIL 2020
ATTACHMENTS: 1. WAY2GO PROGRAM
2. DONATION TO SAVEM

The correspondence from:

- Mayor Hewitson – Hon Stephan Knoll MP – re. Way2Go Program
- Mayor Hewitson – Bernard Delattre, Mayor of Pozieres – re. Donation to SAVEM

be noted.

MAYOR'S OFFICE

Michael Hewitson AM



7 April 2020

Hon Stephan Knoll MP
Minister for Transport, Infrastructure and Local Government
GPO Box 1533
Adelaide SA 5001 Via email: (ministerknoll@sa.gov.au)

Dear Minister

In recent discussions with the Unley Bicycle User Group (UBUG) it has been brought to my attention that the State Government is seeking to halve the number of children eligible for its primary school bike and road safety programs under a new proposed contract. I am writing to you to strongly encourage you to reinstate or increase the scope of bike (and road safety) education in South Australian schools.

Over the last few years a number of schools in the City of Unley area have been privileged to participate in the Department of Planning, Transport and Infrastructure (DPTI) Way2Go program, in collaboration with City of Unley staff. Through this program, as well as investment in better bicycle and walking infrastructure around schools, we have been actively encouraging more students to walk and cycle. A key component of getting more students to safely walk and cycle to school is providing them with the necessary bike and road safety skills, which was provided through the Way2Go program bike education courses.

The bike education courses provided through the Way2Go program was evaluated by the highly respected Dr Jan Garrard in 2016 and it was found to significantly increase children's interest and confidence in cycling, as well as their knowledge of road rules. Importantly the program also increased the confidence of parents to allow their children to cycle to school and in local neighbourhoods.

A significant part of Adelaide's traffic congestion during peak periods occurs near schools and represents a significant economic cost to South Australia. If we can continue to actively encourage students to safely cycle, it will reduce time wasted in traffic and increase economic productivity. Furthermore, by incorporating exercise into children's routines, we will increase their fitness, which will pay significant dividends to public health. Studies have shown that cyclists are more than 40% healthier than non-cyclists.

I believe that the small investment to continue providing this important education service to South Australian students would have significant benefits to South Australia's future prosperity and hope any reduction in future bike and road safety courses will be reconsidered.

Yours sincerely



Michael Hewitson AM
Mayor

CITY of VILLAGES

Civic Centre 181 Unley Road
Unley, South Australia 5061
Postal PO Box 1
Unley, South Australia 5061

Telephone (08) 8372 5111
Facsimile (08) 8271 4886
Email pobox1@unley.sa.gov.au
Website www.unley.sa.gov.au

MAYOR'S OFFICE

Michael Hewitson AM



15 April 2020

Bernard Delattre
Maire de Pozières
Mairie - Place Charles Bellet
80300 – Pozieres
France

via email: bernard.delattre80@wanadoo.fr

Dear Bernard

Thank you for your email of 19 March and the further communications with my colleague Cr Michael Rabbitt to enable a donation via the Association and partner to the Municipality of Pozieres, *Digger Cote 160*. The publicity and fundraising efforts that *Digger Cote 160* provided is acknowledged. Special thanks also to Monsieur Laurent Somon for his initiative for a fundraising effort of this nature to occur.

The kind gesture and demonstration of support will be welcomed by the organisation we have identified to receive the funds and which has a focus of the protection of injured animals in line with Monsieur Somon's suggestion.

We will ensure the donation is forwarded to *SAVEM*, a registered charity and volunteer-based agency with a mission to retrieve, assess, triage, shelter and treat animals of all species in an emergency incident (<https://www.savem.org.au/>). *SAVEM* has provided veterinary assistance to thousands of native animals affected by horrific bushfires in December/January in the Adelaide Hills and Kangaroo Island regions of South Australia. Injured animals are still being identified and receiving assistance on a daily basis with many positive outcomes that you can read about via the link provided above.

With cordial greetings and my very best wishes to you all in France. COVID-19 remains an ongoing concern for everyone.



Michael Hewitson AM
Mayor

Copy to: South Australian Veterinary Emergency Management (SAVEM) – info@savem.org.au
Laurent Somon, President of the Department Council lsomon@somme.fr
Cr Michael Rabbitt mrabbitt@unley.sa.gov.au

CITY of VILLAGES

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NOTICE OF MOTION

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
NOTICE OF MOTION FROM COUNCILLOR M
RABBITT - CHANGE TO COUNCIL
RESOLUTION CO185/20: UNLEY OVAL
UPGRADE STAGE 2

ITEM NUMBER: 7.1

DATE OF MEETING: 27 APRIL 2020

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO
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) 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

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 a proposed change to a previous decision which is currently protected by a confidentiality order.

On that basis, the public's interest is best served by not disclosing Notice of Motion from Councillor M Rabbitt - Change to Council Resolution CO185/20: Unley Oval Upgrade Stage 2, Report and discussion at this point in time.

2. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

CONFIDENTIAL MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR M. RABBITT – CHANGE TO COUNCIL RESOLUTION C0185/20: UNLEY OVAL UPGRADE STAGE 2
ITEM NUMBER:	7.2
DATE OF MEETING:	27 APRIL 2020
ATTACHMENTS:	NIL

Councillor M. Rabbitt has given notice of intention to move the following motion at the Council meeting to be held on 27 April 2020.

MOTION

That Council Resolution 185 of the Council meeting of 28 January 2020 be **varied** as follows (*bold text to be inserted, strikethrough text to be deleted*):

That

1. The report be received.
 2. The Unley Oval Stage 2 redevelopment concept plans, as set out in Attachments 1 – 4 of this Report (Item 7.2, Council Meeting, 28/01/2020) with a first order cost estimate of \$3.9M, be formally endorsed.
 3. ~~If the shortfall of grant funding is secured,~~ Detailed design and documentation is to be finalised to enable Development Approval to be sought for the Unley Oval Stage 2 redevelopment project.
-

Background

When Council considered the above matter at the January 2020 Council meeting there was a very clear position that the project would proceed subject to the securing of grant funding.

This remains the position of Council, however, the declaration of a public health emergency in response to COVID-19 has shifted the focus and availability of Government funding to the point that 'shovel ready' projects are more likely to secure external funding.

With this in mind, it is necessary to vary the previous decision of Council to remove the requirement that grant funding be secured prior to the preparation of detailed design and documentation for the Unley Oval Stage 2 redevelopment project.

Council has \$1.2M allocated in the 2019/20 Budget, which will be used for completion of the detailed design work.

This motion, suggests a simple modification to part 3 of the resolution to achieve this outcome (noting that this item is currently protected by a confidentiality order until such time as Council has endorsed the design plans).

RELEASED

NOTICE OF MOTION

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.2 - NOTICE OF MOTION FROM COUNCILLOR M. RABBITT - CHANGE TO COUNCIL RESOLUTION CO185/20: UNLEY OVAL UPGRADE STAGE 2

ITEM NUMBER: 7.3

DATE OF MEETING: 27 APRIL 2020

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO
NIL

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Notice of Motion from Councillor M. Rabbitt - Change to Council Resolution CO185/20: Unley Oval Upgrade Stage 2, considered at the Confidential Council Meeting on 27 April 2020:

Minutes

Report

remain confidential until such time as Council has endorsed the concept design plans, and not available for public inspection until the cessation of that period.

Following endorsement of the concept design plans, cost estimates will be redacted from the minutes, report and attachment for Item 7.2 – Unley Oval Upgrade Stage 2 on the basis that the information 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 will remain confidential until 3 February 2023 or such time as a procurement process relating to Unley Oval Upgrade – Stage 2 is complete, whichever is the earlier.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.