

# 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

***Tuesday 28 January 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**

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Nil	
<b>1.3 CONFLICT OF INTEREST</b>	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 9 December 2019	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
Nil	
<b>2. PETITIONS/DEPUTATIONS</b>	
Nil	
<b>3. REPORTS OF COMMITTEES</b>	
To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	
3.1 Minutes of City Strategy & Development Policy Committee	7

#### **4. REPORTS OF OFFICERS**

4.1	Civic Precinct: Future Use/Concept Designs - Edmund Avenue Cottages	13
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#### **5. MOTIONS AND QUESTIONS**

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

5.1.1	Notice of Motion from Councillor J Dodd Re: Culross Avenue - Investigation of suitability as a 'Living Street'	157
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##### **5.2 MOTIONS WITHOUT NOTICE**

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

##### **5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

##### **5.4 QUESTIONS WITHOUT NOTICE**

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

## **6. MEMBER'S COMMUNICATION**

### **6.1 MAYOR'S REPORT**

- 6.1.1 Mayor's Report for Month of January 159

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

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### **6.3 ELECTED MEMBERS' REPORTS**

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### **6.4 CORRESPONDENCE**

- 6.4.1 Correspondence 172

## **7. CONFIDENTIAL ITEMS**

- 7.1 Confidentiality Motion for Item 7.2 - Unley Oval Upgrade - Stage 2 178

- 7.2 Unley Oval Upgrade - Stage 2 179

- 7.3 Confidentiality Motion to remain in confidence for Item 7.2 - Unley Oval Upgrade - Stage 2 193

- 7.4 Confidentiality Motion for Item 7.5 - Exclusion from Community Land Classification - Property Acquisition, Goodwood 194

- 7.5 Exclusion from Community Land Classification - Property Acquisition, Goodwood 196

- 7.6 Confidentiality Motion to remain in confidence for Item 7.5 - Exclusion from Community Land Classification - Property Acquisition, Goodwood 206

- 7.7 Confidentiality Motion for Item 7.8 - Tree Prosecution - Determination of Future Action 207

- 7.8 Tree Prosecution - Determination of Future Action 208

- 7.9 Confidentiality Motion to remain in confidence for Item 7.8 - Tree Prosecution - Determination of Future Action 262

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Review of Policies	
Quarterly Report - Centennial Park Cemetery Authority	
Capri Theatre Loan Request	
Active Ageing Strategy	
Active Ageing Strategy Document update	
TEST	

## **NEXT MEETING**

Monday 24 February 2020 - 7.00pm

Council Chambers, 181 Unley Road Unley

## REPORT OF COMMITTEE

<b>REPORT TITLE:</b>	MINUTES OF CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE
<b>ITEM NUMBER:</b>	3.1
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>ATTACHMENTS:</b>	1. MINUTES OF CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE - 20 JANUARY 2020

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### 1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the City Strategy & Development Policy Committee meeting held on Monday 20 January 2020 are presented for Council's consideration.

### 2. **RECOMMENDATION**

That:

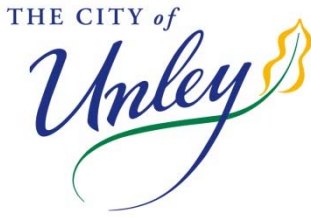
1. The minutes of the City Strategy & Development Policy Committee meeting held on Monday 20 January 2020, be received and the following recommendations contained therein be adopted by Council:

#### **a. Item 2.1 – Planning Reforms – Planning and Design Code – Review and Submission**

1. The report be received.
2. The draft submission as set out in Attachment 1 to this Report (Item 2.1, City Strategy and Development Policy Committee Meeting, 20/01/2020) in response to the draft Planning & Design Code be endorsed for submission to the State Planning Commission, subject to:
  - 2.1 seeking further clarification and rigour establishing what constitutes “good development” to be eligible for the 30% height increase, notwithstanding that Council opposes the proposal in its entirety,
  - 2.2 ensuring the correlation between issues raised within the ERA submission and City of Unley submission,
  - 2.3 inclusion of further reference to accessibility of residential developments, and appropriate consideration of this in conjunction with management of hazards within the Code.

3. Staff be authorised to make editorial changes as required to the Submission to the State Planning Commission on the Draft Planning & Design Code to ensure readability without changing the substance/intent of the document as part of the finalisation process.
  4. A copy of the City of Unley Final Submission to the Draft Planning and Design Code be forwarded to Local Members of State Parliament, the Hon D Pisoni and the Hon J Stinson, and the Local Government Association.
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**Minutes of the City of Unley  
City Strategy & Development Policy Committee  
Meeting**

**Monday, 20 January 2020, 6:00pm**

**Council Chambers**

**181 Unley Road Unley**

**1. PRESENT**

Presiding Member J. Dodd  
Councillor J. Boisvert  
Councillor D. Palmer  
Councillor K. Anastassiadis  
Councillor M. Hudson  
Councillor M. Broniecki  
Councillor N. Sheehan  
Councillor E. Wright  
Councillor S. Dewing  
Councillor J. Russo

**2. OFFICERS PRESENT**

Chief Executive Officer, Mr P. Tsokas  
General Manager City Services, Ms M. Berghuis  
Acting General Manager City Development, Mr A. Wood  
General Manager Business Support & Improvement, Ms N. Tinning  
Executive Manager Office of the CEO, Ms T. Norman  
Executive Assistant, Ms E. Morgan  
Principal Policy Planner, Mr D. Brown  
Manager City Design, Mr B. Willsmore

**3. ACKNOWLEDGEMENT**

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

**4. 1. ADMINISTRATIVE MATTERS**

**1.1 APOLOGIES**

Mayor M. Hewitson  
Councillor M. Rabbitt  
Councillor P. Hughes

**1.2 LEAVE OF ABSENCE**

Nil

**1.3 CONFLICT OF INTEREST**

Nil

**1.4 MINUTES**

**ITEM 1.4.1**

**MINUTES OF THE ORDINARY CITY STRATEGY & DEVELOPMENT  
POLICY COMMITTEE MEETING HELD MONDAY, 21 OCTOBER 2019**

MOVED Councillor J. Boisvert

SECONDED Councillor J. Russo

That:

1. The minutes of the Ordinary City Strategy & Development Policy Committee held on Monday, 21 October 2019 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No.* CSDP0001/20**

**1.5 DEFERRED / ADJORNED ITEMS**

Nil

**SUSPENSION OF MEETING PROCEEDINGS**

The Presiding Member, with approval of two-thirds of the members present, suspended meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* at 6.07pm for 30 minutes to facilitate an informal discussion of the matter.

MOVED Councillor J. Boisvert

SECONDED Councillor E. Wright

**CARRIED UNANIMOUSLY**

The Presiding Member with approval of two-thirds of the members present, called for an extension of time to the suspension of meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* at 6:35pm for 30 minutes to facilitate further informal discussion of the matter.

MOVED Councillor J. Boisvert  
SECONDED Councillor D. Palmer

**CARRIED UNANIMOUSLY**

The Presiding Member with approval of two-thirds of the members present, called for an extension of time to the suspension of meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* at 7:06pm for 30 minutes to facilitate further informal discussion of the matter.

MOVED Councillor D. Palmer  
SECONDED Councillor K. Anastassiadis

**CARRIED UNANIMOUSLY**

At 7:41pm the Presiding Member determined that the suspension of meeting procedures would end and formal meeting procedures would recommence.

## **5. 2. REPORTS**

### **ITEM 2.1**

#### **PLANNING REFORMS - PLANNING AND DESIGN CODE - REVIEW AND SUBMISSION**

MOVED Councillor D. Palmer  
SECONDED Councillor J. Boisvert

That:

1. The report be received.
2. The draft submission as set out in Attachment 1 to this Report (Item 2.1, City Strategy and Development Policy Committee Meeting, 20/01/2020) in response to the draft Planning & Design Code be endorsed for submission to the State Planning Commission, subject to:
  - 2.1 seeking further clarification and rigour establishing what constitutes “good development” to be eligible for the 30% height increase, notwithstanding that Council opposes the proposal in its entirety,
  - 2.2 ensuring the correlation between issues raised within the ERA submission and City of Unley submission,
  - 2.3 inclusion of further reference to accessibility of residential

developments, and appropriate consideration of this in conjunction with management of hazards within the Code.

3. Staff be authorised to make editorial changes as required to the Submission to the State Planning Commission on the Draft Planning & Design Code to ensure readability without changing the substance/intent of the document as part of the finalisation process.
4. A copy of the City of Unley Final Submission to the Draft Planning and Design Code be forwarded to Local Members of State Parliament, the Hon D Pisoni and the Hon J Stinson, and the Local Government Association.

**CARRIED UNANIMOUSLY**

***Resolution No. CSDP0002/20***

**6. 3. OTHER BUSINESS**

**7. NEXT MEETING**

Monday 10 February 2020 - 6:30pm

**8. CLOSURE**

The Presiding Member closed the meeting at 7:51pm.

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**PRESIDING MEMBER**

## DECISION REPORT

<b>REPORT TITLE:</b>	CIVIC PRECINCT: FUTURE USE/CONCEPT DESIGNS - EDMUND AVENUE COTTAGES
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	PETER TSOKAS
<b>JOB TITLE:</b>	CHIEF EXECUTIVE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. EDMUND AVENUE COTTAGES - AERIAL MAP</li><li>2. EDMUND AVENUE COTTAGES - DETAILED SUMMARY OF EXISTING CONDITIONS AND FUTURE DIRECTIONS</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Unley Civic Precinct Working Group (the Working Group) was established in 2018 to assist the Council in developing a long-term vision for the Unley Civic Precinct (the area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue).

The Working Group has met a number of times to consider and discuss opportunities for activating and enhancing the Civic Precinct area and contributed to the development of a budget submission relating to examination of options for alternative use/configuration of the cottages, including a building survey and development of concept design options for the reuse of the six council owned cottages along Edmund Avenue.

This report discusses potential opportunities for activating the existing cottages fronting Edmund Avenue in line with the discussions held by the Civic Precinct Working Group and previous reports to Council in July 2018 (Item 1217, 23 July 2018) and March 2019 (Item 1426, 25 March 2019) as well as Council's 2019/20 Budget discussions and inclusions.

### 2. **RECOMMENDATION**

That:

1. The report be received.
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.

3. A further report be presented to Council following completion of the concept designs for the Edmund Avenue cottages and indicative cost estimates.
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.

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

1. Community Living
- 1.5 Our City is connected and accessible.

### **4. BACKGROUND**

The Unley Civic Precinct Working Group (the Working Group) was established in 2018 to assist the Council in developing a long-term vision for the Unley Civic Precinct (the area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue) and to respond to the following objectives:

- Provide community input into planning for future development of the City of Unley Civic Precinct (the Precinct).
- Develop options for the consideration of Council that provide for the appropriate development of the Precinct, including consideration of:
  - short (0-5 years), medium (5-10 years) and long term (10+ years) opportunities;
  - accessibility to the community;
  - integration with property owned by St Augustine Parish;
  - the future of the Civic Building and opportunities for consolidation or enhancement of Council facilities;
  - current and potential use of the Cottages, including whether they should be retained; and
  - integration of Oxford Terrace.
- Act as a linkage between Council and the general community in providing feedback during the development of concepts or ideas for the Precinct.

The Working Group was made up of six community representatives (who were required to nominate and were appointed by a panel comprising Elected Members), a representative of the St Augustine Parish, as well as City of Unley staff as required.

Following the establishment of guiding principles, the existing conditions of the Precinct were evaluated by the group, including the following observations:

- **84 Edmund Avenue (Adelaide Potters Club)**

There may be the possibility of rationalising the footprint of the existing facility to integrate the northern land area with the public realm (i.e. removal of fence).

- **Cultural Museum and Research Centre**

Given the popularity of the existing museum, and the limited space available, Council could consider consolidating the existing Museum cottage with the adjacent cottage into an expanded museum and cultural centre.

Any work undertaken should retain the streetscape facades as much as possible but would most likely involve the removal of the rear additions and infill with contemporary architectural built form to expand internal capacity and functionality.

- **City of Unley Business Enterprise Centre**

The existing co-working space has been a success and the group discussed the possibility of creating a larger service centre to support local businesses with co-working, mentoring, collaboration and professional services. If possible, any building works should retain the existing streetscape facades but could involve the removal of the rear additions and infill with contemporary architectural built form to expand internal capacity and functionality.

In addition to the existing buildings, the existing public spaces were reviewed, and directions identified in recognition that the quality and consistency of the public realm across the Precinct is critical to creating a more inviting, legible and attractive civic area that could also be activated by community events during the spring/summer months.

Treatments identified included better signage, lighting and tree plantings to the plaza as well as additional infrastructure (e.g. pathways) that would connect Rugby Street and the Council entry off the plaza/car park area. Design works are nearly complete, and ground works are expected to be undertaken in the first quarter of 2020.

## **5. DISCUSSION**

The Working Group has recognised the positive contribution the Museum and the more-recently established Little City co-working space has made to the activation of the Precinct. It was agreed that these uses reflect the shared future vision for the Precinct. This has subsequently led to further discussion regarding the other cottages, their existing uses and the opportunities for those facilities to provide greater benefit to the community.

Options discussed by the Working Group included additional co-working spaces, an art gallery, expansion for the City of Unley Museum, as well as the creation of an innovation hub.

In addition, there was support for opportunities to modify the cottages, to improve their flexibility and suitability to alternate uses, as well as to enhance the interface between cottages and the Village Green by activating the internal green space.

Attachment 1 provides an aerial map of the cottage locations.

*Attachment 1*

Attachment 2 provides a detailed summary of existing conditions and future directions, which may form the brief for the development of concept designs for each cottage.

*Attachment 2*

In summary, the long-term aspiration of the Working Group is to see an enhancement of the Edmund Avenue cottages through the creation of:

- An innovation hub at 72 Edmund Avenue;
- Co-working service centre in 74 and 76 Edmund Avenue; and
- A consolidated arts and cultural precinct in 78, 80-82 and 84 Edmund Avenue.

These uses would not only support local businesses but would also provide a local and regional attractor for more people to come to the Precinct and spend time.

Since establishing a co-working space some two years ago, Little City has provided accommodation to many local 'start up' businesses. It is, however, at capacity and has had to turn away one to two potential tenants almost on a weekly basis. In discussions with the CEO, Little City has advised that it is actively looking at finding a larger premise to keep up with the demand and this is proving to be difficult to find in Unley. As such, Little City will most likely have to relocate outside of the City of Unley in late 2020. The demand for co-working spaces is likely to increase as it has proven to be a successful model for start-up businesses.

Alternatively, Little City has indicated that it is interested in being a long-term tenant in the Precinct if it is able to source accommodation across two cottages (ideally 74 and 76 Edmund Avenue). This would require the redevelopment of the two adjacent cottages via a physical connection across the backs of both cottages and could also involve a mezzanine level that would still be within existing heights.

If Council is supportive of this proposal, then Little City would be prepared to commit to a longer-term (e.g. 10 years) commercial lease arrangement. Consequently, there is some urgency to prioritise concept designs for the cottages at 74 and 76 Edmund Avenue.



St Augustine's Anglican Church is represented within the Working Group, and aspirations regarding 86 Edmund Avenue (The Rectory) are in keeping with the wider aspirations for the Precinct.

This includes the desire for greater public appeal and activation, as well as reducing the physical footprint of the rear lots to expand the Village Green and support greater east/west connectivity.

At this stage, plans have not been developed for the Rectory, however, there is an open dialogue with the Parish about improving the Precinct.

### **Next Steps**

With several leases having expired or about to expire, the Council is in a unique position to be able to influence the 'look and feel' of the Precinct in a relatively short time frame (12-24 months).

The creation of business support activities and an arts/culture precinct will activate the Village Green and Precinct as a whole.

Council has allocated funds in the 2019/20 budget to investigate concept designs incorporating alternative configuration of all the Edmund Avenue cottages. It is suggested that Little City also be involved in the development of concept designs to ensure that their needs are met. Once concept designs have been prepared for all the cottages, a further report will be provided to Council for consideration, ideally prior to the 2020/21 budget being finalised.

Any decision on allocation of budget for works on the cottages will occur as part of the 2020/21 budget process. Once there is clarity as to whether Council intends to proceed with redevelopment of the cottages, there will be the opportunity to provide advice to existing tenants of any longer term lease opportunities. In the interim, it is suggested that current tenants on periodic arrangements continue on that basis.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
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.
3. A further report be presented to Council following completion of the concept designs for the Edmund Avenue cottages and indicative cost estimates.

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.

This option allows for the Administration to proceed with the investigation of options for the enhancement and activation of the Precinct as per Council's previous decisions and discussions with the Civic Precinct Working Group.

#### Option 2 –

1. The report be received.

Under this option, no additional work would be undertaken to explore alternative uses of the cottages. This "do nothing" option may also see Little City leaving Unley for larger accommodation.

### **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **8. POLICY IMPLICATIONS**

#### **8.1 Financial/Budget**

- The Council has allocated \$100,000 in the 2019/20 Annual Budget for the following initiatives:
  - Investigation of options for alternative use/configuration of the Edmund Avenue cottages, including a building survey of the existing cottages and development of concept design options for the reuse of the six council-owned cottages along Edmund Avenue (\$30,000).
  - Short term improvements (\$70,000) including:
    - Survey of the irrigation within the Village Green.
    - Provision of new event power to service the open grassed area.
    - Replacement of existing Rugby Street fence, new planting bed with ending.
    - New wayfinding signage at key decision points around the perimeter of the Precinct.
    - Paving/landscaping around and adjacent to the Civic building and visitor carpark.
- A report will be provided to Council once concept designs have been completed, which will include cost estimates for Council's consideration.

**8.2 Stakeholder Engagement**

- The Civic Precinct Working Group have been consulted on this matter and are supportive of the proposed direction.

**9. REPORT CONSULTATION**

Nil.

**10. REPORT AUTHORISERS**

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







<b>72 Edmund Avenue – St Johns Museum</b>	
<b>Existing Condition</b>	<b>Future Directions</b>
<ul style="list-style-type: none"> <li>• Existing cottage is used as an administration and exhibition space for St Johns.</li> <li>• Museum is open Wednesday and Friday 10.30am – 12.30pm; and Sunday 2 - 4pm only.</li> <li>• Provides limited activation to the Precinct, with no direct access onto the Village Green.</li> <li>• Public Toilets are adjacent to the existing Cottage.</li> <li>• The existing lease has expired but lease has been extended on a month by month basis until the museum relocates to an alternative site in mid-2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen corner presentation of the Cottage onto Rugby Street and Edmund Avenue, providing an arrival point into the Precinct from the south.</li> <li>• Consider appropriate land use types in support of greater community attraction and increased activation of the Precinct. Building uses could complement the expanded small businesses/entrepreneur activities or arts/history/culture clusters proposed along Edmund Avenue.</li> <li>• Internal building works and infill with contemporary architectural built form will probably be required to expand the internal capacity, flexibility and functionality of the building. Internal building works will need to include IT/connectivity requirements appropriate for future use of the building.</li> <li>• Remove rear additions and replace with contemporary architectural built form to better address the Village Green and integrate with the desired public realm.</li> <li>• Existing condition of the toilets are tired and could be refurbished or redeveloped as part of any rear expansions/modifications to provide DDA accessible facilities.</li> </ul>

<b>74 Edmund Avenue – DASH Inc (Community Housing Provider)</b> <b>76 Edmund Avenue – Cancer Care</b>	
Existing Condition	Future Directions
<ul style="list-style-type: none"> <li>• Both cottages are managed facilities for community-based organisations, providing support services for housing young people, and care services in support of people affected by cancer.</li> <li>• DASH is open to the public Monday – Friday 9am-5pm.</li> <li>• Cancer Care is open to the public Monday – Friday 9.30am-4pm.</li> <li>• Both organisations use the cottages to provide valued community services, however, have no direct connection to the Village Green, or the wider Precinct.</li> <li>• The provision of both services is not linked to their location on Edmund Avenue.</li> <li>• It is understood that DASH may be relocating from the end of February 2020.</li> <li>• The Cancer Care services lease expires on 31 January and advice has been provided that the lease will not be renewed on a long-term basis. That is, access to the cottage will be offered on a month by month basis until Council determines the future use of the cottages.</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidate these existing two (2) cottages into a larger co-working space to support local businesses with co-working, mentoring, collaboration and professional services.</li> <li>• Little City (currently in 78 Edmund Avenue) has indicated that these two cottages could suit its needs.</li> <li>• Building works to retain streetscape facades, remove rear additions, and infill with contemporary architectural built form to expand internal capacity and functionality. Internal building works will need to include IT/connectivity requirements appropriate for future use of the building.</li> <li>• Remove rear additions, replace with contemporary architectural built form to better address the Village Green and integrate with the desired public realm. This could involve a mezzanine level within existing roof line/ height.</li> </ul>

The public realm between 76 and 78 Edmund Avenue would be redesigned as a recognisable public entry from Edmund Avenue into the Village Green, for people of all ages and abilities. The Working Group recognises that improved legibility and access from Edmund Avenue is required along the current streetscape.



<b>78 Edmund Avenue – Little City Co-Working Space</b>	
<b>Existing Condition</b>	<b>Future Directions</b>
<ul style="list-style-type: none"> <li>• Existing cottage was refurbished approximately two years ago, and the co-working facility was established.</li> <li>• Currently the facility is at capacity and unable to accommodate further tenants.</li> <li>• It is a managed facility, providing private office, boardroom and flexible spaces for small businesses, remote workers and freelancers.</li> <li>• The establishment of the co-working facility has led to greater activation of the Village Green, with people using the informal green space for respite.</li> <li>• Views onto the Village Green have had a positive effect on the users within the Cottage.</li> <li>• Provides activation throughout the week (Monday – Friday), although it is a 24hour access facility.</li> <li>• Preliminary conversations have been held between Council staff and Little City regarding its future. Increased space and increased visibility and access is a priority of the business and, if it cannot be found, Little City has indicated that it will be forced to leave Unley in September 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidate the existing Museum (80-82 Edmund Avenue) and this adjacent cottage (78 Edmund Avenue) into an expanded museum and cultural centre.</li> <li>• Building works to retain streetscape facades, and infill with contemporary architectural built form to expand internal capacity and functionality should be investigated.</li> <li>• The specific needs of the museum and potential art gallery should be considered in concept design feasibility, including infrastructure, industry classification and market viability.</li> <li>• Remove rear additions and replace with contemporary architectural built form to better address the Village Green and integrate with the desired public realm.</li> <li>• Consider long term opportunities to expand with the adjacent Pottery Gallery and Studio facility (84 Edmund Avenue).</li> </ul>

<b>80-82 Edmund Avenue – Unley Museum</b>	
<b>Existing Condition</b>	<b>Future Directions</b>
<ul style="list-style-type: none"> <li>• Existing Museum, exhibition space, as well as library and research centre.</li> <li>• Former Unley fire station, Local Heritage Place.</li> <li>• Managed facility, with award winning exhibitions of past, present and future themes, although the existing size severely limits the scale and number of exhibitions able to be held.</li> <li>• Provides activation throughout the week (Monday – Thursday), as well as weekend (Sunday).</li> <li>• The Museum has more recently successfully hosted public events within the Village Green, in association with the launch of an exhibition.</li> <li>• Rear entry from the Village Green is not obvious or accessible for all. Preliminary conversations have been held between Council staff and the Museum Curator regarding the future of the Precinct.</li> <li>• Increased space, exhibition infrastructure requirements and increased visibility and access is a priority of the Museum.</li> </ul>	<ul style="list-style-type: none"> <li>• Same comments as per 78 Edmund Avenue.</li> </ul>

<b>84 Edmund Avenue – Adelaide Potters Club</b>	
<b>Existing Condition</b>	<b>Future Directions</b>
<ul style="list-style-type: none"> <li>• Existing gallery and studio facility.</li> <li>• Currently at capacity for classes, running throughout the week (evenings), as well as weekend activation to the Precinct.</li> <li>• Preliminary conversations have been held between Council staff and the Potters Club regarding the future of the Precinct.</li> <li>• Security of the facility, service areas and evening access is a priority for the Club.</li> <li>• Existing rear yard contains multiple kilns within secure sheds.</li> <li>• Existing rear fence line extends into the Village Green and limits expansion of east / west alignment.</li> </ul>	<ul style="list-style-type: none"> <li>• Rationalise the rear footprint of existing building and services sheds, including relocation of kilns and other infrastructure to ensure safety and maximise space, as well as alterations to rear of the building to improve access, security and views into the Village Green.</li> <li>• Remove rear fencing and better integrate into the public realm of the Village Green.</li> <li>• Retain and enhance the existing Eucalypt in rear yard.</li> <li>• Consider long term opportunities to expand facility with contemporary architectural additions, as well as options to combine with enhanced Museum (80-82 Edmund Avenue).</li> </ul>

## DECISION REPORT

**REPORT TITLE:** EXPRESSION OF INTEREST TO HOST A 2021 SANTOS TOUR DOWN UNDER STAGE START

**ITEM NUMBER:** 4.2

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** MARCIA MUDGE

**JOB TITLE:** EVENTS MANAGEMENT SPECIALIST

**ATTACHMENTS:** NIL

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### 1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement for the City of Unley to lodge an Expression of Interest to become an Official Host Council for the 2021 Santos Tour Down Under.

The City of Unley has hosted 20 Tour Down Under Stage Starts since 2000, and each event has attracted thousands of attendees.

Association with a world-class sporting event such as the Tour Down Under enhances the City of Unley's reputation and the theme of the event resonates strongly with the City's strategies of establishing alternative forms of transport and encouraging an active and healthy community.

Each year this event further showcases King William Road as a vibrant retail and cultural precinct; provides the precinct with long-term benefits from significant exposure; and celebrates the enviable lifestyle offered by our City.

It should be noted that this endorsement relates to the Tour Down Under Stage Start only and not to the associated Unley Gourmet Gala event.

It should also be noted that Council is not obligated to proceed with the Stage Start if successful in the Expression of Interest process.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. An Expression of Interest for the City of Unley to be considered as an Official Host Council for the 2021 Tour Down Under Stage Start be lodged with Events SA.
-

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

#### 1. Community Living

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

### **4. BACKGROUND**

Events SA has expressed its appreciation for the professionalism with which both the Tour Down Under Stage Start in Unley and the Unley Gourmet Gala have been delivered since January 2000.

The event held in January 2020 will represent 20 years that the City of Unley has been involved with the Tour Down Under.

The City of Unley's Stage Start in 2019 was well received by traders on King William Road, who welcome this prestigious, international event to the location.

In 2020, the City of Unley hosted the Tour Down Under Stage 3 Start on Thursday 23 January, preceded by the Unley Gourmet Gala event on the evening of Wednesday 22 January.

A call for Expressions of Interest, closing 10 February 2020, has been made by Events SA to councils wishing to host either a Stage Start or Finish in 2021.

### **5. DISCUSSION**

#### **2021 Stage Start Expression of Interest**

Councils wishing to host a Tour Down Under Stage Start or Finish in 2021 are required to submit an expression of interest by 10 February 2020.

It is possible to apply for both a Stage Start and Finish, with the understanding that Council would proceed with only one of these options, if successful.

It should be noted that the decision to award a Stage Start or Finish rests with Events SA, however in this instance Council would indicate our preference to host a Stage Start through the Expression of Interest process.

This preference for a start is mainly for logistical reasons, and we know from feedback received from Events SA, that securing a Stage Finish in Unley is unlikely in any instance.

If successful in the Expression of Interest, Council is not obligated to proceed with hosting the Stage Start and Council has the opportunity to reconsider Unley's participation in the 2021 Tour Down Under through the Annual Budget and Business Plan process.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. An Expression of Interest for the City of Unley to be considered as an Official Host Council for the 2021 Tour Down Under Stage Start be lodged with Events SA.

This option provides Council with the opportunity to express our desire to host a Stage Start for the 2021 event. It is important to note that there is no guarantee of success of any application. Expressing interest in a Start indicates Council's ongoing commitment to support the Santos Tour Down Under. If successful at the Expression of Interest stage, Council is not obligated to proceed. The required budget will be considered as part of the 2020/21 budget process.

### Option 2 –

1. The report be received.
2. The undertaking of an Expression of Interest to become an Official Host Council for a 2021 Tour Down Under Stage Start is not endorsed.

This option would result in savings of approximately \$95,000.

A decision not to host the Tour Down Under Stage Start in 2021 would result in failure to capitalise on the opportunity to promote the City of Unley on an international scale and result in an economic impact loss for the local economy. This option would also cease Council's 20 year commitment to this prestigious major event.

## 7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

## 8. **POLICY IMPLICATIONS**

There are no significant policy implications with this decision.

### **8.1 Financial/Budget**

- There are no financial implications in submitting an Expression of Interest. If successful in our bid, funding for the 2021 Santos Tour Down Under Stage Start will be considered as part of the 2020/21 Operating Projects budget. For the 2020 event, a fee of \$15,000 was payable to Events SA to host the Stage Start. It is anticipated that a similar fee will be applied in 2021.

- In addition to the Events SA fee, an estimated \$80,000 is required to host the Stage Start event, which includes the cost of traffic management, operational requirements, marketing and communications and event management.
- The total cost to stage the Stage Start as a standalone event is \$95,000. If the Stage Start is held in conjunction with the Unley Gourmet Gala event, the total cost reduces to \$73,000, due to various operational and traffic management costs that can be shared across the two events.

## **8.2 Legislative/Risk Management**

- There is no risk with submitting an Expression of Interest. If successful, an event risk management plan will be developed as in previous years.

## **8.3 Staffing/Work Plans**

- Resources to support delivery of this event are included in the costings in this report.

## **8.4 Environmental/Social/Economic**

- Option 1 has the potential to positively contribute to Council's key strategic directions.

## **8.5 Stakeholder Engagement**

- Nil.

## **9. REPORT CONSULTATION**

Consultation on this report has been undertaken with the following staff:

- Executive Manager, Office of the Chief Executive Officer
- Manager Finance and Procurement
- Team Leader Community and Cultural Development

## **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager, City Services
Peter Tsokas	Chief Executive Officer

## DECISION REPORT

<b>REPORT TITLE:</b>	SESQUICENTENARY CELEBRATIONS TO ACKNOWLEDGE FORMATION OF THE CORPORATE TOWN OF UNLEY
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	MARCIA MUDGE
<b>JOB TITLE:</b>	EVENTS MANAGEMENT SPECIALIST
<b>ATTACHMENTS:</b>	1. SESQUICENTENARY DRAFT PROGRAM OF ACTIVITIES

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### 1. **EXECUTIVE SUMMARY**

The calendar year 2021 will mark the 150<sup>th</sup> Anniversary (Sesquicentenary) of the formation of the Corporate Town of Unley, which occurred when 2,000 signatories to a petition from residents of the towns of Unley, Parkside, Black Forest, Goodwood and Fullarton requested the Governor to allow them to form their own municipality and thus sever from the District Council of Mitcham.

At the April 2019 Council meeting, the Sesquicentenary Celebration Elected Member Working Group was established to consider the most appropriate means to celebrate the 150<sup>th</sup> anniversary of the formation of the Corporate Town of Unley.

Following this, at the Council meeting on 23 September 2019, Council resolved to authorise staff to investigate options and to develop cost estimates for a program of activities to celebrate the Sesquicentenary in the calendar year of 2021.

Based on the ideas presented by the Elected Member Working Group, the Administration have developed a proposed program of activities with indicative cost estimates assigned to each.

This proposed program of activities can assist Council to determine funding allocation within the 2020/21 and 2021/22 Annual Business Plan and Budgeting process to enable a range of activities over the 2021 calendar year.

### 2. **RECOMMENDATION**

That:

1. The report be received.



2. The following activities be included as part of the draft 2021 Sesquicentenary Program for consideration in the 2020/21 and 2021/22 budgets:
    - *[insert selected activity/activities as recommended by Council]*
    - *[insert selected activity/activities as recommended by Council]*
- 

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

#### 1. Community Living

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

### **4. BACKGROUND**

The year 2021 will mark the 150<sup>th</sup> Anniversary (Sesquicentenary) of the formation of the Corporate Town of Unley.

At the 29 April 2019 Council meeting (Item 1462), Council resolved as follows:

1. *It be noted that the year 2021 will mark the 150<sup>th</sup> Anniversary, or Sesquicentenary, of the formation of the Corporate Town of Unley, which occurred when 2,000 signatories to a petition from residents of the several towns of Unley, Parkside, Black Forest, Goodwood and Fullarton requested the Governor allow them to form their own municipality and thus sever from the District Council of Mitcham.*
2. *The Sesquicentenary Celebration Working Group, comprising five elected members, with administrative support, be established to develop recommendations for consideration of Council as to the most appropriate way to acknowledge the sesquicentenary of the formation of the Corporate Town of Unley.*
3. *The following five elected members be appointed to the Sesquicentenary Celebration Working Group:*
  - Councillor D Palmer*
  - Councillor N Sheehan*
  - Councillor M Hudson*
  - Councillor S Dewing*
  - Councillor J Dodd*
4. *A report from the Sesquicentenary Celebration Working Group be presented to Council for consideration at the July Council meeting.*

*(Resolution No. 1462/2019)*

The Sesquicentenary Celebration Working Group (the Working Group) has since convened twice. At the Council meeting on 23 September 2019 (Item 4.10), the Working Group presented its ideas and Council resolved to authorise the Administration to investigate options and develop cost estimates for activities to mark 2021 as the Sesquicentenary of the formation of the Corporate Town of Unley.

*(Resolution No. C0103/19)*

## 5. **DISCUSSION**

The Elected Member Working Group identified a range of activities that could be pursued to mark the Sesquicentenary in 2021.

Based on the ideas presented by the Working Group, the Administration have investigated these activities, grouped into four themes, and has provided indicative cost estimates for each in the attached draft Sesquicentenary Program (Attachment 1).

*Attachment 1*

The draft program of activities has been organised into four main themes:

- **Promotional Activities** – to create awareness and raise the profile of the Sesquicentenary, proposed activities include marketing, promotions and communications, a logo competition, social media campaign and a photography display along Goodwood Road.
- **History** – a range of history-based activities of a participatory nature and legacy items to mark the Sesquicentenary including a City of Unley news reel, exhibition at the Museum, Time Capsule and history based projects at the Council Libraries and Museum.
- **Community Events** – a range of community events throughout the year to encourage participation in the celebrations which could include a large scale community picnic, schools mock Council event, historic tree tours, a Mayoral Ball and dinner event and Unley Open House monthly events.
- **150<sup>th</sup> theme incorporated into existing activities** – using existing events, activities and programs, incorporate the 150<sup>th</sup> Sesquicentenary theme to raise awareness and create celebration including Council's school holidays programs, author talks, Zest Fest and Ignite Unley outdoor cinema events.

As the Sesquicentenary is held over a calendar year (2021) budget allocation may be required across two financial years – 2020/21 and 2021/22, dependent on the program Council decides upon.

Should Council wish to deliver the full program of Sesquicentenary activities outlined in Attachment 1, there would need to be a total allocation of approximately \$242,000 (across two financial years) towards the delivery of these activities.

Alternatively, Council may choose to select elements of the proposed program of activities that they wish to consider for funding through the Annual Business Plan and Budget process.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The following activities be included as part of the 2021 Sesquicentenary Program for consideration in the 2020/21 and 2021/22 budgets:
  - *[insert selected activity/activities as recommended by Council]*
  - *[insert selected activity/activities as recommended by Council]*

This option allows for Council to celebrate the Sesquicentenary and for a budget allocation to be made across the two financial years.

### Option 2 –

1. The report be received.
2. The following activities be included as part of the 2021 Sesquicentenary Program for consideration in the 2020/21 and 2021/22 budgets:
  - *[insert selected activity/activities as recommended by Council]*
  - *[insert selected activity/activities as recommended by Council]*
3. The following additional activities be costed for inclusion in the Sesquicentenary Program for consideration in the 2020/21 and 2021/22 budgets
  - *[insert selected activity/activities as recommended by Council]*
  - *[insert selected activity/activities as recommended by Council]*

This option allows Council to select activities from the program provided in Attachment 1, as well as suggest additional activities, to be costed and presented as part of the Annual Business Plan and Budget considerations. Noting TDU will either cease or continue in 2021 as per Item 4.2.

### Option 3 –

1. The report be received.
2. No Sesquicentenary activities are staged.

This option receives the report and does not endorse any further activity in relation to the Sesquicentenary celebrations at this time.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- The Sesquicentenary year 2021, spans two financial years.  
This allows for costs associated with any celebration events to be balanced across two financial years. Should Council wish to proceed with all activities identified in this report, the funding required is:  
2020/21: \$160,000  
2021/22: \$82,000  
Total: \$242,000
- No funds are currently allocated within the Long Term Financial Plan to celebrate the Sesquicentenary year.
- Funding of the program could be accommodated within existing allocation parameters if Council elected to defer any existing events, to be determined through the Annual Business Plan and Budget considerations.

**Legislative/Risk Management**

- A risk assessment will be undertaken for any events staged.

**Staffing/Work Plans**

- Staff resourcing and associated costs will be considered as part of the Annual Budget and Business Plan process, when the scope of the full event program is understood. If Council chose to continue with our full events program, in addition to the Sesquicentenary program, then additional staff resources would be required above the \$242K event costs.

**Environmental/Social/Economic**

- The recommendation will contribute to the community enjoyment and appreciation of the Sesquicentenary milestone.

**Stakeholder Engagement**

- Resident notification letters will be distributed for events as required.

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager, City Services
Peter Tsokas	Chief Executive Officer

# Draft Sesquicentenary Program of Activities: January to December 2021

A menu of options for activities and events to mark 2021 as the 150<sup>th</sup> anniversary of the formation of the Corporate Town of Unley. Marketing, communications and promotional activities are required for any program selected. History, Community Events and 150<sup>th</sup> Theme Incorporated into Existing Activities are optional for consideration.

<p>Marketing, Communications and Promotional Activities (\$17,000)</p>	<p>Sesquicentenary Logo Competition</p>	<p>Soft launch/ social media campaign</p>	<p>Post It Exhibition on Goodwood Road</p>	<p>Marketing, communications and promotional activities</p>	<p>2020/21 Financial Year \$17,000</p>			
<p>History (\$82,000)</p>	<p>City of Unley News Reel</p>	<p>Museum 150th Unley Exhibition</p>	<p>SALA at the Museum themed 150th</p>	<p>Time Capsule</p>	<p>History Collection at Unley Library</p>	<p>History of Unley 1971 onwards - documentation and publication</p>	<p>Discover Historic - Stage 3</p>	<p>2020/21 Financial Year \$82,000</p>
<p>Community Events (\$138,000)</p>	<p>Large scale Community Picnic celebration event</p>	<p>Schools 'Mock Council' event</p>	<p>Historic tree tour showcasing significant trees from the era</p>	<p>Mayoral Ball</p>	<p>Mayoral Dinner</p>	<p>Unley Open House</p>	<p>2020/21 - \$56,000 2021/22 - \$82,000</p>	
<p>150th Theme incorporated into existing activities (\$5,000)</p>	<p>All Connections to Unley Art Prize</p>	<p>School Holidays program themed activities</p>	<p>Author Talks themed to the Sesquicentenary</p>	<p>Royal Show Display of historic photos and stories</p>	<p>Zest Fest &amp; Ignite Unley themed to Sesquicentenary</p>	<p>2020/21 Financial Year \$5,000</p>		

# Promotional Activities



## Cost Estimate Promotional Activities

- \$17,000

# History

Activity	Timeline	Details	Cost
<b>City of Unley News Reel</b>	Start development mid 2020, ready for screening in 2021	Develop a 'news reel' that documents the past 150 years in the City of Unley, drawing from existing material held by the Unley Museum. Screen the news reel at an event at the Goodwood Capri Theatre.	\$5,000
<b>Museum Exhibition</b>	Running from May 2021 to September 2021 and combine with an historic sites tour		\$10,000
<b>SALA at the Museum</b>	SALA display at the Unley Museum to be themed to celebrate history		No additional funds required
<b>Time Capsule</b>	Bury capsule in December 2021 Items/photos collected at all events and activities throughout the year for placing into the capsule to mark the completion of the year		\$2,000
<b>History Collection at Unley Library</b>	Promote the existing local history reference library collection at Unley Museum, determine whether publications also exist within the Unley Library collection for loan.		No additional funds required
<b>History of Unley 1971 onwards</b>	A subsequent publication in addition to the existing History of Unley 1871-1971, published for the centenary.		\$40,000
<b>Discover Historic - Stage 3</b>	In addition to the existing stages of Discover Historic Unley and Goodwood, develop and implement Discover Historic Stage 3 Trail.		\$25,000

**Cost Estimate History**

• \$82,000

# Community Events

Community Picnic	Schools 'mock Council' event	Historic Tree Tour	Mayoral Ball	Mayoral Dinner	Unley Open House
<p>Begin the 2021 year of celebrations with a community picnic event, with bouncy castle, horse rides, haybales, in a country fair style, that allows the community to come together and celebrate life in the City of Unley.</p>	<p>School students to participate to learn what happened in the past, what happens now, aimed at Year 5 Civics studies</p>	<p>Mayor to host a tour that celebrates historic trees throughout the City, focussing on significant trees from this era</p>	<p>Revive the former tradition and host an Unley Mayoral Ball, seated dinner Gala Ball, ticketed event including entertainment.</p>	<p>A dinner for 100 invited guests at the Unley Town Hall to acknowledge community members, past and present, who have made a difference in the community.</p>	<p>Free event each month in Council and community buildings such as a Memorial Swimming Day at the Unley Swim Centre (vintage swim costumes, synchronised swimming displays, Museum event, open day at local Churches and Comunity Centres. Encourage Community Groups to 'open their doors' with activities that showcase their organisations as a reflection of the 'coming together' that occurred with the founding towns.</p>
\$40,000*	\$2,000	\$2,000	\$50,000*	\$20,000*	\$24,000

## Cost Estimate Community Events

• \$138,000

\*Includes event management fees



# 150<sup>th</sup> Theme Incorporated into Existing Activities

Activity	Description	Cost
All Connections to Unley Art Prize	Entries to celebrate and focus on the history of Sesquicentenary	Staff time only, no additional funds required
School Holiday Program	School holiday activities held in libraries and community centres are themed to the Sesquicentenary	Staff time only, no additional funds required
Author Talks	Themed to the Sesquicentenary (authors, history)	\$1,000
Royal Show Display	Work with Rosefield Shed and create a display of photos and stories	\$2,000
Zest Fest	Zest Fest activities themed to the Sesquicentenary and history based events	\$2,000

**Cost Estimate** 150th theme into existing activities  
• \$5,000



## DECISION REPORT

<b>REPORT TITLE:</b>	PAGE PARK TURF CONDITION ASSESSMENT
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	AARON WOOD
<b>JOB TITLE:</b>	MANAGER ASSETS AND OPERATIONS
<b>ATTACHMENTS:</b>	1. PAGE PARK TURF AND IRRIGATION ASSESSMENT

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### 1. **EXECUTIVE SUMMARY**

At its meeting of 26 August 2019, Council resolved to investigate the cause of turf disintegration at Page Park and identify possible solutions to rectify the disintegration.

Council staff engaged a consulting turf specialist to undertake an assessment of the turf and irrigation system and provide recommendations as to what actions could be taken.

The attached Turf and Irrigation Assessment Report discusses two main areas in which potential improvements can be made, in particular, improvements to the irrigation system, and upgrades to the general turf maintenance program.

The irrigation system has been identified and reported as being over 20 years old, underperforming and a major contributor to the turf issues. As the irrigation system is nearing the end of its useful life, there is an opportunity to replace the irrigation system completely in the next one to two years through Council's capital renewal program. The proposed short-term works as stated in the report would soon be redundant and therefore unnecessary.

Staff consider the current level of service of the Turf Maintenance Program to be quite high and consistent with the maintenance levels provided at other similar reserves across the Council area. The localised wear is attributable to the increased usage during dormant growth periods of the Kikuyu grass. At other times of the year the turf is in relatively good condition, as the grass is able to recover from the increased use, meeting the needs of the community.

As the usage of the reserve cannot be controlled, if usage remains high then any additional costs spent for increased maintenance may be ineffective, with certain areas continuing to struggle to recover during dormant periods and cooler months.

## **2. RECOMMENDATION**

That:

1. The report be received.
  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.
  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.
- 

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

1. Community Living
  - 1.3 Our City meets the needs of all generations.
    - 3.1 Page Park is a popular reserve utilised by all members of the community. It is important that the level of service provided is in line with community expectation.

## **4. BACKGROUND**

Page Park has been a recent topic for discussion from some members of the local community with regard to the condition of the turf. In response to the concerns raised by residents Council resolved at its August 2019 meeting to request an investigation as to the cause of turf disintegration and possible solutions to rectify the disintegration.

*That:*

1. *A report be prepared for the November 2019 Council meeting regarding the condition of the turf at Page Park, including:*
  - *An assessment of causes of disintegration; and*
  - *Possible solutions to rectifying disintegration.*

*Resolution No. C0082/19*

Council staff engaged a consulting turf specialist to undertake an assessment of the turf and irrigation system and provide recommendations as to what actions could be taken.

The opinions of Council's experienced horticultural staff in combination with the attached Turf and Irrigation Assessment Report have formulated the recommendations of this report.

## 5. **DISCUSSION**

There are a number of factors that have contributed to the decline of the turf condition in some areas of Park Page reserve. These factors are primarily:

- Underperforming irrigation system;
- Compacted soils due to high usage;
- Damage caused by increased dog usage (holes, wear and tear);
- Poor wear tolerance of Kikuyu and limited time for grass to recover during dormant periods of growth; and
- Relatively small reserve area considering the increased usage (mainly dog usage).

The attached Turf and Irrigation Assessment Report discusses two main areas in which potential improvements can be made, in particular, improvements to the irrigation system, and upgrades to the general turf maintenance program.

The irrigation system has been identified as being over 20 years old and is currently underperforming. As part of the 2019/20 Budget, Council staff allocated funding to undertake an irrigation system audit across all Council reserves as it had previously been determined that irrigation systems across the City are approaching the end of their useful life, with many showing signs of performance issues, as evident in Page Park.

The report recommends short and long-term actions, with regard to the irrigation system, however, given that there is an opportunity to replace the irrigation system completely in the next one to two years through capital renewal, the proposed short-term works identified in the report would soon be redundant.

As the irrigation system is underperforming and is one of the main contributors to the disintegration of the turf condition, any proposed increase in the Turf Maintenance Program should not occur until the irrigation upgrade has been completed.

It is considered that irrigation upgrades will address the majority of the issues identified in the investigation, however particular issues highlighted in the lower turf quality assessment, such as trip hazards, undulations or uneven surface may remain due to the increasing popularity and intensity of use by dogs off-leash at certain times each day within the park.

Staff consider the current level of service of the Turf Maintenance Program to be quite high and consistent with the maintenance levels provided at other similar reserves across the Council area.

The localised wear and surface issues are attributable to the increased use during dormant growth periods of the Kikuyu grass. At other times of the year the turf is in relatively good condition, as the grass has the ability to recover from the demands of increased use, meeting the needs of the community.

It is important to note that whilst increasing the expenditure of the Turf Maintenance Program by \$8,700 per annum, as recommended in the report, will give the grassed surface every opportunity to improve in condition and help with the recovery in response to community demands, should usage remain high then any additional costs spent for increased maintenance may be ineffective. Certain areas of the turf may continue to struggle to recover during dormant periods and cooler months.

The level of service and Turf Maintenance Program is proposed to be reviewed upon the installation of the new irrigation system. Amendments to the Program and budget expenditure will be considered at that time.

If the quality of turf remains an issue following irrigation improvements and increased maintenance in Page Park, it may then be necessary to monitor and limit the times and days in which dogs are permitted to be off-leash within the park.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
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.
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.

As the irrigation system is due for renewal, the timing for replacement next financial year is advantageous to achieve the desired improvements within a short time frame. The upgrade of the irrigation system alone will result in significant improvements to the condition of the turf.

This recommendation does not propose to increase the operating expenditure and undertake an increase of works within the Turf Maintenance Program. Administration considers the existing level of maintenance to be high and consistent with that of other Council reserves. Staff are of the opinion that the irrigation system upgrade in line with existing turf maintenance procedures will provide the desired outcomes within existing budget allocations.

Should condition issues remain following the irrigation system upgrade, an increase to Turf Maintenance will be applied subject to available budget.

Option 2 –

1. The report be received.
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.
3. The Page Park Turf Maintenance Program be increased as proposed in the *Turf and Irrigation Assessment CF Page Memorial Park Report*, November 2019, at an additional maintenance cost of \$8,700 per annum.

As the irrigation system is due for renewal, the timing to replace next financial year is advantageous to achieve the desired improvements in a short time frame. The upgrade of the irrigation system alone will result in significant improvements to the condition of the turf.

This option will give the condition of the turf every opportunity to improve, however may not be cost effective. The additional maintenance expenditure does not guarantee that the desired outcomes will be achieved if reserve usage remains high.

Option 3 –

1. The report be received.
2. The Page Park irrigation system be upgraded following the short-term recommendations in the *Turf and Irrigation Assessment CF Page Memorial Park Report*, November 2019 followed by a full replacement in a few years' time as part of Council's irrigation asset renewal program.
3. The Page Park Turf Maintenance Program be increased as proposed in the *Turf and Irrigation Assessment CF Page Memorial Park Report*, November 2019, at an additional maintenance cost of \$8,700 per annum.

The short-term irrigation solution will provide immediate improvements in some areas at a reasonably low cost, however, will not resolve all of the irrigation issues until the irrigation system is replaced fully.

This option will give the condition of the turf a greater opportunity to improve, however, may not be cost effective considering that the irrigation system would still not be performing at the recommended level. The additional maintenance expenditure does not guarantee that the desired outcomes will be achieved should reserve usage remain high.

This option will also cost the most in the long term, as some of the work completed will be redundant.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- The new irrigation system will have a capital renewal cost in the order of \$40,000. This will be confirmed following the completion of the design, with the accurate cost estimate and budget allocation then put forward for the 2020/21 financial year.
- The budget allocation will form part of the Reserves/Recreation and Open Space Capital Renewal Program.
- Any minor cost increases in response to changes in the Turf Management Program will be managed within existing operating budgets.

**8.2 Legislative/Risk Management**

- There are no legislative requirements associated with this recommendation or identifiable risks to the community.

**8.3 Staffing/Work Plans**

- Any works generated by the initial planning, design and implementation of the new irrigation system can be managed within existing workloads.
- Minor increases in workloads through the increase in the Turf Maintenance Program will be managed within current staffing levels.

**8.4 Environmental/Social/Economic**

- The recommendations in this report will improve water efficiencies and soil condition as works are completed.
- There will be an increase in perceived amenity as well as improved usability of the reserve open space.

**8.5 Stakeholder Engagement**

- There has been no community consultation with regard to the recommendations contained in this report

**9. REPORT CONSULTATION**

This report has been written in consultation with the Open Space Field staff in City Development.

**10. REPORT AUTHORISERS**

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





**TURF and IRRIGATION ASSESSMENT REPORT**

**CF Page Memorial park**

**City of Unley**

***Prepared by***



**NOVEMBER 2019**

## **Turf and Irrigation Assessment Report – CF Page Memorial Park**

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## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 1.0 BACKGROUND

CF Page Memorial Park, located at East Ave, Clarence Park, is a premier passive park managed and maintained by the City of Unley. The park covers an area of 8,500 m<sup>2</sup> with an irrigated area of approximately 4,000 m<sup>2</sup>. The park has been developed with tennis courts and club rooms, public toilets, seating, fitness equipment and basketball ring. It has high usage rates both for passive recreation and as a dog walking area. In recent times the turf surface has deteriorated to the point where it does not reflect the high amenity expected by the community.

Mr Steve Shepherdson, Team Leader Open Space, Sports & Recreation Maintenance requested a proposal from IPOS Consulting, to undertake a comprehensive, independent assessment of the turf and irrigation at CF Page Memorial Park with recommendations in relation to the ongoing maintenance for a high quality turf surface.

The area to be assessed is the main open section of the reserve which has an irrigated turf area of approximately 4,000 m<sup>2</sup>. The turf is irrigated with SA Water potable mains water.

The objectives of the assessment are;

- to determine the performance of the current irrigation system, develop maintenance strategies as required and develop a base irrigation schedule to ensure water is used efficiently.
- to undertake a turf and soil assessment of the park to determine the cause of the deterioration and the suitability of the current soil structure and turf health in providing a suitable quality surface for passive recreation at the high use park.
- Provide a report, with costed recommendations in relation to irrigation maintenance and options for turf replacement and/or turf renovation. Review councils current turf maintenance programs and strategies and provide recommendations to meet the objectives desired by the City of Unley for CF Page Memorial Park.



October 2019



June 2019

### 2.0 IRRIGATION AUDIT

Given the Adelaide Climate the irrigation season generally extends from September to April this is subject to seasonal variation. It is important to have an irrigation system with high performance in relation to water application rate and distribution uniformity. The warm season kikuyu grass is dependent upon even watering in summer to produce a high quality surface. The irrigation system at CF Page Memorial Park was audited to determine the current level of performance and identify any works that need to take place in the short and long term to ensure effective irrigation management.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 2.1 Water Supply

The park irrigation is supplied by mains water. The water is accessed from a 32 mm water meter (K80932145) supplied by SA Water located in the SW corner of the park outside the boundary fence. A backflow prevention device was not evident. As per AS/NZS 3500.1:2018 a backflow prevention device should be fitted.

### 2.2 Irrigation System Control Unit

The irrigation system is controlled by an older model Hunter ICC controller. Whilst this controller operates adequately, newer more versatile controllers are available which provide greater programming flexibility. The irrigation control unit should be upgraded if an upgrade of the irrigation system is undertaken.

### 2.3 Irrigation Design Plan

The irrigation system at CF Page Memorial Park was installed approximately 20 years ago in the late 1990's. There are no irrigation layout plans of the system. All sprinklers were recorded. Solenoid valve boxes were not located as there is no record of their location.

The irrigation system consists of a total of 3 pop up stations. There are a total of 33 sprinkler heads.

### 2.4 Sprinkler Test

All stations were operated for a period of 5 minutes to enable a check of each sprinkler. A total of 33 sprinklers operate on 3 stations across the park.

Sprinkler type across the park was consistent, using Hunter I 20 gear drive.

Nozzles were consistently dark blue #6 nozzles, however there was one red nozzle on station #4. All sprinklers and nozzles should be matched with the dark blue #6 nozzle.

Sprinklers were a combination of full circle (360) and adjustable (180/270) arc servicing the perimeter of the park. The majority of adjustable arc sprinklers are on station #4, with the exception of 1 adjustable arc sprinkler on stations #2 & #3. Pop-up sprinklers on the park are triangular pattern with spacings between the sprinklers varying from 8m – 12m.

Manufacturer's specifications provide sprinkler performance data at varying pressures.

**Manufacturers Sprinkler Specification**

Sprinkler Model	Nozzle Size #	Pressure (kpa)	Radius (m)	Flow (ltr/min)	Pr (mm/hr)
Hunter I 20	Dark Blue #6	200	11.9	18.2	9.0

The sprinkler operation is acceptable with only one minor fault with a sprinkler identified that requires attention as detailed in the table below.

**Sprinkler Faults / Remedial Action**

Station No	Sprinkler Fault	No.	Action
4	Incorrect Nozzle	1	Replace Nozzle
	Total	1	

### 2.5 Operating Pressure

Operating Pressure was measured using a Pitot tube pressure gauge at each sprinkler head during operation. The operating pressure ranged from 120 – 240 kPa with an average of 185 kPa. Operating pressure <200 kPa is low for the sprinkler type and nozzle. Low pressure results in poor efficiency, large droplet size and reduced radius of throw. It would be beneficial to make adjustment to the system configuration by splitting the current 3 stations in half and installing 3 x new solenoid valves.

### 2.6 Operating Flow

There is a water meter installed measuring operating flow (see below Actual). Based on the type of sprinkler, nozzle type and the number of sprinklers per station the operating flow can be calculated from the sprinkler manufacturer specifications as follows;

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### Irrigation Station Flow Operating Flow (Manufacturers specification)

Sprinkler Type	Max No of Sprinklers per station	pressure (kpa)	Flow (Ltr / min)	Total Flow (ltr / min)
Hunter I 20 Blue # 6	14	200	18.2	254.8

### Irrigation Station Flow Operating Flow (Actual)

Sprinkler Type	Max No of Sprinklers per station	pressure (kpa)	Flow (Ltr / min)	Total Flow (ltr / min)
Hunter I 20 Blue # 6	14	200	15.8	221.6

Operating flow demand is currently not within the capacity of the mains water supply.

### 2.7 Solenoid Valves / Pipework

Whilst solenoid valves could not be located, they operated effectively.

As there is no irrigation system design plans the size of pipe work could not be determined. The variation in pressure, however, indicates that there is strong possibility of pipe sizing being inadequate for the current configuration and available supply where pressure and flow is lower than required.

### 2.8 System Application Rate

A catch can test was conducted in the field to determine the field application rate. The application rate is the rate at which water is applied to the turf by the system in millimetres depth of water per hour. Catch cans, similar to rain gauges are set out in a grid in a representative area of the turf to determine the volume or depth of water applied by the system in a 20 minute time period. The water captured in the catch cans is totalled and divided by the number of cans to determine the precipitation rate of the area being tested. The field test was conducted on an area between station 2 and 3. Application rate test calculations are as follows;

#### Application Rate (Pr) Calculations

No	Precipitation Rate ( mm / hr )	Result	Data Source
1	Total water collected ( mm depth )	66.1	Catch can field test
2	No catch cans	36.0	Catch can field test
3	Average water collected ( mm depth )	1.8	1 divided by 2
4	Test duration ( minutes )	20	Catch can field test
5	Precipitation rate per minute	0.1	3 divided by 4
6	<b>Precipitation Rate ( mm per hr )</b>	<b>5.50</b>	<b>.09 multiplied by 60</b>

The application rate was calculated at 5.5 mm per hr, which is not consistent with the sprinkler performance specification for the Hunter I 20 sprinkler which is 9.0 mm/hr. An application rate of 5.5 mm/hr is unacceptable.

**2.9 Distribution Uniformity** Distribution Uniformity (DU) or the evenness of application of water is tested using the catch can test. The DU test compares the average of the lowest quarter (25%) of catch can readings to the average of all readings. Industry standard for system uniformity is 75 % in the field. Results significantly lower than this require remedial work to improve the uniformity either through maintenance of the system, modification of the system, upgrade of the water supply or system replacement. The DU calculations for the mains water supply are as follows;

#### Distribution Uniformity (DU)

Average Lower Quarter Pr (mm)	0.6
Average Total Pr (mm)	1.8
<b>Distribution Uniformity</b>	<b>35%</b>

The DU result for the CF Page Memorial Park was 35%. The DU is significantly below the industry standard of 75%, this is due to excessive number of the sprinklers per solenoid valve. A DU of 35% is unacceptable and can only be improved by reducing the number of sprinklers per station.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### Irrigation Catch Can Test

Station #2




Station #3



#### 2.10 Irrigation System Performance – Summary

The table below provides a summary of the irrigation system performance.

#### Irrigation System Performance Summary

IPOS - Irrigation Audit		Legend		
System Condition and Function Summary		Acceptable		
Site - CF Page Memorial Park		Marginal		
		Not Acceptable		
Item	Audit Information	Desirable	Comment	
Site	CF Page Memorial Park			
Date	15/11/2019			
Turf Quality Visual Standard (TQVS)	TQVS 3 - Passive Reserve	Minor Reserve		
Visual Condition	Good	Good	Acceptable	
<b>Condition Assessment</b>				
System Type	Popup Sprinklers		Acceptable	
System Install Year / Age	> 20 years	< 25 years	Acceptable	
Design Plan	Not available	Yes (as constructed)	Marginal	
Sprinklers #	33	as per design plan	Acceptable	
Sprinkler Type 1 - Hunter I20	33	as per design plan	Acceptable	
Sprinkler Type 2 -	NA	as per design plan		
Sprinkler Type 3 -	NA	as per design plan		
Solenoid Valves	All operating	All operating	Acceptable	
Defects # / %	3%	< 10%	Acceptable	
Nozzle Type	Blue # 6	as per design plan	Not acceptable based on current configuration	
Odd Nozzles #	1	<10%	Acceptable	
Operating Pressure kPa	120 - 240	250	Not Acceptable	
Layout	Triangular	as per design plan	Acceptable	
Spacing (m)	11.00	as per design plan	Acceptable	
<b>Application Assessment</b>				
Application Rate (mm/hr)	5.5	9.0	Not Acceptable	
Distribution Uniformity (DU)	35%	>75%	Not Acceptable	
Peak Flow Demand (L/min) (xx sprinklers)	254.8 @ 14 sprinklers	18.2 Lpm per sprinkler		
Actual Flow rate (L/min) (xx sprinklers)	221.6 @ 14 sprinklers	15.8 Lpm per sprinkler	Not Acceptable	

## Turf and Irrigation Assessment Report – CF Page Memorial Park

Comments and recommendations in relation to the irrigation system are as follows;

- The irrigation system is 20 + years old and does not perform to an acceptable standard.
- There are no irrigation design plans available.
- The water supply is mains water accessed via a 32 mm water meter supplied by SA Water located in the SW corner of the park outside the fence. A backflow prevention device was not evident. As per AS/NZS 3500.1:2018 a backflow prevention device must be fitted.
- 1 sprinkler fault requires maintenance.
- Operating flows and pressures are unacceptable.
- Variation in operating pressure (120 – 240 kPa) is undesirable. Operating pressure of 200 – 250 kPa desirable.
- Variation in pressure indicates that there are too many sprinklers per station.
- Solenoid valves operate effectively.
- System application rate at 5.5 mm/hr is unacceptable.
- The distribution uniformity of the system at 35% is well below the industry standard of 75% and is not acceptable.

The irrigation system servicing CF Page Memorial Park is old and has issues that impact on the performance and the uniformity of the system. The system performance can be improved by splitting the existing 3 stations in half and adding 3 additional solenoid valves. These modifications will address the main issues which are the variation in sprinkler operating pressure and flow. The result of these issues is poor irrigation uniformity which has a negative impact on turf quality and management.

The long term solution is for a new irrigation system to be installed. Given that the expectation is for CF Page Memorial Park to be presented as a premier Passive Park, this is recommended.

### 2.11 Irrigation System Recommendations

The following recommendations will improve the water supply and system performance to ensure the irrigation system is operating to specification.

#### Irrigation system / water supply recommendations

No	Recommendation	Cost
<b>Short Term</b>		
1	Undertake minor repair works to the irrigation system as listed to ensure all sprinklers nozzled correctly. - Replace Hunter I 20 red nozzle on station 4 with a blue # 6 nozzle.	\$ 0
2	Install DVC backflow prevention valve in accordance with AS/NZS 3500.1:2018	\$ 2,500
3	Split current stations in half to create 3 additional stations	\$ 6,000
<b>Long Term</b>		
4	Design and installation of a new irrigation system with a Distribution Uniformity (DU) of not less than 85%	\$ 40,000



## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 3.0 TURF AND SOIL ASSESSMENT

The foundation of good turf performance is the soil in which turf grows. The principle soil characteristics that impact on turf health are;

- Soil Texture
- Soil Structure
- Soil Infiltration Rate
- Soil Compaction
- Soil Nutrient Status

The 'IPOS – Turf and Soil Assessment Model' uses sound field assessment and measurements combined with laboratory analysis to determine and monitor turf health and soil condition. Ongoing monitoring provides information from which sound turf maintenance and renovation practices can be developed aimed at improving soil conditions and turf health and density. The following tests were undertaken;

#### Field Assessments

Description	Assessment Method
Turf Quality	IPOS Assessment
Soil Texture and Structure	Hand Bolus Method – Ribbon Test
Root Zone Depth	Split Tube Soil Sampler
Soil Profile	Split Tube Soil Sampler To 300mm
Soil Moisture	Theta-probe
Soil Compaction	Hydraulic Penetrometer
Soil Infiltration Rate	Ring Infiltrometer
Surface Hardness	Clegg Impact Hammer
Soil Chemical and Nutrient Analysis	Laboratories

### 3.1 Turf Quality / Classification

At the time of assessment on CF Page Memorial Park the turf quality was variable, lush in areas, thin to bare and moisture stressed in other areas. There was no significant weeds present however, *Poa annua* was evident which is not significant issue. Following a mild winter that received lower than average rain, the park suffered from regular winter activity including passive recreation, dog walkers and dog obedience classes.

The predominant turf species is Kikuyu (*Pennisetum clandestinum*). Kikuyu is a warm season turf grass species that is dormant during the cooler winter months. This results in poor wear tolerance and recovery during winter. The kikuyu does, however, recover well in spring and is in optimum condition in the warmer summer months.

As a result the condition of turf at the time of inspection was variable, from areas yet to re-establish, such as in the northern end and centre of the park, to healthy vigorous turf at the south end of the ground which appears to receive less use than the northern and central areas (see attached aerial photos above). Given it is early in the growth season for kikuyu grass, the turf is expected to improve cover and density over the next month and by the end of December should be in peak condition.

Given that the expectation is for CF Page Memorial Park to be a high quality recreational turf facility, using the Turf Quality Visual Standard Classification system the park is classified as TQVS Cat. No 3 – Local Sports Turf/ High Profile Community Park.

The turf quality was rated at 74% which is marginal for a local sports ground / high profile park. Turf coverage and density is thin to bare through the centre of the park particularly at the northern end where dog training and events are held throughout the year, generally acceptable elsewhere across the park.

Turf health and vigour was acceptable but moisture stress is evident along the outskirts of the ground due tree root encroachment. Monitor thatch levels (25mm) and undesirable turf heights across the park (45mm>).

Surface quality rating is 73%. The surface is currently stable under foot where coverage is thin but as the coverage diminishes the surface may become unstable and loose in areas of high wear. Undulations and/or sinkages are apparent across the ground but are not significant.

Deep potholes are evident through the centre of the park due to damage caused by dogs digging which has also contributed to an uneven surface found in areas of high use.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### Turf Quality Assessment

Quality Rating			Rating	Climatic Data		
Meets the standard - continue maintenance practices			High	Weather : Fine		
Does not meet standard - marginal action to be programmed			Medium			
Does not meet the standard - works required urgently			Low			
No	Maintenance Criteria	SPEC. Ref.	Rating Cat.			Comments
			H	M	L	
1.0	<b>Turf Quality :</b>			1		<b>Overall Turf Quality 74%</b>
1.1	Turf Colour and Appearance	> 85% even colour		1		Even appropriate turf colour and appearance indicates healthy turf. Moisture stressed areas are evident, particularly where tree root encroachment has occurred on the outskirts of the park
1.2	Turf Coverage & Density	> 85%		1		Even turf cover and density indicates healthy turf. Small bare areas are present through the centre of the park
1.3	Turf Thatch	20 - 40mm		1		Turf long requires mowing at appropriate height.
1.4	Turf Height	20 - 40mm		1		Monitor increasing thatch levels.
1.5	Weeds / Disease Present	< 20 %		1		Monitor increasing presence of Poa Annua.
2.0	<b>Surface Quality:</b>			1		<b>Overall surface condition 73%</b>
2.1	Trip Hazards / Pot Holes / Loose Surface	1 >25mm Trip Hazard			1	Significant trip hazards require action prior to play. 2 deep potholes are located in the centre of the park due to soil erosion. Tree roots exposed, located at the northern end of the park.
2.2	Uneven / Loose Surface	Visual	1			No significant uneven or loose area Monitor small bare areas.
2.3	Undulations / Sinkages	< 20%		1		Monitor undulations and sinkages across the park
2.4	Surface Water / Saturated Surface		1			No significant saturated surface.
2.5	Surface Hardness	4.0-13.0 CIV	1			Surface hardness is within the desirable range as measured using a Clegg Impact Hammer. ( 4.0 – 13.0 CIV)



Photos show thin to bare areas within the northern section of the park and exposed tree roots. Turf was also thin to bare at access gates, in front of the western park bench and erosion causing pot holes was evident in the cement treated base (CTB) path at the southern end of the park.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 3.2 Soil Profile / Root Zone

Digs were carried out to a depth of 300mm in the southern end of the park and due to excessive compaction 140mm in the centre and northern end of the park to determine the soil profile and root depth. Dig locations were recorded with root zone depth as recorded below.

The soil texture is a heavy loam to a depth of 300mm. The soil structure was found to be acceptable with good friability and aggregation particularly at the southern end of the park where the soil was not compacted. Large rocks and debris were found in the inspections carried out in the centre and at the northern end of the park.

Root zone depth varied from 120mm – 190mm which is acceptable for kikuyu grass coming out of dormancy.

#### Soil Profile and Root Depth



### 3.3 Soil Moisture Status

Volumetric soil moisture status was measured in 15 locations across the ground using a theta-probe. The soil moisture status provides information on the uniformity of the moisture of the soil across the ground and also the soil moisture at the time of testing. It is desirable that the soil be maintained between 60 - 100% of field capacity, which is the amount of moisture the soil can hold following drainage.

The tables below provide indicative volumetric soil moisture values of standard soil types at 60 % and 100% of field capacity and a summary of field test results.

#### Indicative Soil Moisture at Field Capacity (FC)

Soil Type	% Soil Moisture @ 60% FC	% Soil Moisture @ 100% FC
Sand	8 %	14%
Sandy Loam	15 %	25%
Loam	18 %	30 %
Clay Loam	22 %	36 %
Clay	24 %	40 %



## Turf and Irrigation Assessment Report – CF Page Memorial Park

### Soil Moisture Readings

Test No	Waypoint	Locale	Location	Soil Moisture (%)
1	1	Centre Corridor	Goal Square North	20.1
2	2	Centre Corridor	Half Forward North	28.4
3	3	Centre Corridor	Centre line Centre	37.1
4	4	Centre Corridor	Half Back South	29.0
5	5	Centre Corridor	Goal square South	22.8
6	6	Wing Corridor West	Back Line West	26.8
7	7	Wing Corridor West	Half Back West	26.7
8	8	Wing Corridor West	Centre Line West	34.2
9	9	Wing Corridor West	Half Forward West	27.7
10	10	Wing Corridor West	Forward Line West	21.9
11	11	Wing Corridor East	Forward line East	27.0
12	12	Wing Corridor East	Half Forward East	29.9
13	13	Wing Corridor East	Centre Line East	21.8
14	14	Wing Corridor East	Half Back East	15.2
15	15	Wing Corridor East	Beck Line East	29.3

### Field Test Soil Moisture Summary

Location	% Soil Moisture	Comment
Total Outfield Average	26.53%	Desirable Moisture Content
Centre Corridor Average	27.5%	Desirable Moisture Content
Wing Corridor West Average	27.5%	Desirable Moisture Content
Side Corridor East Average	24.6%	Desirable Moisture Content

Soil moisture status ranged between 15.2% and 37.1% with an average of 26.53%. The average indicates desirable soil moisture levels for a heavy loam soil. The desirable soil moisture status is between 15 – 25%.

### 3.4 Soil Structure / Compaction

The structure of the heavy loam soil is acceptable with a friable open condition. Soil strength was measured using a hydraulic penetrometer. The penetrometer consists of a cone which is pushed into the soil. The cone is attached to a pressure meter which records the soil strength in pounds per square inch (psi). The standard for soil strength is;

#### Penetrometer General Standards

Value (psi)	Comment
1 - 300 psi	- Good Soil Strength
301 - 450 psi	- Acceptable Soil Strength
451 - 550 psi	- Moderate Soil Strength
551 - 650 psi	- Moderate Soil Strength
651 - 700 psi	- High Soil Strength
701 - 800 psi	- High Soil Strength
> 800 psi	- Hard Pan
1 - 450 psi	- Desirable Range



Penetrometer readings were taken at 15 locations across the ground. The results are summarised in the table below.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### Penetrometer Readings

Test No	Waypoint	Locale	Location	Soil Moisture (%)	75mm Depth (psi)	150mm Depth (psi)	225mm Depth (psi)	300mm Depth (psi)	>300mm Depth (psi)	Max Depth (mm)
1	1	Centre Corridor	Goal Square North	20.1	300	800	900	900	900	170
2	2	Centre Corridor	Half Forward North	28.4	550	900	900	900	900	100
3	3	Centre Corridor	Centre line Centre	37.1	400	700	900	900	900	175
4	4	Centre Corridor	Half Back South	29.0	450	900	900	900	900	150
5	5	Centre Corridor	Goal square South	22.8	450	900	900	900	900	150
6	6	Wing Corridor West	Back Line West	26.8	350	800	900	900	900	160
7	7	Wing Corridor West	Half Back West	26.7	350	750	900	900	900	160
8	8	Wing Corridor West	Centre Line West	34.2	350	800	900	900	900	160
9	9	Wing Corridor West	Half Forward West	27.7	350	800	900	900	900	160
10	10	Wing Corridor West	Forward Line West	21.9	500	900	900	900	900	85
11	11	Wing Corridor East	Forward line East	27.0	450	750	900	900	900	160
12	12	Wing Corridor East	Half Forward East	29.9	350	800	900	900	900	160
13	13	Wing Corridor East	Centre Line East	21.8	450	900	900	900	900	85
14	14	Wing Corridor East	Half Back East	15.2	300	900	900	900	900	135
15	15	Wing Corridor East	Back Line East	29.3	350	700	900	900	900	160
Locale				AVG Soil Moisture (%)	AVG 75mm	AVG 150mm	AVG 225mm	AVG 300mm	AVG >300mm	Max Depth (mm)
Centre Corridor				27.5	430.0	810.0	900.0	900.0	900.0	175
Wing Corridor East				24.6	380.0	810.0	900.0	900.0	900.0	160
Wing Corridor West				27.5	360.0	810.0	900.0	900.0	900.0	160

Penetrometer results indicate that the soil has acceptable soil strength to a depth of 75mm increasing down the profile. At an average depth of 144mm soil strength increases particularly through the centre and northern end of the park where activity is more prominent. In general the penetrometer readings indicate an unacceptable level of compaction. The soil structure needs to be initially altered with decompaction to 250mm and then maintained with regular de-compaction works such as coring or slicing to a depth of 250mm.

### 3.5 Infiltration Rate

The infiltration rate of the soil was tested using a ring infiltrometer at 3 sites across the ground. Standards for infiltration rate are outlined below.

#### Infiltration General Standards

Infiltration Rate (mm/hr)	General Standard
0 - 10 mm/hr	Very Poor
10 - 30 mm/hr	Poor
30 - 50 mm/hr	Marginal
50 - 75 mm/hr	Acceptable
75 - 100 mm/hr	Good
> 100 mm/hr	Excellent

#### Ring Infiltrometer



A summary of the tests results is outlined in the table below.

#### Infiltration Rates

Location	mm/hr
Centre North	25.7
Centre	24.80
Centre South	144.00
Average	64.83

Poor infiltration rates of 24.8 – 25.7 mm/hr for the centre and northern end of the park are due high soil compaction, as a result of heavy usage, with 144.0 mm/hr in the southern end where there is less use and less compaction. De-compaction works will improve and maintain drainage

It is important to maintain good soil structure and carry out a program of de-compaction works 3 – 5 times per year to improve infiltration rates and drainage.

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 3.6 Surface Hardness

Surface hardness was assessed using the Clegg Impact Hammer. Tests were carried out at 15 locations across the ground. The deceleration of the hammer at the point of impact is measured in Clegg Impact Values (CIV). The standards for the CIV results are detailed in Table No 11.

**Clegg Impact Value Standards**

CIV	General Standard
1.0 – 4.0	- Soft
4.1 – 7.0	- Firm
7.1 – 9.0	- Firm / Hard
9.1 – 13.0	- Hard
13.1 – 15.0	- Very Hard
15.1 – 20.0	- Extremely Hard
> 20.0	- Critical
4.1 – 13.0	- Desirable Range



A summary of the test results is outlined in the table below.

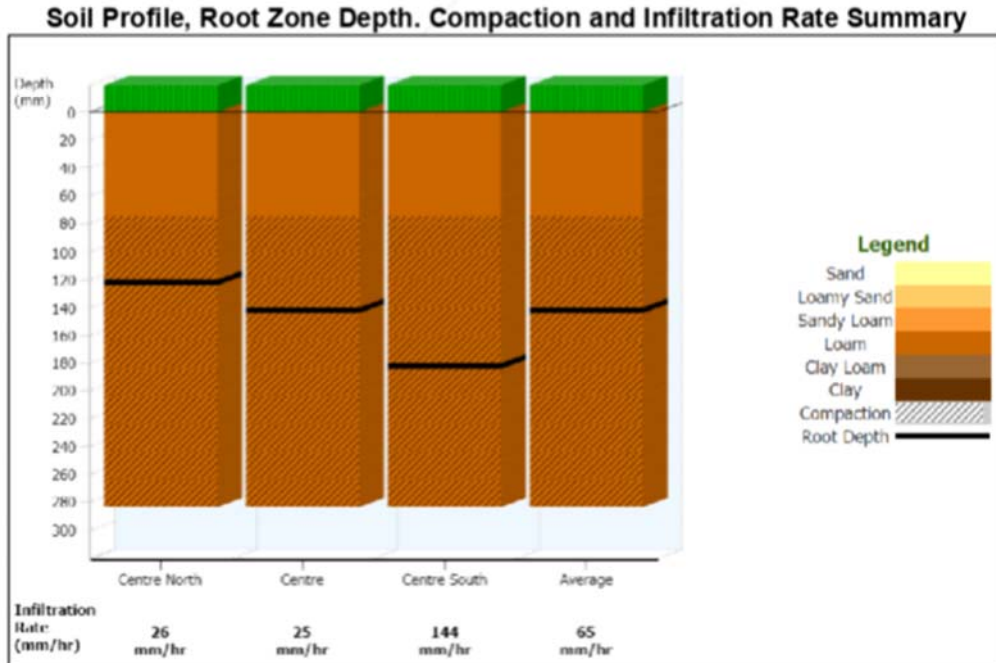
**Clegg Impact Values**

Location	CIV
Outfield Highest	9.0
Outfield Lowest	5.0
<b>Total Outfield Average</b>	<b>7.6</b>
Centre Corridor Average	8.4
Wing Corridor East Average	7.2
Wing Corridor West Average	7.2

The surface hardness was consistently within the desirable range 4.0 – 13.0 CIV.

### 3.7 Turf and Soil Assessment Summary

The chart below provides a summary of the soil physical properties.



## Turf and Irrigation Assessment Report – CF Page Memorial Park

At the time of assessment on CF Page Memorial Park the condition of the turf and surface was rated as medium and was recovering from winter wear. The main issue identified through field tests was heavy compaction in the centre and north areas of the park, which are subject to most of the traffic and wear. This results in poor drainage particularly given the heavy loam soil profile. As a result these areas suffer in winter, with saturated soils and loss of turf which does not recover until the onset of warmer weather.

### 3.9 Ongoing Turf Maintenance

Given that the objective is to provide a high quality community park, sound turf maintenance program and usage management strategies should be implemented.

The issue of intensive use in the northern and central areas, particularly in winter when the Kikuyu is dormant with little capacity to recover, needs to be addressed. Following periods of intense rainfall, activity on the park should be managed so that activity is restricted or at least is encouraged on the less used areas of the park.

Whilst the current maintenance program is adequate for a neighbourhood park, given the high volume of traffic and the significance of this site, a more intensive turf maintenance program should be adopted with the aim of ensuring the soil structure is maintained providing adequate drainage, re-establishment of turf following winter wear and a balanced nutritional program. This requires ongoing de-compaction works with a minimum of 4 treatments using deep aeration with a combination of coring, verti-drain and slicing (earthquake). Consideration should be given to over-sowing the turf with a cool season premium Rye grass in April. This will provide improved resilience and recovery of the turf over winter. The Rye should be sprayed out in spring to allow the kikuyu to recover during the warmer months.

The following table provides both the current and proposed turf maintenance program and costs. The adoption of the proposed program, together with management of traffic in the event of high rainfall events in winter, will ensure the turf performs to the required standard in the long term.

Turf Maintenance Program – CF Page Memorial Park (0.4ha)				Current		Proposed	
Works	Comment	Unit	Rate	Qty	Total	Qty	Total
Mowing	Weekly in summer / fortnightly in winter / 40 cuts per annum	cut	\$ 120	26	\$ 3,120	40	\$ 4,800
Decompaction (Vertidrain / Coring / Earthquake )	4 x per annum (March, June, Sept, January)	Treatment	\$ 660	2	\$ 1,320	4	\$ 2,640
Top dressing	80/20 sandy loam localised top-dressing in centre corridor of the park	Tonne	\$ 50	0	\$ -	20	\$ 1,000
Sodding	As required during spring renovation	m2	\$ 40	20	\$ 800	50	\$ 2,000
Broadleaf Weed control	As required	application	\$ 600	1	\$ 600	1	\$ 600
Over sow with premium rye grass	Annual April	Treatment	\$ 1,500	0	\$ -	1	\$ 1,500
Remove Rye Grass	Spray selective herbicide in October	Treatment	\$ 600	0	\$ -	1	\$ 600
Soil Analysis	Annual Spring	item	\$ 200	0	\$ -	1	\$ 200
Fertiliser supply & spread	at 6-8 week intervals	application	\$ 400	3	\$ 1,200	6	\$ 2,400
Irrigation maintenance	as required	item	\$ 600	1	\$ 600	1	\$ 600
<b>Total</b>					<b>\$ 7,640</b>		<b>\$16,340</b>

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 3.8 Soil Nutrient Test Results

Soil was taken from 15 locations on the ground and mixed to form one sample for laboratory nutrient testing at ETP Laboratories in Melbourne. In summary the soil test results are;

- Soil pH is satisfactory at 6.4. The pH can be raised with the application of Lime.
- Salt levels are satisfactory. Sodium levels are also low which is acceptable.
- Phosphate levels are acceptable and can be maintained at current levels to assist in root growth.
- The level of exchangeable potassium and sodium is satisfactory. however calcium is marginally low and magnesium marginally high.
- Calcium levels are marginally low and would benefit from the addition of Gypsum.
- Magnesium levels are marginally high.
- Trace Elements – sulphur, copper and boron are satisfactory whereas zinc, manganese and iron are all high.

Soil Chemistry Results - ETP Laboratories

Test	Units	Ideal Range	Value
Sample No.			B087387A
pH (1:5 H <sub>2</sub> O)	-	6.0 – 7.0	6.4
Electrical Conductivity	dS/m	< 0.27	0.15
Total Salts	ppm	< 800	444
Phosphorus (Olsen)	ppm	20 - 50	22
<b>Cations</b>			
Potassium	meq%	0.5 – 0.6	1.2
Calcium	meq%	> 3.5	6.07
Magnesium	meq%	0.8 – 1.0	2.58
Ca/Mg Ratio	-	2 – 3	2.4
Sum of Cations	meq%	> 5	10.41
<b>% of C.E.C.</b>			
Potassium	%	> 10	11.5
Calcium	%	60 – 70	58.3
Magnesium	%	18 – 23	24.8
Sodium	%	< 5	4.1
<b>Trace Elements</b>			
Sulphur	ppm	10 – 50	19
Zinc	ppm	1 – 10	15.3
Copper	ppm	1 – 10	2.1
Manganese	ppm	1 - 4	9.9
Iron	ppm	10 – 75	156
Boron	ppm	0.3 – 1.0	0.8
	Low	Satisfactory	High

The general nutritional health of the soil is satisfactory with minimal inputs required for adjustment with the recommendations including;

- Applying agricultural lime as recommended will raise the pH slightly but also assist in increasing calcium levels and in turn better put in balance the exchangeable cations.
- The high levels of iron and copper are indicative of a fine texture soil that would tend to compact and require regular aeration. The high CEC (Sum of Cations) is also typical of soils with a fine particle size.
- The corrective NPK fertiliser application will ensure phosphorous levels remain at a satisfactory level however the recommended maintenance applications include nitrogen and potassium only which are the nutrients utilised and needed by the plant in most abundance.



## Turf and Irrigation Assessment Report – CF Page Memorial Park

The recommended fertiliser and amendment program for the park is detailed in the table below. Recommended products should be applied separately (unless otherwise specified) a minimum of 4 days apart. This amendment program will initially increase low base nutrient levels and any imbalances that exist.

Regular maintenance fertiliser every 6 – 8 weeks is required. Soil tests indicate that pH is low as are the levels of Potassium, Calcium, Magnesium and some trace elements. The fertiliser program provided will amend base nutrient levels and provide ongoing nutrient requirements needed for good healthy turf growth and recovery.

**Fertiliser Program**

<b>Application</b>	<b>Rate / Timing</b>
<b>Amendment Fertiliser</b>	
Agricultural Lime	1000 kg / ha - apply now
Fertiliser (10-20%N: 5-10%P: 10-20%K)	@ 250 kg/ha - apply now
<b>Maintenance Fertiliser</b>	
Fertiliser (10-20%N : 10-20%K)	250 kg/ha - apply every 6 - 8 weeks

## Turf and Irrigation Assessment Report – CF Page Memorial Park

### 4.0 Irrigation, Turf and Soil Recommendations

It is the objective of City of Unley to present CF Page Memorial Park as a premier passive park for the community. The turf will not meet the expected quality standards due to the poor performance of the irrigation system, compacted soil. To meet the required standards a sound turf maintenance program and an upgrade of the irrigation system is required.

Recommendations and cost estimates are provided for ongoing maintenance to ensure the turf is maintained to the required standard in the long term.

#### Irrigation system / water supply recommendations

No	Recommendation	Cost
<b>Short Term</b>		
1	Undertake minor repair works to the irrigation system as listed to ensure all sprinklers nozzled correctly. - Replace Hunter I 20 red nozzle on station 4 with a blue # 6 nozzle.	\$ 0
2	Install DVC backflow prevention valve in accordance with AS/NZS 3500.1:2018	\$ 2,500
3	Split current stations in half to create 3 additional stations	\$ 6,000
<b>Long Term</b>		
4	Design and installation of a new irrigation system with a Distribution Uniformity (DU) of not less than 85%	\$ 40,000

Turf Maintenance Program – CF Page Memorial Park (0.4ha)				Current		Proposed	
Works	Comment	Unit	Rate	Qty	Total	Qty	Total
Mowing	Weekly in summer / fortnightly in winter / 40 cuts per annum	cut	\$ 120	28	\$ 3,120	40	\$ 4,800
Decompaction (Vertidrain / Coring / Earthquake )	4 x per annum (March, June, Sept, January)	Treatment	\$ 660	2	\$ 1,320	4	\$ 2,640
Top dressing	80/20 sandy loam localised top-dressing in centre corridor of the park	Tonne	\$ 50	0	\$ -	20	\$ 1,000
Sodding	As required during spring renovation	m2	\$ 40	20	\$ 800	50	\$ 2,000
Broadleaf Weed control	As required	application	\$ 600	1	\$ 600	1	\$ 600
Over sow with premium rye grass	Annual April	Treatment	\$ 1,500	0	\$ -	1	\$ 1,500
Remove Rye Grass	Spray selective herbicide in October	Treatment	\$ 600	0	\$ -	1	\$ 600
Soil Analysis	Annual Spring	item	\$ 200	0	\$ -	1	\$ 200
Fertiliser supply & spread	at 6-8 week intervals	application	\$ 400	3	\$ 1,200	6	\$ 2,400
Irrigation maintenance	as required	item	\$ 600	1	\$ 600	1	\$ 600
<b>Total</b>					<b>\$ 7,640</b>		<b>\$16,340</b>

#### Fertiliser Program

Application	Rate / Timing
<b>Amendment Fertiliser</b>	
Agricultural Lime	1000 kg / ha - apply now
Fertiliser (10-20%N: 5-10%P: 10-20%K)	@ 250 kg/ha - apply now
<b>Maintenance Fertiliser</b>	
Fertiliser (10-20%N : 10-20%K)	250 kg/ha - apply every 6 - 8 weeks

## DECISION REPORT

<b>REPORT TITLE:</b>	SECOND QUARTER BUDGET REVIEW 2019-20
<b>ITEM NUMBER:</b>	4.5
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	MICK WETHERALL
<b>JOB TITLE:</b>	ACTING MANAGER FINANCE & PROCUREMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - PROPOSED BUDGETED FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2020</li><li>2. ATTACHMENT 2 - PROPOSED BUDGET REQUESTS - OPERATING</li><li>3. ATTACHMENT 3 - PROPOSED BUDGET REQUESTS - CAPITAL</li><li>4. ATTACHMENT 4 - PROPOSED ZERO BUDGET CHANGES</li></ol>

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### 1. **EXECUTIVE SUMMARY**

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

This report presents the Second Budget Review for the 2019-20 financial year for Council's consideration.

The proposed budget changes will:

- Decrease the budgeted Operating Surplus from \$3.01M to \$2.82M; and
- Increase the Net Proceeds from Borrowings for the year from \$11.6M to \$11.8M.

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

### 2. **RECOMMENDATION**

That:

1. The report, including Attachments 1-4 be received.

2. The budget variations totalling \$123K (as set out in Attachments 1-4, Item 4.5, Council Meeting 28/01/2020), for the Second Quarter 2019-20 Budget Review, be approved.
3. The revised budgeted Uniform Presentation of Finances reflecting a change in the budgeted Operating Surplus to \$2.82M, and an increase in Net Borrowings to \$11.8M, be adopted.

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

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

### 4. **BACKGROUND**

The *Local Government (Financial Management) Regulations 2011* require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for, changes to the budget during the year.

Council adopted its 2019-20 Annual Business Plan and Budget on 24 June 2019. At its meeting held 23 September 2019, Council adopted amendments to the original Budget, recognising that funds were required to be carried forward from 2018-19 to 2019-20 for incomplete works. At its meeting held on 9 December 2019, Council adopted minor adjustments as a part of its First Budget Review.

### 5. **DISCUSSION**

The Administration have now taken the opportunity to revise the budget at the completion of the second quarter of operations for 2019-20 and recommend a series of adjustments for Council's consideration. The adjustments are summarised as follows:

	<b>\$'000</b>
Operating Income & Expenditure	87
Capital Income & Expenditure	36
<b>Total Budget Variations</b>	<b>123</b>

The Operating Surplus stated in Budget Review 1 was \$3.01M and should have been \$2.90M. The previous report inadvertently included an amount for Centennial Park.

#### **Second Quarter Budget Review Presentation**

In accordance with Regulations, the Uniform Presentation of Finances showing the movements in the current and proposed budgets is shown as Attachment 1.

At the next Budget Review, in March 2020, an increase in the order of \$1M is expected to be made to depreciation. This is a result of many new capital projects being undertaken in the past 2 years, and a review of Council's asset management records.

*Attachment 1*

Operating Budget Variations

The proposed adjustments, listed below, will result in a decrease of \$87K in the Operating Surplus to \$2.82M.

	<b>\$'000</b>
Current Budget Net Operating Surplus before Capital Revenue (adjusted)	2,909
Net Impact of First Quarter Budget Review Variations	(87)
Second Quarter Budget Review Operating Surplus	2,822

Operating Budget Requests

There are several proposed budget variations involving operating income and expenditure. However, many are offsetting and have no impact on the projected Operating Surplus. These items have been listed in Attachment 2. The following key items do not offset and will have a minor impact.

**Increase in Operating Income of \$4K**

- An increase of \$4K in Local Government Finance Authority annual bonus received.

**Increase in Operating Expenditure including Operating Projects of \$90K**

- Increase of \$20K in heritage consultants fees to meet the demand of applicants.
- Increase of \$60K in development legal fees, in particular the costs associated with the unapproved pruning of a significant tree.
- Increase of \$8.5K for the Council approved sponsorship of an upcoming AFLW game to be played at Unley Oval.
- Increase of \$2K for Carols at the Rotunda that was endorsed by Council.

*Attachment 2*

Capital Budget Variations

The current 2019-20 budget reflects a Net Outlay on Assets of \$14.59M. The proposed adjustments, detailed below, will increase the Net Outlay on Assets to \$14.62M.

	<b>\$'000</b>
Current Budget Net Outlay on Existing Assets	(3,812)
Net Impact of Second Quarter Budget Review Variations	227
First Quarter Budget Net Outlay on Assets	(3,585)

The adjustments to the current Capital Project Budget on New & Upgraded Assets is summarised as:

	<b>\$'000</b>
Current Budget Net Outlay on New & Upgraded Assets	18,404
Net Impact of Second Quarter Budget Review Variations	(191)
Decrease in Expenditure, King William Road funds	
Second Quarter Budget Net Outlay on Assets	18,213

The projects contributing to the net change in capital outlays have been listed in Attachments 3 and 4.

The net increase of \$36K consists of the:

- Final grant payment from the Smart Cities and Suburbs Program of \$120k being received for Heywood Park.
- Deposit paid for the acquisition of strategic properties.

*Attachment 3*

#### Zero Balance Budget Variations

During the second quarter there have been further changes proposed to the Current Budget that relate to movements in income and expenditure categories that have a nil impact on the overall budget.

The more significant proposed adjustments relate to:

- On adopting its original budget, Council provided \$354,374 for various Cycling & Walking Plan initiatives. Specific projects have now been identified, namely Rugby/Porter Streets \$218K, King William Road/Simpson Crossing \$35K, King William Road/Mike Turtur Bikeway \$100K, Wattle Streets \$30K, and Weller Street \$80K, and funding has been reallocated to these individual projects. Council has also attracted \$109K grant funding to complete the Rugby/Porter project.
- Council has applied Roads to Recovery funding of \$380K to Leah Street \$154K and Fuller Street \$226K.
- The budget for Major Plant and Light Fleet have been adjusted for accounting purposes.
- Council has been successful in attracting a Greener Neighbourhood Grant of \$59K for improvements on Richard and Norman Terrace. Expenditure has been allocated as required.
- It is proposed to reallocate \$50K expenditure from the Bridges Capital Replacement budget, to Drainage and Stormwater Capital Replacement budget to meet a more urgent need for design work, pit upgrades and CCTV analysis.

- Council has negotiated for a private contribution to be made by the Churches of Christ Life Care Inc. for Council to undertake a development plan amendment for Norman Terrace. Recognition of the contribution of \$35K, and offsetting expenditure has been made.

The schedule of proposed changes that have a zero impact on the 2019-20 Budget are provided in Attachment 4.

*Attachment 4*

#### Movements in Budgeted Borrowings

As a result of the proposed Budget Review changes, forecast borrowings have been revised marginally upwards to \$11.8M. Borrowings as at 30 June 2020 are estimated to be \$14.3M.

<b>Borrowings</b>	<b>Opening Balance</b>	<b>New Borrowings</b>	<b>Repayments</b>	<b>Closing Balance</b>
CAD (Short Term Drawdown)	-		-	-
Current Fixed Term Borrowings	242	-	-	242
Non-Current Fixed Term Borrowings	2,271	11,805	-	14,076
<b>Total</b>	<b>2,513</b>	<b>11,805</b>	<b>-</b>	<b>14,318</b>

## **6. ANALYSIS OF OPTIONS**

### Option 1

1. The report, including Attachments 1-4 be received.
2. The budget variations totalling \$123K (as set out in Attachments 1-4, Item 4.5, Council Meeting 28/01/2020), for the Second Quarter 2019-20 Budget Review, be approved.
3. The revised budgeted Uniform Presentation of Finances reflecting a change in the budgeted Operating Surplus to \$2.82M, and an increase in Net Borrowings to \$11.8M, be adopted.

There are no further options proposed.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **8. POLICY IMPLICATIONS**

There are no policy implications associated with this report.

**9. REPORT CONSULTATION**

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

**10. ATTACHMENTS**

- Attachment 1 – Proposed Budgeted Financial Statements for the year ended 30 June 2020
- Attachment 2 – Proposed Budget Requests – Operating
- Attachment 3 – Proposed Budget Requests – Capital
- Attachment 4 – Proposed Zero Budget Changes

**11. REPORT AUTHORISERS**

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



Proposed Budgeted Uniform Presentation of Finances  
For the year ended 30 June 2020

Attachment 1

\$ '000	Current Budget 2020	Zero Budget Changes	Additional Requests Increase/ (Decrease)	2nd Quarter Budget Review
Income	49,431	16	4	49,451
less Expenses	(46,522)	(16)	(91)	(46,629)
<b>Operating Surplus / (Deficit)</b>	<b>2,909</b>	<b>-</b>	<b>(87)</b>	<b>2,822</b>
<i>less Net Outlays on Existing Assets</i>				
Capital Expenditure on Renewal and Replacement of Existing Assets	(4,538)	(477)		(5,015)
less Depreciation, Amortisation and Impairment	8,013			8,013
less Amounts Received Specifically for Replacement of Existing Assets	198			198
less Proceeds from Sale of Replaced Assets	140	250		390
<b>Subtotal</b>	<b>3,812</b>	<b>(227)</b>	<b>-</b>	<b>3,585</b>
<i>less Net Outlays on New and Upgraded Assets</i>				
Capital Expenditure on New and Upgraded Assets	(21,649)	(1,322)	(156)	(23,127)
less Amounts Received Specifically for New and Upgraded Assets	3,192	1,549	120	4,860
less Proceeds from Sale of Surplus Assets	53			53
<b>Subtotal</b>	<b>(18,404)</b>	<b>227</b>	<b>(36)</b>	<b>(18,213)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(11,682)</b>	<b>-</b>	<b>(123)</b>	<b>(11,805)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	(14,242)			(14,242)
Decrease / (increase) in Other	-			-
<b>Net Financial Liabilities at End of Year</b>	<b>(25,924)</b>	<b>-</b>	<b>(123)</b>	<b>(26,047)</b>

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

Proposed Budgeted Statement of Comprehensive Income  
For the year ended 30 June 2020

\$ '000	2nd Quarter Budget Review
<b>Income</b>	
Rates	42,511
Statutory charges	1,547
User charges	1,865
Grants, subsidies and contributions	2,546
Asset Disposal	-
Investment Income	16
Reimbursements	306
Other income	660
Operating Projects	134
Net gain - joint ventures & associates	-
<b>Total Income</b>	<b>49,585</b>
<b>Expenses</b>	
Employee Costs	18,113
Materials, contracts & other expenses	18,789
Depreciation, amortisation & impairment	8,013
Finance costs	693
Net loss - joint ventures & associates	-
Operating Projects	1,154
<b>Total Expenses</b>	<b>46,762</b>
<b>Operating Surplus / (Deficit)</b>	<b>2,822</b>
Asset disposal & fair value adjustments	443
Amounts received specifically for new, upgraded assets or replacement assets	5,058
<b>NET SURPLUS / (DEFICIT)</b>	<b>8,324</b>
<b>Other Comprehensive Income</b>	
Share of other comprehensive income - joint ventures and associates	-
<b>Total Other Comprehensive Income</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>8,324</b>

Proposed Budgeted Statement of Financial Position  
For the year ended 30 June 2020

\$ '000	2nd Quarter Budget Review
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash and cash equivalents	2,771
Trade & other receivables	2,681
Other financial assets	2
<b>Total Current Assets</b>	<b>5,454</b>
<b>Non Current Assets</b>	
Financial Assets	8
Equity accounted investments in Council businesses	16,930
Infrastructure, Property, Plant & Equipment	530,410
<b>Total Non-current Assets</b>	<b>547,348</b>
<b>TOTAL ASSETS</b>	<b>552,802</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Trade & Other Payables	13,104
Borrowings - Short Term Draw Down	
Borrowings Fixed Term	242
Provisions	3,730
<b>Total Current Liabilities</b>	<b>17,076</b>
<b>Non-current Liabilities</b>	
Borrowings	14,076
Provisions	357
Other Non-current Liabilities	-
<b>Total Non-current Liabilities</b>	<b>14,433</b>
<b>TOTAL LIABILITIES</b>	<b>31,509</b>
<b>Net Assets</b>	<b>521,293</b>
<b>EQUITY</b>	
Accumulated Surplus	155,326
Asset Revaluation Reserves	365,711
Other Reserves	256
<b>TOTAL EQUITY</b>	<b>521,293</b>
<b>NET FINANCIAL LIABILITIES</b>	<b>26,047</b>

Proposed Budgeted Statement of Cash Flows  
For the year ended 30 June 2020

\$ '000	2nd Quarter Budget Review
<b>Cash Flows from Operating Activities</b>	
<b>Receipts</b>	
Operating Receipts	49,569
Investment Receipts	16
<b>Payments</b>	
Operating payments to suppliers & employees	(38,057)
Finance Payments	(693)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>10,835</b>
<b>Cash Flows from Investing Activities</b>	
<b>Receipts</b>	
Amounts specifically for new or upgraded assets	4,860
Amounts received specifically for Replacement of Existing Assets	198
Proceeds from Sale of Surplus Assets	53
Sale of replaced assets	390
Repayments of loans by community groups	-
<b>Payments</b>	
Expenditure on renewal/replacement of assets	(5,015)
Expenditure on new/upgraded assets	(23,127)
Net Purchase of Investment Securities	-
Capital Contributed to Equity Accounted Council Businesses	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(22,640)</b>
<b>Cash Flows from Financing Activities</b>	
<b>Receipts</b>	
Proceeds from borrowings	11,805
<b>Payments</b>	
Repayments of borrowings	-
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>11,805</b>
<b>Net Increase/ (Decrease) in cash held</b>	<b>0</b>
plus: Cash & cash equivalents at beginning of period	2,771
<b>Cash &amp; cash equivalents at end of period</b>	<b>2,771</b>

Proposed Budgeted Statement of Changes in Equity  
For the year ended 30 June 2020

\$ '000	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
<b>2020</b>				
<b>Balance at end of previous reporting period</b>	147,002	365,711	256	<b>512,969</b>
<b>a. Net Surplus / (Deficit) for Year</b>	8,324	-	-	<b>8,324</b>
<b>b. Other Comprehensive Income</b>				
- Gain (Loss) on revaluation of I,PP&E	-	-	-	-
- Share of OCI - Equity Accounted Council Businesses	-	-	-	-
<b>Other Comprehensive Income</b>	-	-		-
<b>Total Comprehensive Income</b>	8,324	-		<b>8,324</b>
<b>Balance at end of period</b>	<b>155,326</b>	<b>365,711</b>	<b>256</b>	<b>521,293</b>

Proposed Budgeted Financial Indicators  
For the year ended 30 June 2020

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\$ '000	2nd Quarter Budget Review
<b>Operating Surplus Ratio</b>	<b>5.7%</b>
<b>Net Financial Liabilities Ratio</b>	<b>53%</b>
<b>Asset Sustainability Ratio - Current Year based on Proposed Depreciation for the Financial Year</b>	<b>58%</b>

Proposed Budget Requests - Operating

Budget Requests

Attachment 2

Operating Income

Description	Amount \$ Increase/ (Decrease)	Comment
Corporate Activities (Finance)	(3,753)	Additional LGFA Bonus Received
<b>Total Requests to Operating Income Decrease</b>	<b>(3,753)</b>	

Operating Expenditure

Description	Amount \$ Increase/ (Decrease)	Comment
Community Event Sponsorship	2,000	Council endorsed MOU with Unley Rotary for Carols at the Rotunda event which requires an additional \$2k funding.
Community Event Sponsorship	8,500	Council endorsement of \$8.5k for AFLW.
Consultant Heritage	20,000	To meet the costs of the heritage services provided by Council; there have been a higher level of heritage applications received.
Legal	60,000	An increase of \$60k to assist in meeting the costs associated with the unapproved pruning of a significant tree.
<b>Total Requests to Operating Expenditure Increase</b>	<b>90,500</b>	
<b>Total Operating Deficit</b>	<b>86,747</b>	





Proposed Budget Requests - Capital

<b>Capital Income - New or Upgraded Assets</b>				
Description	Uniform Presentation Category		Amount \$ Increase/ (Decrease)	Comments
Heywood Park Improvements	Contracts Maintenance	Capital Income	(120,000)	Final payment from the grant Smart Cities and Suburbs Program has been received
<b>Total Requests to Capital Project Income Increase</b>			<b>(120,000)</b>	

<b>Capital Expenditure - New or Upgraded Assets</b>				
Description	Uniform Presentation Category		Amount \$ Increase/ (Decrease)	Comments
	Contracts Maintenance	Capital Expenditure	156,000	Deposit for the procurement of strategic properties
<b>Total Requests to Capital Project Expenditure Increase</b>				
<b>Total Capital Deficit</b>			<b>156,000</b>	



Proposed Zero Budget Changes

Zero Budget Requests

Attachment 4

Description		Amount \$ Increase/ (Decrease)	Comment
Community Event Sponsorship	Operating Income	(5,000)	Sponsorship returned from failed Unley Night Market Event.
Community Event Sponsorship	Operating Expenditure	5,000	Offset to corresponding activities.
Town Hall	Operating Income	(6,520)	Facility Hire expected to increase and exceed budget.
Town Hall	Operating Expenditure	6,520	Request for 25 new Town Hall tables to be offset against increase in Facility Hire.
Daily Moves	Operating Income	(9,167)	Increase in grants income to be used against aggregate increase in expenditure.
Daily Moves	Operating Expenditure	9,167	Overall increase in operating expenditure to be offset against increase in grants income.
Library Services	Operating Income	11,990	Decrease in State Library grant to reflect amount allocated in 2019-20 excluding levies and fees.
Library Services	Operating Expenditure	(11,990)	Decrease in library resources expenditure to match library grant received.
Rates Administration	Operating Expenditure	6,750	Legal Fees - 3 Section 184 Sales @ \$2,250 each
Rates Administration	Operating Income	(6,750)	Recovery of Legal Fees Section 184 Sales 3 @ \$2,250
<b>Zero Budget</b>		-	

Zero Operating Projects Budget Requests

Description		Amount \$ Increase/ (Decrease)	Comment
Norman Terrace Everard Park	Operating Income	(35,000)	Recognise private contributions from Churches of Christ Life Care Inc. for Council to undertake a land rezoning process on Norman Tce.
Norman Terrace Everard Park	Operating Expenditure	35,000	Recognise estimated land rezoning costs on Norman Tce.
<b>Zero Operating Budget</b>		-	

Proposed Zero Budget Changes

**Zero Capital Projects Budget Requests**

Description		Amount \$ Increase/ (Decrease)	Comment
Leah Street	Capital Income	(380,577)	Allocation of RTR Grant received from the Department of Infrastructure
Leah Street	Capital Expenditure	153,804	Increase budget to recognise additional project costs
Roads Capital Replacement	Capital Expenditure	226,773	Allocation of remaining Roads to Recovery funds to Roads Capital Replacement budget for emergency works in Fuller St Parkside. Additional costs incurred due to re works and subgrade compaction issues brought about by leaks in SA
Major Plant Purchases	Capital Income	(110,000)	Reallocation of Budget for accounting purposes
Major Plant Purchases	Capital Expenditure	(52,000)	Reallocation of Budget for accounting purposes
Light Fleet - Capital Purchases	Capital Income	(140,000)	Reallocation of Budget for accounting purposes
Light Fleet - Capital Purchases	Capital Expenditure	302,000	Reallocation of Budget for accounting purposes
Bridges Capital Replacement	Capital Expenditure	(50,000)	Reallocate expenditure to Drainage and Stormwater Capital Replacement budget to meet a more urgent need for design work, pit upgrades and CCTV analysis.
Drains & Stormwater Capital Replacement	Capital Expenditure	50,000	Reallocate expenditure from the Bridges Capital Replacement budget to meet a more urgent need for design work, pit upgrades and CCTV analysis.
CWP Rugby/Porter Street	Capital Income	(109,000)	Recognise successful grant allocation from DPTI to undertake Rugby/Porter Street Stage 2
COU Cycling and Walking Plan	Capital Expenditure	(354,374)	Reallocate Total Cycling and Walking Plan budget to individual projects - Rugby Porter Street, King William Rd/Simpson Crossing, King William Rd Mike Turtur Track, Wattle and Weller Streets.
CWP Rugby/Porter Street	Capital Expenditure	218,000	Reallocation of budget from Cycling and Walking Plan budget and provide for expenditure of DPTI grant of \$109,000
CWP KWR/Simpson Crossing	Capital Expenditure	35,000	Reallocation of budget from Cycling and Walking Plan budget
CWP KWR/Mike Turtur	Capital Expenditure	100,374	Reallocation of budget from Cycling and Walking Plan budget
CWP Wattle Street	Capital Expenditure	30,000	Reallocation of budget from Cycling and Walking Plan budget

Proposed Zero Budget Changes

CWP Weller Street	Capital Expenditure	80,000	Reallocation of budget from Cycling and Walking Plan budget
King William Road	Capital Income	(1,000,000)	Special Local Road Grant Received for King William Road
King William Road	Capital Expenditure	1,000,000	The budget included a Special Local Road Grant allocation of \$1.5M, however actual funding received \$2.5M. The budget adjustment of \$1.0M is required.
Living Streets Richards Terrace	Capital Income	(59,000)	Recognise successful grant application
Living Streets Richards Terrace	Capital Expenditure	59,000	Provide for aquittal of grant funds
<b>Zero Capital Budget</b>		-	

## INFORMATION REPORT

<b>REPORT TITLE:</b>	FINANCE PERFORMANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2019
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	MICK WETHERALL
<b>JOB TITLE:</b>	ACTING MANAGER FINANCE & PROCUREMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. ATTACHMENT 1 - OPERATING RESULTS (EXCLUDING PROJECTS)</li><li>2. ATTACHMENT 2 - OPERATING PROJECTS</li><li>3. ATTACHMENT 3 - CAPITAL PROJECTS</li><li>4. ATTACHMENT 4 - OVERALL FUNDING STATEMENT</li></ol>

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### 1. **EXECUTIVE SUMMARY**

This report highlights the year to date financial position for 2019-20 as at 31 December 2019.

Council's estimated Net Lending/Borrowing for the year to date is favourable to budget by \$4.15M. Favourable variances relate to timing and include the following:

- Operating Income exceeding the forecast budget by \$568K;
- Operating Expenditure being less than the forecast budget by \$2.2M;
- Net Expenditure for Operating Projects being less than budget by \$34K; and
- The net Expenditure for Capital Projects is \$1.3M less than expected.

### 2. **RECOMMENDATION**

That:

1. The report be received
- 

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

4. Civic Leadership

4.1 We have strong leadership and governance.

#### 4. **DISCUSSION**

The purpose of this report is to inform Council of its financial performance compared to budget for the period ending 31 December 2019.

#### ***Funding Result Compared to Budget***

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav ) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income	46,215	45,647	568	1.2%	49,450
Operating expenditure	20,281	22,494	2,213	9.8%	45,608
Funding surplus before Projects	25,933	23,152	2,781		3,842
Net expenditure - Operating projects	233	267	34	12.9%	1,020
Operating Surplus after Projects	25,701	22,886	2,815	-	2,822
Net expenditure - Capital projects	11,946	13,286	1,340	10.1%	22,640
Net Lending / (Borrowing) for Financial Year	17,761	13,606	4,155		(11,805)

Operating Income and Expenditure are \$2.88M favourable to budget at the end of December 2019. Further information is available in Attachment 1.

As the variances to budget are mainly timing related, there are no budget concerns for operating or capital projects at this time.

*Attachment 1*

#### ***Statement of Financial Position***

	December 2019 \$'000	June 2019 \$'000	Movement \$'000
Assets	552,802	532,673	20,219
Liabilities - Borrowings	(14,318)	(2,513)	(11,805)
Other Liabilities	(17,191)	(17,191)	0
<b>Net Assets (Liabilities)</b>	<b>521,293</b>	<b>512,969</b>	<b>8,324</b>

The movement in the Statement of Financial Position represents:

- An increase in Assets in recognition of the capital works program in place for the year.
- An overall increase in Borrowings scheduled to be drawn down to fund much of the capital works program for the year.

## Cash Flow

<b>\$000</b>	
Net Flows from Operating Activities	10,835
Net Flows from Investing Activities	(22,640)
Net Flows from Financing Activities	11,805
<b>Net Change in Cash Position</b>	<b>-</b>

A small decrease in Council's cash and cash equivalents is anticipated for the year.

### Operating Results

*Attachment 1*

How well are we managing our Operating Income compared to Budget?	<b>On Track</b>
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### Operating Projects

*Attachment 2*

How well are we managing our Operating Expenditure compared to Budget?	<b>On Track</b>
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### Capital Projects

*Attachment 3*

How well are we managing our Operating Projects?	<b>On Track</b>
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### Overall Funding Statement

*Attachment 4*

Overall, how well are we managing our Capital Works?	<b>On Track</b>
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*The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.*

## 5. ATTACHMENTS

- Attachment 1 – Operating Results (Excluding Projects)
- Attachment 2 – Operating Projects
- Attachment 3 – Capital Projects
- Attachment 4 – Overall Funding Statement

## 6. REPORT AUTHORISERS

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



**OPERATING RESULTS (excluding Projects)**

Attachment 1

**How well are we managing our Operating Income compared to Budget?****On Track**

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav ) \$'000	YTD Variance %	Full Year Revised Budget \$'000
<b>Operating income</b>					
Rates	42,460	42,365	96	0.2%	42,511
Statutory income	959	771	188	24.4%	1,547
User charges	997	915	82	9.0%	1,865
Grants, subsidies and contributions	1,215	1,106	109	9.8%	2,546
Other income	584	490	93	19.1%	982
<b>Total Operating Income</b>	<b>46,215</b>	<b>45,647</b>	<b>568</b>	<b>1.2%</b>	<b>49,450</b>

**Year to Date Result**

Income is favourable by \$568K or 1.2% compared to budget year to date. Key contributing factors are as follows:

Statutory Income is favourable to budget by \$188K. This is due to a general uplift in parking revenue and increased revenue in hoarding applications. Council is also monitoring private car parks but the income generated is expected to be partially offset by related expenditure.

Other Income is favourable to budget by \$93K mainly due to the receipt of a Special Distribution from Local Government Risk Services of \$54K

The current larger reported variances relate to timing, there is no foreseeable concerns regarding the Annual Budget at this time.

**OPERATING RESULTS (excluding Projects)**

Attachment 1

**How well are we managing our Operating Expenditure compared to Budget?****On Track**

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav ) \$'000	YTD Variance %	Full Year Revised Budget \$'000
<b>Operating expenditure</b>					
Total Employment costs	8,082	9,506	1,424	15.0%	18,783
Materials, contracts and other expenses	8,104	8,635	531	6.2%	18,119
Depreciation and amortisation	4,006	4,006	-		8,013
Finance costs	89	347	257	74.3%	693
<b>Total Operating Expenditure</b>	<b>20,281</b>	<b>22,494</b>	<b>2,213</b>	<b>9.8%</b>	<b>45,608</b>

**Year to Date Result**

A favourable expenditure variance of \$2.2M compared to budget. Key contributing factors are as follows:

Total Employment Costs are \$1,424K favourable due to .

- Timing of employee related provisions corporate wide \$263K
- Timing of the workers compensation premium of \$187K
- Delayed posting of 2 pay journals in January
- The variance is partially offset by an increase in contract costs \$812k
- Vacancies across the organisation

Materials, contracts and other expenses are \$531K favourable. These variances relate primarily to the timing of when invoices are received and processed compared to budget. Larger variances include:

- Contract Asset Maintenance \$176K
- Materials Asset Maintenance \$104K
- Property Utilities \$183K

Finance Costs are \$257K favourable due to the Cash Advance facility not being used as expected.

**Forecast**

The current reported variances relate to timing, there is no foreseeable concerns regarding the Annual Budget at this time.

# OPERATING PROJECTS

## Attachment 2

### How well are we managing our Operating Projects?

On track

City of Unley Operating Projects as at December 2019				
	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Current Budget \$'000
<b>Income</b>				
201919 - Events - Unley Gourmet Gala	3	-	(3)	-
202358 - Co-housing for Ageing Well	37	37	-	74
202722 - Arthur/Mary Streets Church Site and Precinct Urban De	15	15	-	15
202723 - Women's Suffrage	2	3	1	3
202738 - Norman Terrace Everard Park Regeneration	3	3	-	42
<b>Income Total</b>	<b>60</b>	<b>58</b>	<b>(2)</b>	<b>134</b>
<b>Expenditure</b>				
201919 - Events - Unley Gourmet Gala	(74)	(86)	(12)	(220)
202234 - Events - Tour Down Under	(15)	(30)	(15)	(73)
202358 - Co-housing for Ageing Well	(37)	(37)	-	(74)
202367 - Second Generation Street Tree Implementation (Year	(1)	(2)	(1)	(75)
202559 - Events - Ignite Unley	(20)	(16)	4	(49)
202561 - Events - Zest Fest	(3)	(5)	(2)	(5)
202564 - Events - Event Attraction	(4)	(5)	(1)	(10)
202618 - Events - Fringe in Unley	-	(5)	(5)	(10)
202619 - Royal Adelaide Show Traffic Mgmt	(25)	(22)	3	(22)
202620 - Street Tree Watering Well Program	(10)	(10)	()	(40)
202622 - Unley City Wide Greening	(6)	(6)	-	(75)
202642 - Annual Events Calendar	-	(3)	(3)	(5)
202657 - 2017-18 Trader Event Sponsorship	(27)	(27)	()	(40)
202658 - Active Aging	(3)	(5)	(2)	(20)
202660 - Implementation of City Wide Park Tree Risk Assessme	(9)	(9)	()	(25)
202704 - Planning System Reform Policy Update & Transition	(1)	(1)	-	(20)
202705 - All Connections to Unley Art Prize	-	-	-	(5)
202715 - Resilient East 2018-19 Projects	-	-	-	(10)
202716 - Event Support	(5)	(3)	2	(11)
202722 - Arthur/Mary Streets Church Site and Precinct Urban De	(16)	(15)	1	(15)
202723 - Women's Suffrage	(2)	(3)	(1)	(3)
202724 - Unley Civic Precinct Plan - Edmund Avenue Cottages	-	-	-	(30)
202725 - Accelerated Tree Planting Program (Tree Canopy)	(9)	(9)	()	(160)
202726 - Living With Trees Program	-	-	-	(25)
202734 - Planning Compliance Office	-	-	-	(67)
202735 - Clarence Park Community Centre	(10)	(10)	-	(10)
202736 - Rosefield Community Shed	(10)	(10)	-	(10)
202737 - Goodwood Community Centre - Staff Training	(3)	(3)	-	(3)
202738 - Norman Terrace Everard Park Regeneration	(3)	(3)	-	(42)
<b>Expenditure Total</b>	<b>(293)</b>	<b>(325)</b>	<b>(32)</b>	<b>(1,154)</b>
<b>Net Operating Projects</b>	<b>(233)</b>	<b>(267)</b>	<b>(34)</b>	<b>(1,020)</b>



# CAPITAL PROJECTS

Attachment 3

How well are we managing our Capital Works?

On track

City of Unley Capital Works Summary  
as at December 2019

	Actual YTD	Budget YTD	YTD Variance Fav/(Unfav)	Current Budget	2nd Quarter Budget
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income Total</b>	<b>3,211</b>	<b>1,714</b>	<b>1,497</b>	<b>5,502</b>	<b>5,502</b>
<b>Expenditure</b>					
NEW - New Capital	12,851	12,838	(13)	22,884	22,884
REPLACE - Replacement Capital	1,866	1,730	(135)	4,393	4,393
PROJDEL - Project Delivery	440	432	(8)	865	865
<b>Expenditure Total</b>	<b>15,157</b>	<b>15,000</b>	<b>(157)</b>	<b>28,142</b>	<b>28,142</b>
<b>Net Capital Projects</b>	<b>11,946</b>	<b>13,286</b>	<b>1,340</b>	<b>22,640</b>	<b>22,640</b>

### Capital Works Income

An income variation of \$1.5M relates to the King William Road Project. This is a timing matter and will be corrected in Budget Review 3.

### Forecast

The current reported variances relate to timing, there is no foreseeable concerns regarding the Annual Budget at this time.

# OVERALL FUNDING STATEMENT

Attachment 4

## The City of Unley

Overall Funding Statement  
for the year to date ended December 2019

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav ) \$'000	YTD Variance %	Full Year Revised Budget \$'000
<b>Operating income</b>					
Rates	42,460	42,365	96	0.2%	42,511
Statutory income	959	771	188	24.4%	1,547
User charges	997	915	82	9.0%	1,865
Grants, subsidies and contributions	1,215	1,106	109	9.8%	2,546
Other income	584	490	93	19.1%	982
<b>Total Operating Income</b>	<b>46,215</b>	<b>45,647</b>	<b>568</b>	<b>1.2%</b>	<b>49,450</b>
<b>Operating expenditure</b>					
Total Employment costs	8,082	9,506	1,424	15.0%	18,783
Materials, contracts and other expenses	8,104	8,635	531	6.2%	18,119
Depreciation and amortisation	4,006	4,006	-		8,013
Finance costs	89	347	257	74.3%	693
<b>Total Operating Expenditure</b>	<b>20,281</b>	<b>22,494</b>	<b>2,213</b>	<b>9.8%</b>	<b>45,608</b>
<b>Funding surplus/(deficit) before Projects</b>	<b>25,933</b>	<b>23,152</b>	<b>2,781</b>		<b>3,842</b>
<b>Project Summary</b>					
<b>Operating projects</b>					
Income	60	58	(118)	-203.6%	134
Expenditure	293	325	32	9.9%	1,154
<b>Net expenditure - Operating projects</b>	<b>233</b>	<b>267</b>	<b>151</b>		<b>1,020</b>
<b>Capital projects</b>					
Income	3,211	1,714	1,497	87.3%	5,502
Expenditure	15,157	15,000	(157)	-1.0%	28,142
<b>Net expenditure - Capital projects</b>	<b>11,946</b>	<b>13,286</b>	<b>1,340</b>		<b>22,640</b>
<b>Total Operating projects and capital works program (net)</b>	<b>12,179</b>	<b>13,553</b>	<b>1,374</b>	<b>10.1%</b>	<b>23,660</b>
Depreciation and amortisation	4,006	4,006	-	0.0%	8,013
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>17,761</b>	<b>13,606</b>	<b>4,155</b>	<b>( )</b>	<b>(11,805)</b>
<b>Operating Surplus after Projects</b>	<b>25,701</b>	<b>22,886</b>	<b>2,815</b>		<b>2,822</b>

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



## DECISION REPORT

<b>REPORT TITLE:</b>	2020 LGA ORDINARY GENERAL MEETING - PROPOSED ITEMS OF BUSINESS
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	TAMI NORMAN
<b>JOB TITLE:</b>	EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. LGA GENERAL MEETING - PROPOSED ITEM OF BUSINESS FORM

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### 1. **EXECUTIVE SUMMARY**

The 2020 Ordinary General Meeting (OGM) of the Local Government Association (LGA) will be held on Friday, 3 April 2020 at the Adelaide Entertainment Centre. The purpose of the OGM is to consider items of strategic importance to local government and the LGA, as recommended by South Australian Region Organisation of Councils (SAROC), Greater Adelaide Region Organisation of Councils (GAROC) or the Board of Directors.

Member councils are invited to submit proposed items of business to be considered by SAROC, GAROC or the LGA Board of Directors for inclusion in the 2020 OGM agenda.

Proposals must be received by no later than 5pm on Friday 7 February 2020.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

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

4. Civic Leadership

4.1 We have strong leadership and governance.



#### **4. BACKGROUND**

The 2020 Ordinary General Meeting (OGM) of the Local Government Association (LGA) will be held on Friday, 3 April at the Adelaide Entertainment Centre.

The purpose of the OGM is to consider items of strategic importance to local government and the LGA, as recommended by SAROC, GAROC or the Board of Directors.

Member councils may at any time throughout the year propose an item of business for a General Meeting. To submit a proposal, a *General Meeting - Proposed Item of Business form* must be completed.

*Attachment 1*

Proposals should be accompanied by sufficient supporting information to assist SAROC, GAROC and the Board of Directors to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted.

It is at the discretion of Council whether to refer an item to their relevant Regional Organisation of Councils (SAROC or GAROC) or the Board of Directors. Guidelines on how proposed items of business will be considered are available on the LGA's website: <http://lga.sa.gov.au/generalmeetings>.

In order for items of business to be considered for the OGM of 3 April 2020, proposals must be received no later than 5pm on Friday, 7 February 2020.

All proposed items will then be considered by either SAROC, GAROC or the Board of Directors and must be approved by them for inclusion in the agenda for the OGM. The OGM agenda will be provided to councils at least 30 days prior to the meeting.

#### **5. DISCUSSION**

At the time of writing this report the Chief Executive Officer was not aware of any current matters relating to City of Unley business that warrant a Notice of Motion being submitted, nor are there any previously endorsed Notices of Motion to be submitted to the LGA OGM.

Council should consider whether there are any matters they believe need to be brought to the attention of the LGA OGM, and if there are, an appropriate motion should be drafted for submission.

Should Council determine that a Notice of Motion is to be submitted to the LGA OGM, a motion to that effect will need to be moved, seconded and carried.

The following text is provided to assist with inclusion of an appropriate motion at the Council meeting if required:

1. *That the City of Unley submit a Notice of Motion to the Local Government Association Ordinary General Meeting (Friday, 3 April 2020) whereby it requests the LGA to ...[insert details of motion]*
2. *Staff be authorised to liaise with the LGA in relation to the wording of the motion, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Ordinary General Meeting and to ensure legislative compliance.*

It is at Council's discretion to submit a Notice of Motion.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.

Council is not obligated to submit a Notice of Motion. Given that there are no previously endorsed Motions to be submitted, and administration are not aware of any matters currently identified as warranting submission, Option 1 simply receives the report.

### Option 2 –

1. The report be received.
2. That the City of Unley submit a Notice of Motion to the Local Government Association Ordinary General Meeting (Friday, 3 April 2020) whereby it requests the LGA to ...[insert details of motion]
3. Staff be authorised to liaise with the LGA in relation to the wording of the motion, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Ordinary General Meeting and to ensure legislative compliance.

Should Council determine that a Notice of Motion is to be submitted, the initial wording for a motion is included as part 2 and 3 to the Option 2 motion (based on the sample text provided in section 5 of this report), with the specific wording relating to the identified motion to be determined and inserted at the meeting.

It is at Council's discretion to submit a Notice of Motion.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

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

**8.2 Legislative/Risk Management**

- Should Council determine to submit a Notice of Motion, staff will need to ensure it complies with legislative requirements, which may require slight modification to the wording of the motion prior to submission to the LGA. The draft text provided in section 5 of this report provides the capacity for staff to vary the motion if required, to facilitate submission to the LGA and to ensure that it complies with relevant legislative obligations.

**9. REPORT CONSULTATION**

Nil

**10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO

## LGA General Meeting – Proposed Item of Business

The purpose of this form is to request consideration by SAROC, GAROC or the Board of Directors of an item of business to be included on the agenda of an LGA General Meeting - refer Clause 16.3.1 of the LGA Constitution. Prior to submitting a proposed Item of Business, please refer to the Considering Proposed Items of Business for LGA General Meetings Guidelines.

<b>Council Name</b>	
<b>The body the item is being referred to</b>  <i>Proposals may only be submitted to the ROC of which council is a member, or to the LGA Board of Directors.</i>	Board of Directors <u>OR</u> SAROC <u>OR</u> GAROC ( <i>choose only one</i> )
<b>Subject of the proposed item of business</b>	
<b>Proposed motion for the General Meeting</b>	That the Annual / Ordinary General Meeting requests the LGA to .....
<b>Supporting information</b>  <i>Provide a summary of the issue(s), relevant background information, description of the impact on the sector and evidence that this is an item of strategic importance to local government.</i>	
<b>LGA Policy Manual</b>  <i>Does this item require a change to the LGA Policy Manual (new policy or amendment to existing policy)?</i>	( <a href="#">please click here to view the LGA Policy Manual</a> )
<b>LGA Strategic Plan reference</b>	( <a href="#">please click here to view the plan and identify the Key Initiative and Strategy reference</a> )  ( <i>choose only one Key Initiative and one Strategy</i> )
<b>Council Contact Officer submitting form</b>	(insert name)  (insert email address)  (insert telephone number)
<b>Council Meeting minute reference and date of meeting</b>	
<b>Date submitted to LGA</b>	

Please return Word version of completed form to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au).  
Refer to LGA Circulars in respect to deadlines for upcoming General Meetings.



## DECISION REPORT

<b>REPORT TITLE:</b>	LGA CALL FOR NOMINATIONS - GAROC CASUAL VACANCY
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	TAMI NORMAN
<b>JOB TITLE:</b>	EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. CALL FOR NOMINATIONS FOR MEMBER OF GAROC - CASUAL VACANCY</li><li>2. GAROC MEMBERSHIP MAP - NOVEMBER 2019</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Greater Adelaide Regional Organisation of Councils (GAROC) Committee has been established by the LGA to provide regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

A casual vacancy has arisen on the GAROC Committee following the resignation of Cr Tim Pfeiffer from the City of Marion. The LGA has called for nominations to fill the casual vacancy. Nominations may only be made by council resolution, and must be received by the Returning Officer by no later than 5.00pm on 26 February 2020.

This report asks Council to consider a nomination for the casual vacancy on the GAROC Committee.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. \_\_\_\_\_ be put forward in response to the call for nominations for the casual vacancy: Member of the Local Government Associations' Greater Adelaide Region Organisation of Councils (GAROC) Committee.
-

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

#### 4. Civic Leadership

4.1 We have strong leadership and governance.

### **4. BACKGROUND**

The Greater Adelaide Regional Organisation of Councils (GAROC) Committee has been established by the LGA to provide regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

Membership of GAROC comprises representatives from eight (8) of the Council Members of the GAROC Regional Grouping, which includes:

- Adelaide
- Adelaide Hills
- Burnside
- Campbelltown
- Charles Sturt
- Gawler
- Holdfast Bay
- Marion
- Mitcham
- Norwood Payneham & St Peters
- Onkaparinga
- Playford
- Port Adelaide Enfield
- Prospect
- Salisbury
- Tea Tree Gully
- Unley
- Walkerville
- West Torrens

The current members of GAROC are:

- Mayor Karen Redman (Town of Gawler) – GAROC Chair
- Mayor Gillian Aldridge (City of Salisbury)
- Mayor Kevin Knight (City of Tea Tree Gully)
- Mayor Jan-Claire Wisdom (Adelaide Hills Council)
- Mayor David O’Loughlin (City of Prospect)
- Deputy Mayor Tim Pfeiffer (City of Marion)
- Cr Christel Mex (City of Norwood, Payneham & St Peters)
- Mayor Angela Evans (City of Charles Sturt)
- Lord Mayor Sandy Verschoor (City of Adelaide) – GAROC standing member

### **5. DISCUSSION**

The Local Government Association (LGA) has called for nominations to fill one (1) casual vacancy on the LGA’s Greater Adelaide Region Organisation of Councils (GAROC) Committee following the resignation of Cr Tim Pfeiffer from the City of Marion.

A copy of the Call for Nominations is provided as Attachment 1. A copy of the GAROC Membership map is provided as Attachment 2.

*Attachment 1*

*Attachment 2*

The GAROC Regional Structure was approved by members at the 2019 LGA Annual General Meeting, however, these changes do not take effect until Ministerial approval is received (currently pending). The amendments to the GAROC Terms of Reference provide that the GAROC Regional Structure will commence from the 2020 LGA Elections. Consequently, the process to fill the casual vacancy that has arisen will be the same as that used to fill two casual vacancies in 2019.

The term of appointment for the casual vacancy will commence at the conclusion of the casual vacancy election process and continue until the conclusion of the 2020 LGA Annual General Meeting.

The GAROC terms of reference provide that all council members elected to GAROC must be from a different Member council. Therefore nominations may only be made from the following councils:

- Burnside
- Campbelltown
- Holdfast Bay
- Marion
- Mitcham
- Onkaparinga
- Playford
- Port Adelaide Enfield
- Unley
- Walkerville
- West Torrens



A nomination may only be made by resolution of the council and using the provided Nomination Form. The form must be signed by both the candidate nominated to indicate their willingness to stand for election, and by the Chief Executive Officer of the nominating council.

The Chief Executive Officer of the LGA is required to conduct a ballot if the number of nominations for GAROC exceeds the required number of candidates. If a ballot is required, the distribution of ballot papers to councils will include any information provided by the candidates to the Returning Office.

Key timings for the process are as follows:

- 13/01/2020: nominations called
- 26/02/2020: nominations close
- 04/03/2020: ballot papers prepared and posted (if nominations exceed vacancies)
- 15/04/2020: voting closes
- 16/04/2020: counting of votes and final declaration of results

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. \_\_\_\_\_ be put forward in response to the call for nominations for the casual vacancy: Member of the Local Government Associations' Greater Adelaide Region Organisation of Councils (GAROC) Committee.

This option allows Council to make a nomination for appointment to the GAROC Committee. The nomination may either be an Elected Member from the City of Unley, or from any of the member councils that are not currently represented on GAROC (noting that the nomination must be signed by the nominee).

### Option 2 –

1. The report be received.

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

## **7. RECOMMENDED OPTION**

The matter is for Council to determine.

8. **REPORT AUTHORISERS**

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

ECM 693096 LT/AL

13 January 2020

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
PO Box 1  
Unley SA 5061  
**Emailed:** ptsokas@unley.sa.gov.au

Dear Mr Tsokas

### **Call for Nominations for Member of GAROC – Casual Vacancy**

The LGA hereby calls for nominations to fill one (1) casual vacancy on the Local Government Association's (LGA) Greater Adelaide Region Organisation of Councils (GAROC) Committee to commence office from the declaration of this election and to remain in office until the conclusion of the 2020 AGM. A nomination form for the position of member of GAROC is attached and must be received by the LGA CEO, no later than **5pm Wednesday 26 February 2020**.

### **Casual Vacancy**

The resignation of Cr Tim Pfeiffer from the City of Marion has caused a casual vacancy on the GAROC committee. The processes to fill this casual vacancy is outlined in Clause 4.7.3 of the GAROC Terms of Reference (TOR):

*4.7.3. If there is a casual vacancy in the membership of GAROC then the GAROC Regional Grouping relevant to the GAROC member the subject of the casual vacancy will appoint by resolution of the majority of Members comprising the GAROC Regional Grouping another Council Member to serve as a member of GAROC for the balance of the membership term.*

While a regional GAROC structure was approved by members at the 2019 LGA Annual General Meeting these changes to the GAROC TOR will not take effect until the changes receive Ministerial approval, which is pending. Also, the amendments to the GAROC TOR provide for the new regional structure commence from the 2020 LGA elections. Thus, the process to fill the casual vacancy will be same as that used to fill two (2) casual vacancies in 2019.

Accordingly, I write to you in your capacity as the Chief Executive Officer of an Ordinary Member Council of the Greater Adelaide region to invite nominations from your council for a position on GAROC.

A nomination may only be made by resolution of the council and using the **enclosed** form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council.

### **Voting**

As the Returning Officer, the Chief Executive Officer of the LGA is required to conduct a ballot if the number of nominations for GAROC exceeds the required number of candidates. If a ballot is required, the distribution of ballot papers to councils will include any information provided by the candidates to the

Returning Officer in accordance with the requirements specified in clause 4.4.5 of the GAROC TOR (copy attached).

### Timetable

Key timings and GAROC Terms of Reference provisions are outlined in the following table:

Indicative Timing	Headline	GAROC TOR Provision
n/a	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
13 January 2020	Nominations Called	A/CEO to write to members of GAROC calling for nomination for position of members of GAROC (Clause 4.3.2).
26 February 2020	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination (Clause 4.3.4). Council's will have 6 weeks to lodge their nominations.
n/a	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions each candidate is elected (Clause 4.4.3).
4 March 2020	Ballot papers prepared and posted	CEO shall provide ballot papers to each GAROC member council (Clause 4.4.5(b)).
15 April 2020	Voting closes	The returning officer will determine the closing date for voting with reference to Clause 4.4.5(f) for counting of votes. Council's will have 6 weeks to lodge their votes.
16 April 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
16 April 2019	Final declaration of result	CEO shall declare the candidate with the most votes elected at the conclusion of the counting of the votes. The candidates elected will commence their term immediately and will remain in office until the conclusion of the 2020 AGM.

**All nominations (and any accompanying candidate information) must be addressed to the Returning Officer and must be received by 5:00pm Wednesday 26 February 2020.**

Extracts from the relevant section of the GAROC TOR relating to nominating and electing members to GAROC is attached for your information.



The voice of local government.

### **GAROC Membership**

Information about the current membership of GAROC is attached for your information. The GAROC TOR (Clause 4.2.1) requires that all council members elected to GAROC must be from a different Member council. Therefore, if your council already has a council member currently serving as a member of GAROC; no further members of your council are eligible for this election. However, a council may nominate a council member from another council within the Greater Adelaide region for a position on GAROC.

Please contact Lisa Teburea on 8224 2022 or [lisa.teburea@lga.sa.gov.au](mailto:lisa.teburea@lga.sa.gov.au) if you have any questions in relation to the election process.

Yours sincerely

Dr Andrew Johnson

**Acting Chief Executive Officer**

*Telephone: (08) 8224 2030*

*Email: [andrew.johnson@lga.sa.gov.au](mailto:andrew.johnson@lga.sa.gov.au)*

Attach: GAROC Casual Vacancy Nomination Form  
GAROC Casual Vacancy Candidate Information Sheet  
Current GAROC membership



The voice of local government.

## Nomination Form

### GAROC – Casual Vacancy

<b>Nominee's Council</b>	<i>(insert name of council)</i>
<b>Nominee's Name (full name)</b>	<i>(insert title, first name and surname)</i>
<b>Declaration and signature of nominee</b>	<p>I hereby accept such nomination and consent to act as a member of GAROC if so elected.</p> <p>Signature:</p> <p>.....</p>
<b>Signature and name of Nominating Council's CEO</b>	<p>Signature:</p> <p>.....</p> <p><i>(insert name)</i></p>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer**  
**Close of nominations 5:00pm Wednesday 26 February 2020**

## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li><i>(insert details of leadership, board, corporate governance experience etc)</i></li> </ul>

**This form must accompany the Nomination Form**

**This information will be supplied to GAROC member councils in the event that an election is required**

## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4. GAROC

##### 4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

##### 4.2. Membership

4.2.1. The GAROC Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the GAROC Regional Grouping eight (8) Council Members of Members in the GAROC Regional Grouping to GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

##### 4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of GAROC as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (**Close of Nominations**). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

##### 4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of the GAROC Regional Grouping of the candidates for membership of GAROC nominated in the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1 then the Chief Executive will declare those persons duly elected to those membership positions.

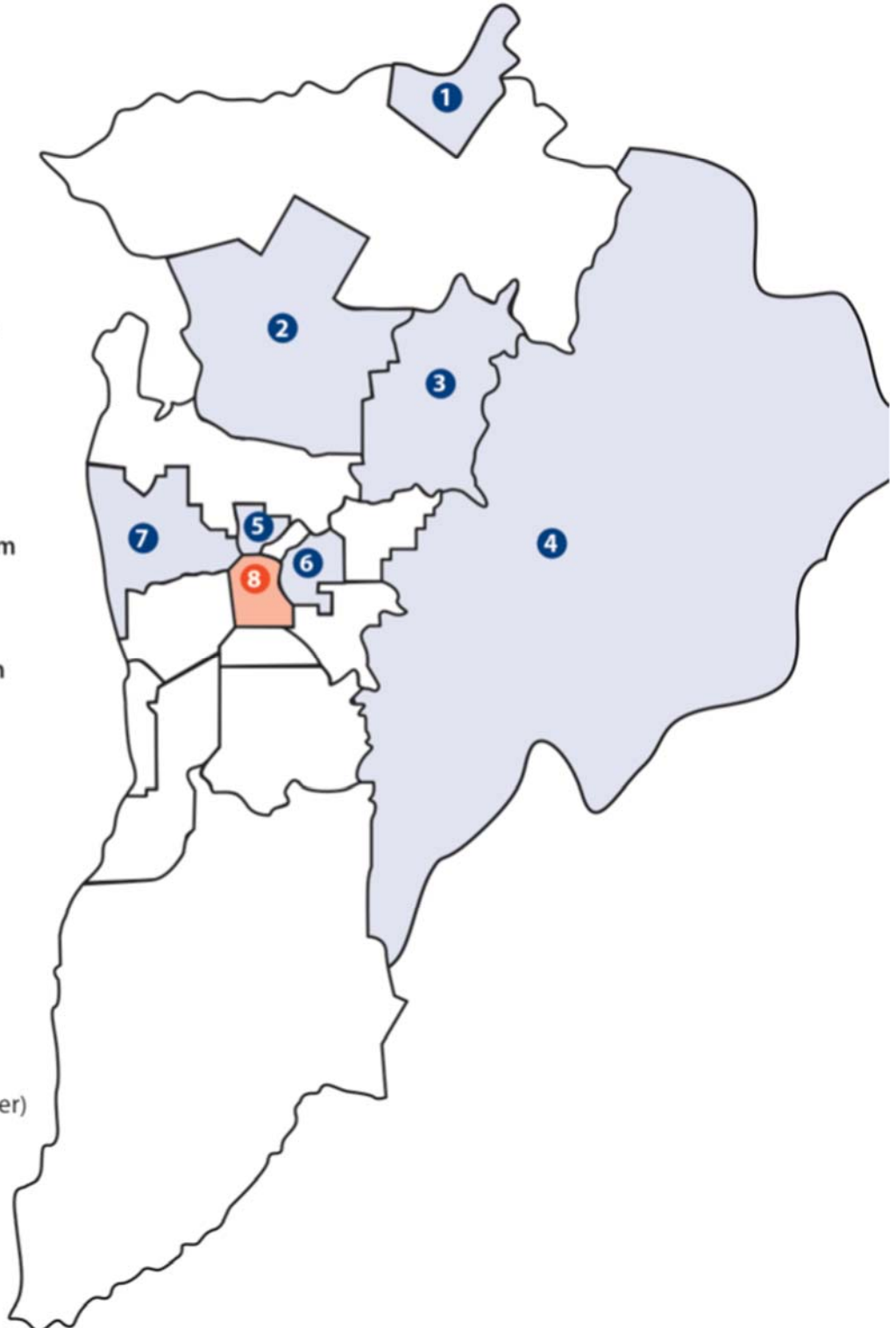
4.4.4. If the number of persons nominated by the Close of Nominations by the Regional Grouping of Members exceeds the number of membership positions described 4.2.1 then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.



- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
  - (b) the ballot papers shall:
    - (i) list the candidate or candidates for election;
    - (ii) specify the day of closure of the election; and
    - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
  - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
  - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
  - (e) on receipt of the envelopes the Chief Executive must:
    - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
    - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
  - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
  - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
  - (h) in respect of an election for the purposes of clause 4.2.1, the 8 candidates with the most votes shall be deemed elected and the Chief Executive shall declare the candidates elected at the Annual General Meeting.
  - (i) in the case of candidates for membership positions described in clause 4.2.1 receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.
- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.

# November 2019 GAROC Membership

- 1** Mayor Karen Redman  
Town of Gawler  
(GAROC Chair)
- 2** Mayor Gillian Aldridge  
City of Salisbury  
(Office of the Immediate  
Past President)
- 3** Mayor Kevin Knight  
City of Tea Tree Gully  
(Board Director)
- 4** Mayor Jan-Claire Wisdom  
Adelaide Hills Council  
(Board Director)
- 5** Mayor David O'Loughlin  
City of Prospect  
(Board Director)
- 6** Cr Christel Mex  
City of Norwood,  
Payneham & St Peters
- 7** Mayor Angela Evans  
City of Charles Sturt
- 8** Lord Mayor  
Sandy Verschoor  
City of Adelaide  
(GAROC standing member)





## INFORMATION REPORT

<b>REPORT TITLE:</b>	TRADER ASSOCIATION QUARTER 1 REPORTS 1 JULY - 30 SEPTEMBER 2019
<b>ITEM NUMBER:</b>	4.9
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>AUTHOR:</b>	AKARRA KLINGBERG
<b>JOB TITLE:</b>	COORDINATOR ECONOMIC DEVELOPMENT
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. UNLEY ROAD ASSOCIATION Q1 2019-20 REPORT</li><li>2. GOODWOOD ROAD BUSINESS ASSOCIATION Q1 2019-20 REPORT</li><li>3. KWR TRADERS ASSOCIATION Q1 2019- 20 REPORT</li><li>4. FULLARTON ROAD SOUTH TRADERS ASSOCIATION Q1 2019-20 REPORT</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The City of Unley has four (4) mainstreet precincts (Fullarton Road, Unley Road, King William Road and Goodwood Road) (“the Precincts”).

The Association Separate Rate Agreement(s) require each Mainstreet Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the period 1 July 2019 to 30 September 2019, as well as additional information on the activities of the Mainstreet 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 Precinct is represented by an Independent Incorporated Trader Association (“the Associations”) and each 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 Mainstreet Association is required to provide a quarterly report.

#### 5. **DISCUSSION**

The Associations have been asked to provide a financial report from quarter 1, 2019/20, 1 July 2019 – 30 September 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)**

- Trader networking event held in August at Gasworks with guest speaker Jenny Williams. Over 50 people attending.
- Pride of Workmanship awards. Information distributed to businesses to be involved and encourage customers/clients to vote for them. Planning for the Pride of Workmanship awards event.
- Continued advocacy on clearways proposal from DPTI.
- AGM Planning.
- Website contract awarded and work commenced on updating the Unley Road website including featuring all Unley Road businesses, updated images, trader information.

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

- Planning for SALA in Goodwood which is a major event for the precinct. This includes encouraging traders to participate, collating a list of artists, coordinating where needed and planning for the launch and major event. 2019 saw an increase in venues and artists participating.

- SALA Festival held throughout August including:
  - the launch held at Ginger's that generated excellent attendance; and
  - major event on Sunday 25 August, with participating traders really happy with the event, and excellent attendance throughout the day.
- Continuation of the Heart of Goodwood Campaign – over 32 participating businesses, with 250 cards distributed through Goody Bags and an online campaign that featured in the Messenger.
- Continued working relationship with the Goodwood Primary School to include art on the fence, with #goodyroad added to the fence to remain for as long as the art lasts to encourage people to tag Goody Road in any social media posts.
- AGM planning.

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

- Worked with traders participating in SALA, promoted store events through Social Media. Promoted SALA on King William Road.
- Continued PR and marketing through the KWR upgrade including the four-week road closure. Sassafras PR company was engaged to work on key messages and deliver newsworthy stories for traders/KWR throughout the upgrade period.
- The strategy adopted by the KWRTA for the redevelopment was focussed on three key areas:
  - accessibility to the precinct;
  - sharing trader initiatives; and
  - four-week closure – July 2019.
- Key initiatives included:
  - engagement of PR agency, Sassafras PR to work continuously with the KWRTA throughout the redevelopment period;
  - development of social media assets;
  - radio advertising;
  - influencer engagement;
  - four traders featured in the Advertiser for black book feature in Home Magazine;
  - influencer engagement;
  - promotion of new business opening on the street;
  - She Shopped digital assets created for content over four-week closure;
  - increasing social posts; and
  - SA Life eDM Feature in June – two x Friday eDM features.

- The King William Road Traders Association and City of Unley have collaborated on the advertising in the Advertiser throughout the four-week road closure, as well as a radio campaign.
- AGM planning.
- Website updates – working with new traders to list new traders.

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

- Focus on growing Destination Highgate Social Media following.
- Distribution of window decals for businesses within the precinct.
- Finalisation of precinct brochure listing all businesses sent for printing.
- Planning for Destination Highgate Summer Fair.
- Planning and invitation for Destination Highgate Christmas Celebration.
- AGM planning.

**1. REPORT AUTHORISERS**

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





**Unley Road Association**

**Summary of Income and Expenditure 2019/20**

**Income**

Separate Rate funding	\$ 113,395.00
Banner Income	\$ 4,000.00
	\$ -
Other - CoU sponsorship for major event	\$ 10,000.00
<b>Total Income</b>	<b>\$ 127,395.00</b>

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

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

**Expenditure**

**Projects (provide further detail on 'Detail' worksheet)**

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

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total
Project 1 Member Service to hold networking events engagement of traders with presenters and informing	\$ 12,000.00	4,297.21				4297.21
Project 2 Advertising & Promotion marketing all business and services on Unley Road. Provide opportunities for businesses to participate in events	\$ 26,000.00	1659.13				1659.13
Project 3 Online services to update the existing Unley Road website and social media create a responsive platform for Unley Road businesses and cu	\$ 6,000.00	54.55				54.55
Project 4 Major Event hold the Taste of Unley Road shopping festival in February/ March (four week period) encouraging people to shop local.	\$ 25,000.00	645.46				645.46
Project 5 Minor Events to hold events throughout the calendar year to encourage a vibrancy to Unley Road	\$ 7,000.00	200				200
<b>Sub total</b>	<b>\$ 76,000.00</b>	\$ 6,856.35	\$ -	\$ -	\$ -	

**Administration**

Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total
Marketing/Admin Coordinator Marketing and Administration Co-ordinating	\$ 24,000.00	6345				6345
Office Expenses General Office Expenses	\$ 4,799.00	610.59				610.59
Insurance Insurance cover	\$ 1,300.00	0				0
<b>Contribution to Mainstreet Digita</b> Contribution to Year X of Mainstreet Digital Economy Strategy	<b>\$ 7,296.00</b>	1824				1824
Subtotal	\$ 37,395.00	8779.59				8779.59
<b>Total Expenses</b> <b>Projects + Administration</b>	<b>\$ 113,395.00</b>					0

<b>Operating Surplus</b>	<b>\$ 14,000.00</b>					0
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Unley Road Association - Expenditure 2019/20

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
<b>Member Services</b>	To hold three networking events at three unique Unley Road businesses or locations between July 2019 – June 2020, 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.  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, matters that may effect their business, changes on the Road and any other relevant news.	\$ 12,000	Participant numbers and feedback. Read and click rates on emails		Held in August with great motivational speaker Jenny Williams we aimed to have 70 people attend with 58 attending was a great night on how the right mind set can set your business up	Good feedback received from businesses and their staff			
	Description:  Objective:								
Est. Comp. Date : 30th June 2020									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
<b>Advertising and promotional</b>	Description: Assist with marketing all business and services on Unley Road. Provide opportunities for businesses to participate in events on and off the road. Produce updated Unley Road directory and distribute to businesses on the Road and to all Unley Life recipients.  Run active social media channels (Facebook, Instagram and Twitter) to publicise Unley Road businesses, upcoming events and relevant Unley community initiatives.	\$ 26,000	Engagement stats from online avenues, business participation and trader feedback refer to online stats later in report						
	Measure: Engagement stats from online avenues, business participation and trader feedback								
Est. Comp. Date : 30th June 2020									
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
<b>Online services</b>	Description: To update the existing Unley Road website and create a responsive website for the Association, Unley Road businesses, their customers and the general public. Included in this is the creation of a series of blog posts capturing the breadth of services, traders and retailers on Unley Road.  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.	\$ 6,000	increase of 13% engagement since last quarter this will continue with redevelopment of web site			refer to online service stats in this report			
	Measure: Follower numbers and engagement metrics								
	Description:  Objective:								
Est. Comp. Date : 30th June 2020									
Project 4	Description: To hold the Taste of Unley Road shopping festival in February/ March (four	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
<b>Major Event</b>	Measure: Media exposure, business participation and sponsorship, audience number and competition entries.	\$ 25,000	Event is in the implementing stage in this quarter						

Est. Comp. Date : 30th June 2020									
<b>Project 5</b>	<b>Description</b>	<b>Budget</b>	<b>Measure</b>	<b>New initiative (Y/N)</b>	<b>Target v Actual</b>	<b>Results for Quarter 1</b>	<b>Results for Quarter 2</b>	<b>Results for Quarter 3</b>	<b>Results for Quarter 4</b>
<b>Minor Events</b>	Description: To hold minor events throughout the calendar year to encourage a vibrancy to Unley Road; Sturt Football club sponsorship and associated events, Festive Season displays "Unley Delights", Pride of Workmanship Awards (trader awards) in conjunction with Rotary, Cancer Awareness Week, Pink Ribbon Day and boutique industry events.	\$ 7,000	First minor event to be held in 2nd quarter						
	Measure: Trader involvement and feedback								
	Description: Objective:								
Est. Comp. Date : 30th June 2020									
<b>Sub total</b>	<b>Projects ***including Find Your Everything</b>	<b>\$ 76,000</b>							

<b>Administration</b>			
	<b>Yearly Hours</b>	<b>Rate/Hour</b>	<b>Total</b>
Admin/Marketing Coord.	533.33	\$45.00	\$ 24,000
Office Exp.	Postage, phone calls, office supplies, PO Box, Book keeping		\$ 4,799
Insurance	Public Liability Required.		\$ 1,300
Other	Find Your Everything CoU Digital Strategy		\$ 7,296
<b>Sub total</b>	<b>Administration</b>		<b>\$ 37,395</b>

<b>Total Exp.</b>	<b>Projects + Administration</b>	<b>\$ 113,395</b>
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**SOCIAL MEDIA**

	<b>Measure</b>	<b>Current</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
Member Newsletter	Open Rate	34%	35	33			
Website Traffic	Page Views	7100	30000	7718			
Social Media - Facebook	Page Likes (net)	400	2500	403			
Social Media - facebook	Followers (net)	2200	2000	2239			
Social Media - instagram	Followers (net)	450	500	405			
Social Media -	Followers (net)						
Social Media - Member's Facebook Page	Page Likes (net)						



**Goodwood Road Business Association  
Summary of Income and Expenditure 2019/20**

**Income**

Separate Rate funding	\$ 57,225.00
Banner Income (if applicable)	\$ 6,500.00
CoU Sponsorship - Event	\$ 10,000.00
<b>Total Income</b>	<b>\$ 73,725.00</b>

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

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

**Expenditure**

Projects (provide further detail on "Detail" worksheet)

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

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Contribution to Digital Economy Strategy	\$ 2,381.00	\$ 595.25				595.25	25%
Project 2	SALA event (GRBA \$5,000, CoU Sponsorship \$10,000)	\$ 15,000.00	\$ 13,246.00				13246	88%
Project 3	Minor Events	\$ 5,000.00					0	0%
Project 4	Marketing/ Advertising/Promo inc. Marketing Coordinator Fee	\$ 31,120.00	\$ 3,522.28				3522.28	11%
Project 5	Member Services - networking meetings, newsletters etc	\$ 1,500.00	\$ -					
<b>Subtotal</b>		<b>\$ 55,001.00</b>	<b>\$ 17,363.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>0%</b>

**Administration**

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Coordinator - Admin Fee	\$ 12,480.00	\$ 4,590.00				4590	37%
Office Expenses		\$ 1,400.00	\$ 50.00				50	4%
Insurance		\$ 1,800.00	\$ -				0	0%
Bookkeeping-Auditing		\$ 2,000.00	\$ 360.00					
<b>Subtotal</b>		<b>\$ 17,680.00</b>	<b>\$ 5,000.00</b>				5000	<b>28%</b>

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 72,681.00</b>					0	<b>0%</b>
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<b>Operating Surplus</b>		<b>\$ 1,044.00</b>					0	<b>0.00%</b>
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**Goodwood Road Business Association - Expenditure 2019/20**

		Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1
<b>Project 1 : Contribution to DES</b>		\$ 2,381	Payment			Paid
<b>Projects 2 &amp; 3 : Events</b>	<b>Description : Special occasion and road events of a suitable scale and size</b>					
	<b>Objective : Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves</b>					
<b>Project 2 : SALA</b>	<b>SALA - Major event - month long event, culminating in Sunday SALA on Goody</b>	\$15,000 (GRBA \$5,000, CoU \$10,000)	Artist / Member involvement, Attendance and Member participation at event Venue/Artist feedback	N	Member Venues : Target 35, Actual 36 Artists : Target 43, Actual 45 SALA on Sunday attendance Target : 250 Actual : 400 Member Participation : Target 3, Actual 6	SALA events held
<b>Project 3 : Minor Events</b>	<b>Minor events : eg Sat'dys on Goody - small Saturday morning activities designed to attract families to the Road</b>	\$ 5,000	Events held, attendance	N		Nil held
<b>Est Completion Date : SALA - September 2019, Minor Events June 30 2020</b>						
<b>Project 4 : Advertising &amp; Marketing</b>	<b>Description: Projects and activities designed to promote the Precinct as a whole, and individual businesses</b>	\$ 31,120				
	<b>Objective: To increase awareness of, and present GR as an alive and vibrant destination to visit for a wide variety of products, services and activities</b>					
	Social Media : Facebook and Instagram		Growth & engagement	No		FB + 105 fans Insta + 123 Followers
	Heart of Goodwood Card		Member participation Uptake of cards	Yes		30 participating businesses 250 cards distributed
	Maintenance of web site		Currency of content	No		Updated as Membership forms received
	Streetscape Fence Art/Footpath art		3-4 installations Dec-June	No		1 x installation
	Christmas Decoration Comp.		Member participation, votes received	No		
	Engagement of Coordinator to implement and manage projects			No		Contractor engaged
<b>Est completion Date : Ongoing to June 30</b>						
<b>Project 5 : Member Services</b>	<b>Description : Networking opportunities, newsletters</b>	\$ 1,500		No	2 -3 events Regular newsletters	Nil events held Multiple newsletters sent
	<b>Objective Member collaboration and liason</b>					
<b>Est. Comp. Date : Ongoing to June 30 2020</b>						
<b>Sub total : Projects</b>		<b>\$ 55,001.00</b>				

Administration	Yearly Hours	Rate/Hour	Total
Admin Coordinator	208	\$ 60.00	\$ 12,480.00
Office Expenses	Postage, Stationary, PO Box		\$ 1,400.00
Insurance	Public Liability and Association Liability		\$ 1,800.00

Other	Book keeping and auditing						\$ 2,000.00
<b>Sub total</b>	<b>Administration</b>						<b>\$ 17,680.00</b>
<b>Total Projects + Admin</b>							<b>\$ 72,681.00</b>

**SOCIAL MEDIA**

	Measure	Current at 1/7/2019	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Member Newsletter	Open Rate	UA					
Website Traffic	Page Views						
Social Media - Facebook	Page Likes (net)	3,414	4000	~+105			
Social Media - Instagram	Followers (net)	740	1000	~+91			





**KING WILLIAM ROAD TRADERS ASSOCIATION**  
**Summary of Income and Expenditure 2019/20**

<b>Income</b>	
Separate Rate funding	\$ 147,400.00
Banner Income	\$ 526.00
Event Grant - City of Unley	\$ 10,000.00
<b>Total Income</b>	<b>\$ 157,926.00</b>

Income show in this table needs to be reflected in the projects below

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

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

**Expenditure**

**Projects (provide further detail on "Detail" worksheet)**

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

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	King William Road Street Upgrade	\$ 24,000.00	\$9581.25				\$9581.25	40%
Project 2	Major Event - Christmas on KWR (includes \$10k City of Unley Event Grant)	\$ 20,000.00					\$0.00	0%
Project 3	Events & Activations (incl. Halloween, UGG, etc)	\$ 24,000.00	\$3329.37				\$3329.37	14%
Project 4	Strategic Marketing Coordination	\$ 18,000.00					\$0.00	0%
Project 5	Trader Engagement / Social Events	\$ 2,500.00					\$0.00	0%
Project 6	Website Upgrade / Development	\$ 3,000.00					\$0.00	0%
<b>Subtotal</b>		<b>\$ 91,500.00</b>	<b>\$ 12,910.62</b>	\$ -	\$ -	\$ -		0%

<b>Administration</b>		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
	Brief Description							
Marketing/Admin Coordinator	Salary for Mainstream Project & Community Manager	\$ 49,500.00	\$8332.00				\$8332.00	17%

Digital Economy Strategy	Contribution to Mainstreet Digital Economy Strategy	\$ 3,300.00	\$818.50				\$818.50	25%
Accounting	Bookkeeping and Compliance including EOFY Audit	\$ 5,200.00	\$912.02				\$912.02	18%
Website	Hosting & Maintenance	\$ 500.00					\$0.00	0%
Insurance	Public Liability + additional for events	\$ 3,200.00					\$0.00	0%
Office Expenses	General postage, storage, phone calls and office supplies	\$ 2,500.00	\$82.27				\$82.27	3%
Governance Training	Allowance for additional training if required	\$ 500.00					\$0.00	0%
Other	Miscellaneous expenses - includes bank fees, subscriptions (eg.Xero)	\$ 1,200.00	\$213.23				\$213.23	18%
<b>Subtotal</b>		<b>\$ 65,900.00</b>	<b>\$10358.02</b>				\$10358.02	16%
<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 157,400.00</b>	<b>\$23268.64</b>				\$23268.64	15%
<b>Operating Surplus</b>		<b>\$ 526.00</b>	<b>\$ 134,131.36</b>				\$ 134,131.36	25500.26%

KING WILLIAM ROAD TRADERS ASSOCIATION - Expenditure 2019/20									
Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
King William Road Street Upgrade	<p><b>Objectives:</b> KWRTA to invest in marketing and events on KWR during the 6-months forecasted upgrade period from June 2019 - February 2020 working in partnership with the City of Unley.</p> <p><b>Investment could cover:</b> PR, Ambassadors, Activations, Print advertising, content creation</p> <p><b>Measure:</b> Continued foot traffic to KWR during construction period and awareness of KWR business' being open and accessible</p>	\$ 24,000.00			<p>What were you hoping to get (measure) v what was achieved eg average open rate, trader participation etc Eg Open rate target 50/actual 65</p>	<p>- Radio Advertising - PR - Influencer Engagement - Digital - She Shopped</p> <p>full details of investment in marketing during the redevelopment</p>			
Est. Comp. Date : February 2020									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Major Event - Christmas on KWR (includes \$10k City of Unley Event Grant)	<p><b>Description:</b> KWRTA to create a Christmas hub for the local community and local tourists to visit KWR.</p> <p><b>How:</b> Installations and investment of Christmas theming along KWR along with activations throughout December attracting visitors to the precinct with one main event day. Activations could include Santa appearances, carol singers, live music.</p> <p><b>Measure:</b></p> <ol style="list-style-type: none"> <li>5-10 traders participating in activating Christmas themed windows to 'designer' level</li> <li>Media / Marketing Reach, including The Advertiser, news/weather feature, digital media sites.</li> <li>Visitor attraction to main community event</li> </ol> <p><b>Objective:</b></p>	\$ 20,000.00							
Est. Comp. Date : December 2019									
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events & Activations (incl. Halloween, UGG, etc)	<p><b>Description:</b> KWRTA to host regular events and activations over the calendar year to encourage foot traffic to KWR, along with providing experiences that create an emotional connection to encourage repeat visits.</p> <p><b>Events to include:</b></p> <ol style="list-style-type: none"> <li>SALA - August 2019</li> <li>Halloween on King William - October 2019</li> <li>Tour Down Under / UGG Investment - January 2019</li> <li>Mothers Day Activation - May 2020</li> <li>Food &amp; Wine Sessions - June 2020</li> </ol>	\$ 24,000.00				<p>SALA on KWR</p> <p>Traders who participated experienced increase in foot traffic by hosting in-store events/VIP nights.</p> <p>Visitor numbers were down, however the KWR redevelopment was in motion.</p> <p>The activation provided content and reasons to attract visitors for participating traders during the redevelopment.</p>	Halloween on KWR	Unley Gourmet Gala	Mothers Day  Food & Wine Sessions
Project 4	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4

<b>Strategic Marketing Coordination</b>	<b>Description:</b> Ongoing development & execution of the KWRTA marketing strategy. This could include content creation, social media advertising, print advertising, influencer engagement, etc. primarily applying for Q3 & Q4 following completion of the upgrade		\$ 18,000.00							
Est. Comp. Date : June 2020										
<b>Project 5</b>	<b>Description</b>		<b>Budget</b>	<b>Measure</b>	<b>New initiative (Y/N)</b>	<b>Target v Actual</b>	<b>Results for Quarter 1</b>	<b>Results for Quarter 2</b>	<b>Results for Quarter 3</b>	<b>Results for Quarter 4</b>
<b>Trader Engagement / Social Events</b>	<b>Description:</b> Engage Traders through regular communication and networking opportunities. This could be achieved via regular communication including newsletters, annual calendar and Facebook group posts along with AGM and networking event opportunities  <b>Objective:</b> Improved trader engagement and response times to association		\$ 2,500.00					AGM		
Est. Comp. Date : June 2020										
<b>Project 6</b>	<b>Description</b>		<b>Budget</b>	<b>Measure</b>	<b>New initiative (Y/N)</b>	<b>Target v Actual</b>	<b>Results for Quarter 1</b>	<b>Results for Quarter 2</b>	<b>Results for Quarter 3</b>	<b>Results for Quarter 4</b>
<b>Website Upgrade / Development</b>	<b>Description:</b> Upgrade existing website with new features, security management and development of website focussed content to continue to stay up to date with website being 2-years old  <b>Objective:</b> Upgrade to meet new user expectations and reduce spam visitors through increase security		\$ 3,000.00							
Est. Comp. Date : June 2020										
<b>Sub total</b>	<b>Projects</b>		<b>\$ 91,500</b>							
<b>Administration</b>										
	<b>Yearly Hours</b>	<b>Rate/Hour</b>	<b>Total</b>							
Admin/Marketing Coord.	1040 (av. 20hrs/week)	\$4116 per month (\$47.50/hr)	\$ 49,500							
Digital Economy Strategy	Contribution to Mainstreet Digital Economy Strategy		\$ 3,300.00							
Accounting	Bookkeeping and Compliance including EOFY Audit		\$ 5,200.00							
Website	Hosting & Maintenance		\$ 500.00							
Insurance	Public Liability + additional for events		\$ 3,200.00							
Office Expenses	General postage, storage, phone calls and office supplies		\$ 2,500.00							
Governance Training	Allowance for additional training if required		\$ 500.00							
Other	Miscellaneous expenses		\$ 1,200.00							
<b>Sub total</b>	<b>Administration</b>		<b>\$ 65,900</b>							
<b>Total Exp.</b>	<b>Projects + Administration</b>		<b>\$ 157,400</b>							
<b>SOCIAL MEDIA</b>										
	<b>Measure</b>	<b>Current</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Quarter 4</b>		
Member Newsletter	Open Rate	78%		78.1% XMAS - 61.5% AGM - 56.8%						
Website Traffic (av/month)	Page Views	3252		3435						
Social Media – Facebook	Page Likes (net)	8100		8350						
Social Media – Instagram	Followers (net)	3907		4075						
Social Media – Member's Facebook Group	Group Members (net)	64		78						

**Fullarton Road South Traders Association inc.  
Summary of Income and Expenditure 2019/20**

**Income**

Separate Rate funding	\$ 13,000.00
Summer Fair - Highgate Village Event (\$10k Council Sponsorship)	\$10,000
Membership	\$ 250.00
<b>Total Income</b>	<b>\$ 23,250.00</b>

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

Any alteration to your endorsed expenditure plan ?	Yes	Date approved 23 September 2019
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**\*\* Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by Council**

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

Brief Description	Budget	Exp. to Quarter 1	Exp. to Quarter 2	Exp. to Quarter 3	Exp. To Quarter 4	Progressive total	% of Prog. Total
Project 1 Marketing Campaign	\$ 9,435.00	976				976	10%
Project 2 Summer Fair	\$10,000						
Project 3 FYE yearly contribution	\$ 1,315.00	328.75				328.75	25%
Project 4 Christmas drinks mixer and gathering/networking twighlight event	\$ 500.00						0%
<b>Subtotal</b>	<b>\$ 21,250.00</b>	\$ 1,304.75	\$ -	\$ -	\$ -	1304.75	6%

**Administration**

Brief Description	Budget	Exp. to Quarter 1	Exp. to Quarter 2	Exp. to Quarter 3	Exp. To Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator Marketing coordinator fees per quarter are \$1,035	\$ -						
Office Expenses governance training if required for new members and incidentals office expenses	\$ 500.00						0%
Insurance Insurance falls due in the second quarter	\$ 1,500.00						0%
<b>Subtotal</b>	<b>\$ 2,000.00</b>	0	\$ -			0	0%

<b>Total Expenses</b>	<b>Projects + Administration</b>	<b>\$ 23,250.00</b>				0	0%
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<b>Operating Surplus</b>		\$ -				0	
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Fullarton Road South Traders Association Inc. Expenditure 2019-2020

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
eg Advertising/Marketing	Description: Continuation to build on New Facebook page and Instagram account and web presence for Destination Highgate. Aim is to build the brand awareness of the precinct and encourage visitation.	\$ 9,435		ongoing		Precinct brochures collated and printed  New Website being built  Ongoing facebook and instagram			
Est. Comp. Date : 30 June 2020									
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Summer Fair	Description: Host a community Event highlighting local traders. Encourage community to attend and enjoy and further build brand awareness.  Objective: Event well attended and seen as a benefit to traders  \$10k Council sponsorship	\$ 10,000				Planning for the fair - organising marketing, caterers, activations etc			
Est. Comp. Date : December 2019									
Project 3 & 4	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
FYE Contribution and Christmas event		\$ 1,815				Planning for the fair - organising marketing, caterers, activations etc			
Est. Comp. Date :									
<b>Sub total</b>	<b>Projects</b>	<b>\$ 21,250</b>							

Administration			
	Yearly Hours	Rate/Hour	
Admin/Marketing Coord. (Volunteer position)	200+	\$0	
Insurance	Public Liability Required. (Cert. of Currency to be provided within 30 days of rate being set)		\$ 1,500
Other	Miscellaneous costs, Fees and Charges		\$ 500
<b>Sub total</b>	<b>Administration</b>		<b>\$ 2,000</b>

<b>Total Exp.</b>	<b>Projects + Administration</b>	<b>\$ 23,250</b>
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Social Media - Facebook	Page Likes (net)	134		134	136		
Social Media - Instagram	Followers (net)	56		56	131		

## DECISION REPORT

**REPORT TITLE:** EASTERN REGION ALLIANCE (ERA)  
STRATEGIC PLAN 2020-24

**ITEM NUMBER:** 4.10

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

**ATTACHMENTS:** 1. EASTERN REGION ALLIANCE (ERA)  
STRATEGIC PLAN 2020-24

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### 1. **EXECUTIVE SUMMARY**

On 28 August 2017, Council considered and adopted the ERA Strategic Plan 2016-26 and Memorandum of Understanding. Over the past three months the ERA Mayors and CEOs Group has reviewed the Strategic Plan to update the activities that have been undertaken and set new targets and goals for 2020-24. The review was prompted by the newly elected Mayors as a result of the 2018 Council elections.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The updated ERA Strategic Plan 2020-2024 be adopted.
- 

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

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

### 4. **BACKGROUND**

The Eastern Region Alliance (ERA), consisting of the Cities of Burnside, Campbelltown, Norwood, Payneham & St Peters, Prospect, Unley and the Town of Walkerville, was formed in November 2008 when a Memorandum of Understanding (MOU) was signed by the six Councils. The MOU was updated in 2017 and subsequently adopted and signed by the ERA Councils.

Since signing the updated MOU, the six ERA Councils have been working towards improved co-operation, resource sharing, more effective working relationships and joint actions to agree and address strategic priorities between any two or more of the six Councils.

With the goal of securing a sustainable lifestyle, excellent services and facilities for its constituent communities, ERA has aimed to:

- Improve cooperation, collaboration, and coordination across the member councils;
- Establish a robust operational framework to deliver effective and efficient services;
- Be successful in attracting state and federal government funding for regional initiatives;
- Increase awareness, and the influence, of ERA within the three spheres of government.

Since its inception, the CEOs of the Councils have met monthly to discuss issues of mutual interest, while the Mayors and CEOs have met quarterly. Chairing of these meetings is rotated annually, alphabetically by Council name, with the host Council in 2019 being the City of Unley.

In 2014, during two facilitated workshops focusing on The Council of the Future review report, the ERA Mayors and CEOs Group developed a strategy to drive ERA's future activities. This was further progressed during 2015 resulting in the development of a Strategic Plan. The draft Strategic Plan recommended that ERA's boundaries should reflect the State Government's regional boundaries, and as a result, the City of Tea Tree Gully left the alliance on 31 December 2015.

A review of the governance arrangements was also undertaken by Tanom Legal and it was determined that the current governance framework and membership was appropriate. Following completion of that work, the Council considered the Strategic Plan at its meeting on 28 August 2017 and resolved that:

1. *The report be received.*
2. *Council receives the findings of the ERA Governance Framework Review as tabled to the ERA Mayors & CEOs on 22 March 2017 and appearing as Attachment 1 to Item 956/17.*
3. *Council adopts the report's conclusion that the current ERA governance framework provides a flexible platform for regional collaborations.*
4. *Council agrees that ERA maintain its current membership.*
5. *Council adopts the revised 'Memorandum of Understanding of the Eastern Region Alliance', which sets out the governance framework and membership for the informal alliance, appearing as Attachment 2 to Item 956/17.*



6. Council adopts the updated 'ERA Strategic Plan' appearing as Attachment 3 to Item 956/17.

(Resolution No. C0956/19)

## 5. **DISCUSSION**

ERA has a strong history of collaboration between member Councils and a number of co-operative initiatives have successfully been implemented over the past 3-4 years. These include, but not limited to, the ERA Water Project, ERA Community Passenger Network Scheme, ERA Ageing Strategy, Resilient East Adaptation Strategy, ERA SALA (the ERA we live in), ERA Economic Development Management position as well as joint submissions on planning, transport and other State Government reform agenda's. There are likely to be more collaborative projects in the future.

There have also been a number of shared service arrangements between Councils such as:

- Campbelltown providing WHS services to Walkerville (continuing);
- Resource Sharing / Depot (Walkerville and Campbelltown / current);
- Unley providing HR and WHS services to Prospect (completed);
- Burnside providing HR services to Walkerville (completed);
- Unley providing general inspector services to Walkerville (completed);
- ERA HR / OD shared services model (Unley and Walkerville / developmental phase); and
- MOU between Prospect and Walkerville – masterplan of Main North Road and North East Road (current).

Following the Local Government elections in 2018, it was an opportune time for the ERA mayors to review the Strategic Plan to ensure that it is both relevant and appropriate.

The Mayors ( with the support of the CEO group) undertook a review over a number of months and apart from some minor changes, agreed that the Plan is still relevant in terms of priority areas.

The Plan is now presented to Councils for endorsement

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The updated ERA Strategic Plan 2020-2024 be adopted.

Over the past three months, ERA Mayors and CEOs have undertaken a review of the ERA Strategic Plan and at the ERA Mayors and CEOs Group meeting held on 20 November, the draft Strategic Plan for 2020-24 was endorsed for presentation to the ERA Councils.

The Plan sets out strategies and actions in support of the collaborative arrangements between the six member councils and seeks to ensure continuation of a range of activities of benefit to member councils and their communities.

#### Option 2 –

1. The report be received.
2. The following proposed amendments to the 'ERA Strategic Plan 2020-2024' be provided to ERA for consideration prior to adoption:
  - [amendments to be listed]

This option allows Council to suggest amendments to the ERA Strategic Plan 2020-2024, for the consideration of ERA. It would mean that the current version of the document is not adopted at this time, and would require the proposed amendments to be presented to the other ERA member Councils for their respective endorsement.

#### Option 3 –

1. The report be received.

This option simply receives the report and makes no decision in relation to the adoption of the ERA Strategic Plan 2020-2024, which could compromise the ability of the Alliance to deliver the strategic objectives set out in the Plan.

### **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **8. POLICY IMPLICATIONS**

#### **8.1 Financial/Budget**

- ERA has been operating with a nominal financial contribution by member Councils (in the order of \$25,000 per annum). All associated works in relation to the revised Strategic Plan have been funded by ERA.

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

- A thorough governance review was undertaken in 2017 with an updated ERA MoU and ERA Strategic Plan adopted by all ERA Councils in 2017/18.

- The Strategic Plan was reviewed again this year due to the new Mayors elected during the Council elections and to update the activities that have been undertaken. The revised Strategic Plan ensures ERA's currency.

### **8.3 Environmental/Social/Economic**

- Collaboration, shared service arrangements and joint actions between the ERA member Councils will provide for efficiencies and promote new models for resource sharing of services and programs, which may have a broader applicability across the region and Local Government and potentially providing a 'bigger bang for ratepayers buck'.
- The Strategic Plan provides a mechanism of identifying specific initiatives for joint action in order to achieve improved service delivery arrangements, efficiencies and cost savings at a regional and local level, which will go to benefit the respective eastern region communities

## **9. REPORT CONSULTATION**

Nil.

## **10. REPORT AUTHORISERS**

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



## Eastern Region Alliance

# STRATEGIC PLAN 2020 - 2024



Website: [www.era.sa.gov.au](http://www.era.sa.gov.au)



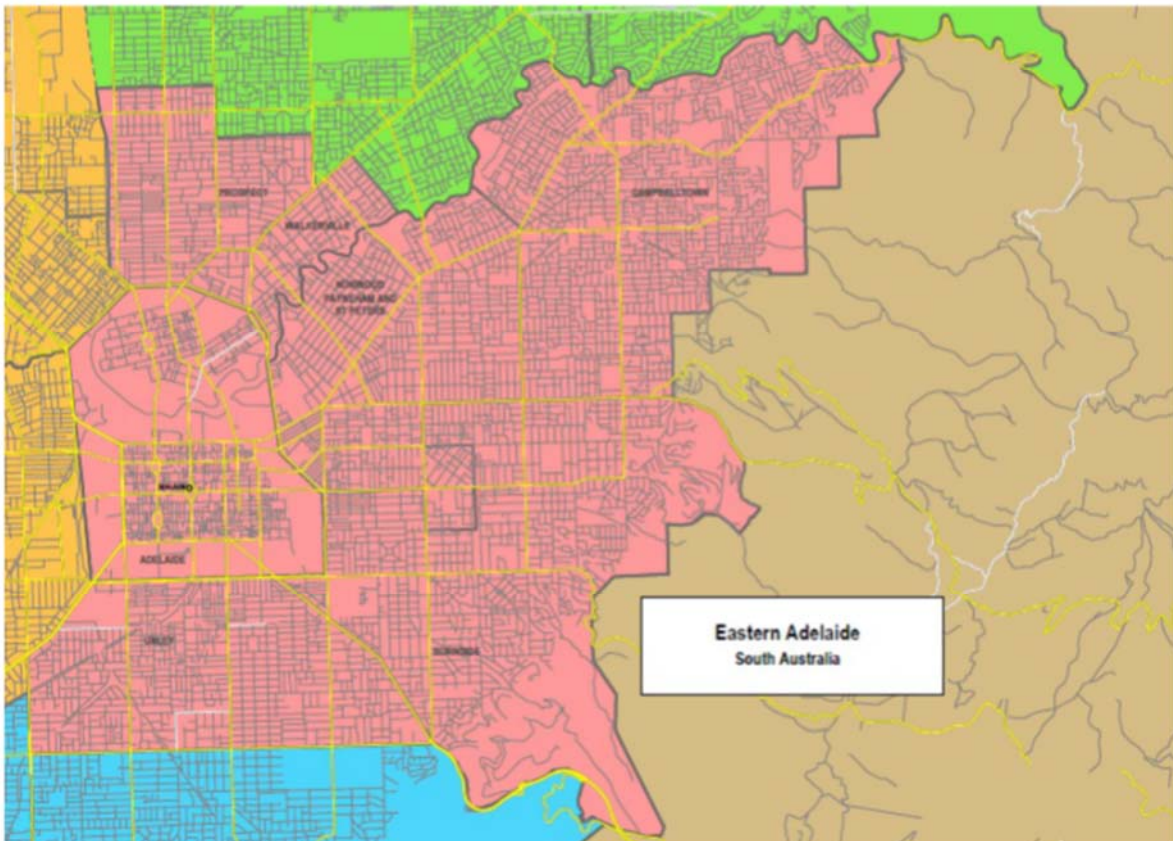
# ERA Strategic Plan

## Vision

Adelaide's Eastern Metropolitan Councils working together to better serve their communities.

## Mission

To secure a sustainable lifestyle, excellent services and facilities for our communities and to advance the interests of Adelaide's Eastern Metropolitan Region.



# ERA Strategic Plan

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## Introduction

The Eastern Region Alliance (ERA) is a group of six eastern Adelaide Councils that collaborate for the benefit of their local communities and the region as a whole, based on a Memorandum of Understanding developed in 2008 (and updated in 2017). The ERA Councils are the Cities of Burnside, Campbelltown, Norwood Payneham & St Peters, Prospect, Unley and the Town of Walkerville. The region generally enjoys higher than average income levels, quality urban form and amenity, and good economic and social opportunity.

ERA Councils, under the strategic guidance of the ERA Mayors and CEOs, have worked together collaboratively on a wide range of initiatives, some inclusive of all ERA Councils and others in partnership with non-ERA Councils. Priorities have encompassed long-term future planning (e.g. water initiatives and economic development), efficiencies and cost savings (e.g. East Waste) and positioning Eastern Adelaide more strongly with State and Commonwealth Government. ERA Councils maintain direct affiliation with the Local Government Association of South Australia. Similarly, ERA Councils can work on projects with other ERA Councils without ERA involvement or endorsement and can work with Councils outside of the Eastern Adelaide region. Most importantly, while this strategy includes opportunities for efficient service delivery, ERA Councils are clear that ERA is not a conduit to Council amalgamations. Projects or initiatives will be badged as 'ERA Projects' when all ERA Councils resolve to participate.

One of ERA's greatest strengths is the collaborative nature of its member relationships, which allow for ideas and initiatives to be raised and actioned quickly. This fluidity contributes to the social capital 'glue' which makes the group interesting and provides value to ERA Councils who can initiate projects as needed. This flexible approach worked very well in the early years of ERA and contributed to good working relationships. However, with ERA now developing into a more mature organisation, the Strategic Plan provides a mechanism for ERA Councils to drive greater efficiencies, improved capability and better services to Eastern Adelaide communities.



# ERA Strategic Plan

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## The Eastern Region

Within ERA the resident population is 202,273, while the 2016 census showed that those employed within ERA's boundaries number 98,814. The economic contribution of ERA is estimated to be \$9.72 billion, approximately 10.4% of the Gross State Product, making ERA a significant force within Greater Metropolitan Adelaide.

Since signing an MOU in 2017, the six ERA Councils have been working towards improved co-operation, resource sharing, more effective working relationships and joint actions to agree and address strategic priorities between any two or more of the six Councils.

With the goal of securing a sustainable lifestyle, excellent services and facilities for its constituent communities, ERA aims to:

- Improve cooperation, collaboration, and coordination across the ERA Councils.
- Establish a robust operational framework to deliver effective and efficient services
- Be successful in attracting state and federal government funding for regional initiatives.
- Increase awareness, and the influence, of ERA within the three spheres of government

The CEOs of the six Councils meet monthly to discuss issues of mutual interest, while the Mayors and CEOs meet quarterly. Chairing of these meetings is rotated annually, alphabetically by Council name.





# ERA Strategic Plan

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## ERA's Goals for 2020-2024

What do we want these goals to achieve?

- |                                   |  |
|-----------------------------------|--|
| 1. Governance Framework           | The governance framework remains appropriate and effective for the achievement of ERA's objectives.  |
| 2. Influence                      | ERA Councils will have a 'place at the table' with LGA, State and Commonwealth Government in policy formation that affects eastern Adelaide.                         |
| 3. Regional Services and Programs | Regional service delivery programs will be managed by the ERA Councils, delivering cost-effective services within an accountable governance framework.               |
| 4. Engagement                     | Elected Members, Council Staff and our communities will recognise ERA for the quality and cost-effectiveness of shared services for Local Government in this region. |

# ERA Strategic Plan

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## The Strategy

### 1. Governance Framework

*Within two years, the ERA Councils will review ERA's governance framework with the aim of ensuring that the framework is appropriate and effective for the achievement of ERA's objectives.*

Action	Outcome	KPIs
1. The Strategic Plan sets out actions and directions and is regularly reviewed to ensure ERA is responsive in a dynamic environment.	'Achievements against the Strategic Plan' is a standing agenda item, and the Plan undergoes a formal 'rolling review' tied to the Local Government election cycle.	2019/20 and 2023/24: A review of achievements, new influences, and new opportunities has been conducted, and the Strategic Plan extended.
2. A 'directions' workshop between the ERA Mayors and CEOs to underpin the delivery of the Strategic Plan will be undertaken within 12 months after the conclusion of each periodic election.	The mechanisms for discussion, debate and progress monitoring will be kept relevant and fresh.	A workshop will address the question "is this the best way of working?" within 12 months after the conclusion of a periodic election and implement changes if required.

# ERA Strategic Plan

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## The Strategy

### 2. Influence

*ERA Councils will have a 'place at the table' with LGA, State and Commonwealth Government in policy formation that affects eastern Adelaide.*

Action	Outcome	KPIs
1. Demonstrable cohesiveness saves ERA Councils' time through facilitating information sessions by Agency Heads and other key stakeholders.	Agencies understand regional strengths and issues and receive coordinated feedback about the implications of State and Commonwealth policies and initiatives.	Opportunities for presentations to individual Councils are extended to all ERA Councils.
2. Monitor and coordinate the provision of interpretation of State and Commonwealth policy and consultation drafts for ERA Councils.	ERA Councils are informed about new policy agendas and 'calls for comment', and ERA facilitates a regional response where appropriate.	A mechanism is in place to provide timely information about policy and initiatives and facilitate a regional response where this provides benefit to ERA Councils.
3. Demonstrate leadership in Local Government in South Australia by working with State Government in the achievement of key agendas.	State Government consults with ERA Councils, ensuring opportunities for response to emerging policy agendas.	ERA Councils influence the design and implementation of State Government agendas to ensure the best outcome for Eastern Adelaide communities.

# ERA Strategic Plan

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## The Strategy

### 2. Influence

*ERA Councils will have a 'place at the table' with LGA, State and Commonwealth Government in policy formation that affects eastern Adelaide.*

Action	Outcome	KPIs
4. Monitor and provide value to State and Commonwealth Government reform agendas.	Knowledge, delivery capacity, and sound partnering ethos is valued.	2020/21: ERA provides the opportunity for local knowledge sharing, funded service delivery, and intergovernmental collaboration.
5. ERA Projects are showcased regularly at Local Government events eg ALGA, LGA AGM.	There is increased awareness of ERA activities at state and national levels.	<ul style="list-style-type: none"> <li>2020/21: At least one presentation per annum on ERA initiatives is provided..</li> <li>2020/21: The ERA Councils are represented on Local Government boards.</li> </ul>
6. ERA's biannual report is included in agendas of ERA Councils.	There is greater awareness of and among Elected Members and residents.	Biannual report is presented after Mayors and CEOs meetings.

# ERA Strategic Plan

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## The Strategy

### 3. Regional Services and Programs

*Regional service delivery programs will be managed by the ERA Councils, delivering cost-effective services within an accountable governance framework.*

Action	Outcome	KPIs
1. Priority projects including Ageing, Smart Region, Climate Change Adaptability, Waste Management and Water Security will continue.	A consistent effort is applied across the region for the benefit of the ERA Councils and their communities.	<ul style="list-style-type: none"> <li>• Successful implementation of the Daily Moves Program and the Housing Adaptability Program (active ageing).</li> <li>• Successful implementation of ERA Water.</li> <li>• Successful implementation of Connected Cities.</li> <li>• 2019/20 successful implementation of year 3 of the Resilient East Program.</li> <li>• Develop an action plan to minimise waste to landfill for each Council and educate the community.</li> </ul>
2. Scheduled review and renewal of existing contractual arrangements (e.g. East Waste, Street Sweeping, Waste Disposal and EHA).	The design and implementation of the new structure benefits from sunset arrangements with existing service contracts.	<ul style="list-style-type: none"> <li>• Ongoing review of regional contracts determines timelines for key decisions about the use of ERA Council subsidiaries for regional services.</li> <li>• 2019/20 City of Unley to investigate becoming a member of East Waste.</li> <li>• 2019/20 City of Unley to investigate feasibility of becoming a member of EHA.</li> <li>• Successful implementation of a joint street sweeping contract between Campbelltown City Council and Town of Walkerville.</li> </ul>

# ERA Strategic Plan

## The Strategy

### 3. Regional Services and Programs

*Regional service delivery programs will be managed by the ERA Councils, delivering cost-effective services within an accountable governance framework.*

Action	Outcome	KPIs
3. Assess the feasibility of a regional approach to programs (such as Economic Development or Rec and Sport Assets), with a single regional manager rather than duplication of management roles in a number of ERA Councils.	Integrated regional programs will provide stronger direction, save management costs, and better position the region to attract grant funding.	<ul style="list-style-type: none"> <li>At least one regional program has been developed and is operating, with monitoring and review processes in place. Investigate other potential programs for example Urban Forest.</li> <li>Resilient East and Economic Development programs successfully implemented.</li> </ul>
4. A regional service delivery framework is established and focuses on key areas including: economic development, waste, health, back of house, civil works, tree pruning, payroll, call centre, records management and street sweeping.	There are increased efficiencies and ROI for ERA Councils and demonstrable benefits for ratepayers.	2020/21: A regional service delivery framework is adopted and enacted.



# ERA Strategic Plan

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## The Strategy

### 4. Engagement

*Elected Members, Council Staff and our communities will recognise ERA for the quality and cost-effectiveness of shared services for Local Government in this region.*

Action	Outcome	KPIs
1. ERA Councils include regional implications as a standing item on all Council reports.	Staff and Elected Members are required to think regionally.	2019/20: All Council reports include discussion of regional implications.
2. ERA Councils will provide transparency and promote regional benefits to communities and stakeholders.	Constituent communities and stakeholders understand the value of regional initiatives and encourage Councils to progress this approach.	<ul style="list-style-type: none"> <li>• ERA's branding is used to promote regional projects.</li> <li>• That each ERA Council's annual report will include a section on ERA.</li> </ul>
3. Council staff are engaged with ERA's projects and portfolio areas. Mayors and CEOs actively participate in ERA.	ERA's projects provide professional development, succession and leadership opportunities, and staff think regionally in designing and delivering Council services.	<ul style="list-style-type: none"> <li>• Council staff are aware of ERA and how their specific roles are influenced by regional initiatives.</li> <li>• Council staff are provided with opportunities to participate in ERA projects.</li> </ul>
4. Implement shared services initiatives to achieve cost efficiencies and increased service levels for ERA Councils.	ERA Councils pursue operational efficiencies and projects leading to reductions in red tape and providing a direct benefit to our communities.	ERA Councils demonstrate leadership in shared services outcomes as opportunities arise.

# ERA Strategic Plan

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## KPI Summary

### Ongoing / Annual

#### Action

- 1.3 A workshop between the ERA Mayors and CEOs will address the question "is this the best way of working?" within 12 months after the conclusion of a periodic election and implement changes if required.
- 2.1 Opportunities for presentations to individual Councils are extended to ERA Councils
- 2.2 A mechanism is in place to provide timely information about policy and initiatives, and facilitate a regional response where this provides benefit to ERA Councils
- 2.3 ERA Councils influence the design and implementation of State Government agendas to ensure the best outcome for Eastern Adelaide communities
- 2.6 Biannual report is presented after Mayors and CEOs meetings
- 3.1 Successful implementation of the Daily Moves Program and the Housing Adaptability Program (active ageing).
- 3.1 Successful implementation of ERA Water.
- 3.1 Successful implementation of Connected Cities.
- 3.1 Develop an action plan to minimise waste to landfill for each Council and educate the community.
- 3.2 A review of regional contracts determines timelines for key decisions about the use of the ERA Council subsidiaries for regional services
- 3.2 Successful implementation of a joint street sweeping contract between Campbelltown City Council and Town of Walkerville.
- 3.3 At least one regional program has been developed and is operating, with monitoring and review processes in place. Investigate other potential programs for example Urban Forest.
- 3.3 Resilient East and Economic Development programs successfully implemented
- 4.3 ERA's branding is used to promote regional projects
- 4.3 That each ERA Council's annual report will include a section on ERA.
- 4.4 Council staff are aware of the work of ERA and how their specific roles are influenced by regional initiatives
- 4.4 Council staff are provided with opportunities to participate in ERA projects
- 4.5 ERA Councils demonstrate leadership in shared services outcomes as opportunities arise



# ERA Strategic Plan

## KPI Summary

### 2019/20

#### Action

- 1.2 A review of achievements, new influences, and new opportunities has been conducted, and the Strategic Plan extended.
- 3.1 Successful implementation of year 3 of the Resilient East Program.
- 3.2 City of Unley to investigate becoming a member of East Waste.
- 3.2 City of Unley to investigate feasibility of becoming a member of EHA.
- 4.1 All ERA Council reports include discussion of regional implications.

### 2020/21

#### Action

- 2.4 ERA provides the opportunity for local knowledge, funded service delivery, and inter-governmental collaboration.
- 2.5 At least one presentation per annum on the ERA initiatives is given at both state and national level.
- 2.5 The ERA Councils are represented on Local Government boards.
- 3.4 A regional service delivery framework is adopted and enacted.

### 2023/24

#### Action

A review of achievements, new influences, and new opportunities has been conducted, and the Strategic Plan extended for the forthcoming decade.



## **COUNCIL ACTION REPORT**

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.11  
**DATE OF MEETING:** 28 JANUARY 2020  
**AUTHOR:** LARA JONES  
**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE  
CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION RECORDS

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### **1. EXECUTIVE SUMMARY**

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

### **2. RECOMMENDATION**

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO JANUARY 2020						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
26/02/18	1102	<p><b>MOTION OF WHICH NOTICE HAS BEEN GIVEN</b></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>Budget was not allocated in 2018/19 to enable the review of alternative uses of the Forestville Hockey playing fields and building.</p> <p>The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Following the advancement of the Goodwood Oval Grandstand Project, investigations will be undertaken into possible future uses of the hockey facilities. The Hockey Club has confirmed their seasonal use for 2019 and are not expected to vacate in the short / medium term.</p> <p>A meeting between the Office of Sport and Recreation and the CEO is scheduled for early February to discuss the matter.</p> <p>Data is currently being collated by Administration to ascertain current users and times of use.</p>	TBA	
25/02/19	1399	<p><b>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</b></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>	Executive Manager OCEO & GM City Development	<p><b>Item 2</b> – Completed.</p> <p><b>Item 3</b> – 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 will be presented for consideration by Council at its meeting in January 2020 seeking endorsement of the developed concept designs.</p> <p><b>Item 4</b> – A review of Council's Community Land Management Plan for Unley Oval will be undertaken as part of a City-wide review of its Community Land Management Plans which will be finalised in 2019/20.</p>	<p>Completed</p> <p>January 2020</p> <p>June 2020</p>	
22/07/19	4.5	<p><b>5-YEAR CULTURAL PLAN</b></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 February 2020.</p>	February 2020	
26/08/19	5.1.1	<p><b>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE STATE GOVERNMENT NORTH-SOUTH CORRIDOR</b></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>	Executive Manager OCEO	Briefing date to be advised once a response has been received from DPTI.	TBA	
26/08/19	5.1.2	<p><b>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE CONDITION OF PAGE PARK</b></p> <p>1. A report be prepared for the November 2019 Council meeting regarding the condition of the turf at Page Park, including:</p> <p>- An assessment of causes of disintegration; and</p> <p>- Possible solutions to rectifying disintegration.</p>	GM City Development	Council report completed and is to be presented for consideration by Council at its meeting in January 2020.	January 2020	

COUNCIL ACTION REPORTS - ACTIONS TO JANUARY 2020					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/09/19	5.1.1	<p><b>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</b></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 will undertake a City-wide review of its Community Land Management Plans which will be finalised in 2019/20. The community consultation process to be undertaken will include an extension of dog off-leash times as per Council's resolution. The results of this consultation process will inform the review of the Animal Management Plan to be undertaken in 2020/21.	June 2020
23/09/19	4.15	<p><b>HIGHGATE PARK (FORMERLY THE JULIA FARR CENTRE) SITE USE</b></p> <p>2. Council write to the Minister for Human Services requesting that a decision on the Highgate Park site be deferred until a Master Plan is developed that identifies potential uses for the site that meets the objectives of the Home for Incurables Trust, recognises the needs of key stakeholders and benefits the community.</p> <p>3. Council engage with the State Planning Commission, Concordia College and Living Choice to undertake a master planning exercise for the Highgate Park site, with costs to be shared by participants.</p>	CEO	<p>2. Correspondence sent to Minister for Human Services.</p> <p>3. Response from State Government indicates that they do not support a master plan. No further action required.</p>	Completed
09/12/19	4.1	<p><b>FOUNDRY STREET PETITION - STREET TREE PRUNING, REMOVAL AND REPLACEMENT ON FOUNDRY STREET, GOODWOOD</b></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>Council will advise petitioners and begin consultation in February regarding the replacement tree species.</p> <p>Tree removal and planting to occur following agreement of species.</p>	May 2020
09/12/19	4.2	<p><b>AFLW GAME AND ASSOCIATED EVENT ACTIVATION - UNLEY OVAL AND VILLAGE GREEN</b></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	<p>Event preparations now underway.</p> <p>Correspondence will be sent to the AFL following the match in February as part of the debrief for the event.</p>	February 2020
09/12/19	4.3	<p><b>MIKE TURTUR BIKEWAY</b></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 – Council staff have further reviewed the head lease and identified proposed amendments for DPTI review. Following the preparation of the December 2019 Report, DPTI have subsequently advised Council that the Heads of Lease must be agreed prior to advancement of consultation regarding the upgrade to Mike Turtur Bikeway.</p> <p>Item 3 – Consultation has yet to commence. Draft content 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>February 2020</p> <p>April 2020 (subject to Ministerial approval)</p>

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

<b>REPORT TITLE:</b>	NOTICE OF MOTION FROM COUNCILLOR J. DODD RE: CULROSS AVENUE - INVESTIGATION OF SUITABILITY AS A 'LIVING STREET'
<b>ITEM NUMBER:</b>	5.1.1
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>ATTACHMENTS:</b>	NIL

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Councillor Jordan Dodd has given notice of intention to move the following motion at the Council meeting to be held on 28 January 2020.

### **MOTION**

That:

1. The viability of Culross Avenue becoming a "living street", including closing the street at 'Zone 2', be investigated and a report returned to Council.
- 

### **Background**

Culross Avenue is a beautiful street in the heart of Myrtle Bank. It is a leafy street which runs from Fullarton Road down to Scammel Reserve. With the exception of the properties immediately along Fullarton Road, it is currently zoned as a Residential Streetscape (Landscape) zone, with the intention for it to be transitioned to a Suburban Neighbourhood zone. Unfortunately, the issue lies with the Residential Renewal zone (soon to be Urban Renewal Neighbourhood) on Fullarton Road.

Two properties on Fullarton Road, one either side of Culross Avenue were previously occupied by a singular large house on a large block. Both of these have now been demolished and replaced with seven dwellings. This will cause a dramatic increase in traffic and street parking, as both properties have been approved for construction with the absolute minimal allowable off street parking. The properties are both currently under construction and are already causing high levels of distress and decreasing amenity for the existing residents on the street.

This motion seeks to investigate options to try to not reverse, but calm these adverse effects on the residents of Culross Avenue. There are many examples across the City of Unley where these sorts of traffic calming solutions have been used.

The new living streets pilot project is an outstanding example, but we also have a plethora of pocket parks, one way entrances and exits, cycle and pedestrian only exits, and other creative solutions implemented by the Council over the years to ensure that the amenity of our beautiful neighbourhood streets can be maintained whilst our corridors are subject to ever increasing density and development. Culross Avenue is the perfect street for this same treatment, and this motion allows for an investigative template to be created which can be used across other streets in similar situations in the future.

## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF JANUARY  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 28 JANUARY 2020  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (up to the time of writing this report)

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
5 December	Greek Pensioners Society Christmas Lunch	Guest
5 December	Citizenship Ceremony	Mayor
5 December	Volunteers Christmas Party	Mayor
6 December	Walford Speech Day	Guest
6 December	Parkinson's SA – opening of new premises	Speaker
7 December	Heritage UBUG Ride	Leader
9 December	LGA GAROC Workshop – Planning & Design Code and Climate Risk Management	Participant
13 December	Buddies & Breakfast Program 1 <sup>st</sup> Birthday Celebration	Speaker
13 December	Fullarton Road South Traders Association Christmas Party	Guest
13 December	Elected Members Christmas Dinner	Host
15 December	Rotary Carols in the Rotunda	Attendee
17 December	Unley Community Centre Christmas Lunch	Attendee
19 December	Lord Mayor's Christmas Reception	Mayor

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
19 December	ERA Mayors Dinner	Host
13 January	Adelaide International Tennis	Guest
16 January	Aged Residential Care in Unley ECH researcher Victoria Cornell	Host
18 January	Elected Member Weekend Workshop	Attendee
20 January	2020 Tourrific Prospect	Guest
	<b>Radio Interviews</b>	
15 January	5AA – Unley Gourmet Gala	Speaker



## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF JANUARY  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 28 JANUARY 2020  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

#### Functions attended (up to the time of writing this report)

Date	Function/Event Description
3 <sup>rd</sup> Dec.	Attended the Unley Business Breakfast.
3 <sup>rd</sup> Dec.	Participated, with our CEO, in an exploratory conversation with representatives of Living Choice and Concordia College about potential future uses of the Disability SA site at Highgate / Fullarton.
3 <sup>rd</sup> Dec.	Attended the Unley Road Traders Xmas function.
5 <sup>th</sup> Dec.	Addressed Council's Volunteers at their Xmas thankyou function held at the 'Top of the Ark', Arkaba Hotel. A much appreciated event.
6 <sup>th</sup> Dec.	Attended the Fullarton Park Community Centre's Xmas event for users and volunteers.
10 <sup>th</sup> Dec.	With Cr Rabbitt, participated in the King William Road Art Assessment Panel.
10 <sup>th</sup> Dec.	Represented our Mayor at the Unley Uniting Church, Edmund Ave, where a Service was held to welcome and induct the Rev Alison Whish as the new Minister. Representatives of various faiths in attendance.
13 <sup>th</sup> Dec.	Attended Buddies at Breakfast at the Unley Park Sports Club. It was very informative to see how this Commonwealth Program is being so effectively delivered by our Council and so well received by participants, many of whom were effusive in their praise of Council.
13 <sup>th</sup> Dec.	Attended the Fullarton Road South Traders Xmas Party.
15 <sup>th</sup> Dec.	Attended the Fullarton Road Traders Family Fun Day which also included the launch of their new marketing theme: 'Destination Highgate'.

<b>Date</b>	<b>Function/Event Description</b>
17 <sup>th</sup> Dec.	Attended a promotional event at the Showgrounds for Santa's Wonderland. This event is now in its 4 <sup>th</sup> year and is hugely successful.
17 <sup>th</sup> Dec.	Represented our Mayor at the Goodwood Road Traders Xmas event and presented various prizes for the winners in different categories of the annual window dressing competition.
20 <sup>th</sup> Dec	Participated in the CEO's Mid-year Performance Review
14 <sup>th</sup> Jan.	Represented the Mayor at the Adelaide International Tennis Event.
20 <sup>th</sup> Jan.	Represented the Mayor at the Australia Day Council of SA's Citizenship Awards.

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS FOR MONTH OF JANUARY
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. COUNCILLOR E. WRIGHT</li><li>2. COUNCILLOR M. BRONIECKI</li><li>3. COUNCILLOR D. PALMER</li><li>4. COUNCILLOR M. RABBITT</li></ol>

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Council to note attached reports from Members:

1. Councillor E. Wright
  2. Councillor M. Broniecki
  3. Councillor D. Palmer
  4. Councillor M. Rabbitt
-



**MEMBER REPORT**

**REPORT TITLE:** REPORT FROM COUNCILLOR E. WRIGHT

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**Functions attended from 19/11/2019 to 21/01/2020**

<b>Date</b>	<b>Function/Event Description</b>
28/11/2019	Life Care DPA community session
30/11/2019	Life Care DPA community session
02/12/2019	Elected Member Briefing
03/12/2019	Judge Goodwood Road Business Association Christmas decoration competition
04/12/2019	Unley Gourmet Gala working group meeting
05/12/2019	Volunteer Christmas party
13/12/2019	Elected Members Christmas dinner
16/12/2019	Planning update Norman Terrace DPA
17/12/2019	Santas Wonderland event
17/12/2019	Goodwood Road Business Association Christmas party
02/01/2020	Residents meeting
16/01/2020	Resident meeting – Mike Turtur Bikeway
18/01/2020	Weekend workshop - planning
20/01/2020	City Strategy & Development Policy Committee meeting



**MEMBER REPORT**

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

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**Functions attended** (up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
5/12/2019	Citizenship Ceremony
5/12/2019	Volunteers Christmas party
6/12/2019	Fullarton Park Community Centre Christmas function
7/12/2019	Unley Bicycle User Group Parkside heritage bike ride
10/12/2019	Friends of the Unley Museum meeting
10/12/2019	Audit Committee meeting
11/12/2019	Unley Park Ward briefing
13/12/2019	Buddies Breakfast
13/12/2019	Fullarton Road South Traders Association Christmas party
13/12/2019	Elected Member Christmas dinner
17/12/2019	Unley Bicycle User Group meeting
18/12/2019	Greer St meeting with Cr P. & Mrs Hughes, Cr M. Rabbitt and staff
19/12/2020	Meeting with staff re Unley Bicycle User Group matters
13/01/2020	Elected Member briefing
15/01/2020	Bicycle maintenance workshop
15/01/2020	Meeting with Cr M. Rabbitt
15/01/2020	Planning reform meeting with staff
20/01/2020	City Strategy & Development Policy meeting





**REPORTS OF MEMBERS****REPORT TITLE:** REPORT FROM COUNCILLOR D. PALMER**Functions attended** (from 3 December up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
3 December	Attended Unley Road Traders Christmas event
4 December	Attended Clarence Park Community Centre Christmas function
5 December	Attended start of Volunteers Christmas function
	Attended Citizenship Ceremony
6 December	Attended Co-housing Community Workshop
	Attended Opening of Parkinson's new premises
7 December	Goodwood Road Christmas Celebrations
	King William Road Christmas Celebrations
12 December	Discussed future of Clarence Park Community Centre Child Care with Deputy Chair of Board of Management
13 December	Buddies Breakfast
	EM Christmas Dinner
15 December	Carols at the Rotunda
16 December	Meeting with staff and Cr Boisvert, to discuss Norman Tce DPA and Planning Reforms
17 December	Attended Goodwood Road Business Association Christmas Cheers
20 December	CoU Staff Christmas Party
21 December	Community Coffee Session at Rise & Grind
2 January	Spoke at Public Meeting concerning Norman Tce DPA & Planning & Design Code
17 January	Met with The Hon. David Pisoni re PDC impact on Black Forest & Clarence Park
18 January	Review of the Four Year Delivery Plan - Weekend Workshop
20 January	City Strategy Meeting
21 January	CAP

During this period, I spoke at a number of house meetings and one on one with many ratepayers in Black Forest & Clarence Park educating them about the impacts of the Planning & Design Code (as drafted).

**REPORTS OF MEMBERS****REPORT TITLE:                   REPORT FROM COUNCILLOR M. RABBITT****Functions attended – 3 December to 19 January**

<b>Date</b>	<b>Function/Event Description</b>
4 Dec	Meeting with M. Bernard Delattre, Mayor of Pozières – re-affirming the relationship between the City of Unley and the Commune of Pozières. Discussion covered the proposed Avenue of Honour to commemorate those who fought in WW1; The Charles Bean Bilingual School and the Bilingual Programme offered at Highgate Primary and Unley High Schools*
4 Dec	Meeting with M. Jean-Jacques Cottel, Mayor of Bapaume and Mme Odile Hiez, Director of Notre-Dame de Bapaume Primary School. Discussion was focussed on a partnership arrangement between Notre-Dame de Bapaume and Annesley College*
12 Dec	Centennial Park Board Meeting
13 Dec	Buddies at Breakfast – 1 <sup>st</sup> Anniversary and Christmas Breakup
13 Dec	Fullarton Road South Traders Christmas Gathering – a good opportunity to meet traders and discuss business conditions
13 Dec	Elected Members Christmas Dinner
15 Dec	Unley Rotary's Christmas at the Rotunda
17 Dec	Goodwood Road Business Association Christmas Gathering – met new business owners in the precinct
20 Dec	All Staff Christmas Lunch – included a combination of work and non-work related conversations
22 Dec	Unley Park Baptist Church Street Party and Carols. The City of Unley was acknowledged and thanked for allowing the road closure that enabled this community event to take place.
24 Dec	Unley Christmas Singers – Carols at the Civic Centre
15 Jan	Meeting with Cr Broniecki and staff re the draft Planning Design Code and potential issues specific to Unley Park Ward.
17 Jan	Buddies at Breakfast – Presentation on Autism
17 Jan	Meeting with M. John MacColl (during his visit to Adelaide) re Charles Bean Bilingual School in Pozières. Mr MacColl was party to the establishment of Lycée Condorcet Sydney, a Bilingual School in Sydney. Now living in Pozières, he has offered to assist with the partnership between Notre-Dame de Bapaume and Annesley College, if required
18 Jan	Workshop – Review of Four Year Delivery Plan

\*The was no cost to the City of Unley associated with these meetings



## **CORRESPONDENCE**

<b>REPORT TITLE:</b>	CORRESPONDENCE
<b>ITEM NUMBER:</b>	6.4.1
<b>DATE OF MEETING:</b>	28 JANUARY 2020
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. PLANNING REFORMS AND PLANNING AND DESIGN CODE PRELIMINARY FUNDAMENTAL ISSUES</li><li>2. WAY2GO PARTNERSHIP WITH ST THOMAS, HIGHGATE &amp; BLACK FORST PRIMARY SCHOOLS</li></ol>

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The correspondence from:

- Minister for Planning – re. Planning Reforms and Planning and Design Code Preliminary Fundamental Issues
- DPTI Living Neighbourhoods Section – re. Way2Go Partnership with St Thomas, Highgate & Black Forest Primary Schools

be noted.

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16 December 2019

Hon Stephan Knoll MP  
Minister for Planning  
GPO Box 1533  
Adelaide SA 5001

Email: [ministerknoll@sa.gov.au](mailto:ministerknoll@sa.gov.au)

Attention: State Planning Commission – Michael Lennon  
Email: [saplanningcommission@sa.gov.au](mailto:saplanningcommission@sa.gov.au)

Dear Minister

A handwritten signature in blue ink that reads "Stephan".

**Planning Reforms and Planning and Design Code  
Preliminary Fundamental Issues**

The Planning Reforms and Planning and Design Code are a major generational change to how our cities, neighbourhoods and new development are managed.

The diversity of our cities, neighbourhoods and communities represent different histories, geographies and topographies.

Therefore, whilst a State-wide consistent approach is recognised as beneficial for common understanding and issues, it should also allow a degree of diversity through discretionary local specific policies. The State may set the targets, but local councils are best placed to determine the best areas and ways to deliver these outcomes.

The scope and scale of the reforms and the Code is substantial and still being deciphered before final submissions are ready in February 2020, but at this early stage several fundamental key issues have been identified for attention and discussion.

The City of Unley has discussed the proposed Planning Reforms and provide the following feedback for your consideration.

....2/

***Planning Reforms – Preliminary Fundamental Issues – City of Unley – continued***

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***Heritage Matters***

The transition of existing Local Heritage Places and areas into the new Heritage Places and Historic Area Overlays in the Code is welcomed. However, the issue of Contributory Items being transitioned into the new Code requires resolution. To this end, the detailed policy and implications still need further scrutiny.

The *Inquiry into Heritage Reform of the Environment, Resources and Development Committee of Parliament* was a comprehensive and considered response to the long-standing issues with heritage management. As well as immediate improvements, the future review and holistic approach outlined in the recommendations is supported.

In this regard, councils should (with the authority to apply to the Minister for approval of local heritage zones), continue to hold a central role in local heritage and the establishment of new historic areas.

The current requirement for 51% of all land owners in an area to provide approval to a new historic area is contrary to normal and broader public interest, community benefit and proper objective analysis. The removal of this requirement is supported for better public policy and local self-determination.

***We propose that***

- *Councils have the discretion to apply to the Minister for approval for local heritage zones.*
- *Councils make decisions in respect to development applications in heritage zones.*

***High Density Interface***

Previous consideration of higher density corridors and precincts using careful analysis and well-accepted urban design principles, led to the fundamental approach for most councils for an interface envelope of 30 degrees from 3 metres above ground level from the zone boundary.

The proposed unilateral change to 45 degrees from 3 metres above ground level, apart from south facing elevations, without evident analysis, justification or respect for existing established policy, is opposed by the Unley Council. Whilst some may support the proposed 45 degrees concept, other councils may wish to retain the existing 30 degrees arrangement based on the design of their DPA's and community support. It is our belief that the State population objectives would still be achieved with this criterion.

***We propose that***

- *Councils have the discretion to apply to the Minister for approval for a local 30 degree approach if they wish.*

***Tree Canopy***

Tree canopy is an intergenerational asset, a primary factor in micro-climate and broader climate mitigation, as well as beneficial for habitat, biodiversity and neighbourhood amenity. As has been widely reported, there has been a substantial loss of tree canopy across metropolitan Adelaide.

....3/

***Planning Reforms – Preliminary Fundamental Issues – City of Unley – continued***

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The 30-Year Plan for Greater Adelaide seeks 30%, or an increase of 20% of the 2015 canopy by 2045, which all Councils are aiming to achieve. It is evident that current trends indicate that this is not being achieved and loss is increasing with infill development pressure. Planting opportunities on public spaces (e.g. reserves and streets) is limited in some Local Government Areas and if any meaningful advances on tree canopy cover are to be made, this needs to occur on private property.

The proposals for 15-25% 'soft landscape' areas and minimum 1 tree per typical dwelling is positive, but frankly of limited overall effect. The maintenance of existing 7% deep soil area, and only for medium to high rise development (4 storey or more), is totally inadequate. More comprehensive and consistent increased tree canopy provision is therefore required.

To redress and increase the canopy loss, there must be an allowance made in new developments for an adequate deep soil area that allows for plantings that potentially achieve at least a 15% tree canopy cover at maturity. There is wide local community support for these measures.

***We propose that***

- *All new developments allow for a 15% deep soil area and that landscape plans for new developments provide for a potential tree canopy cover of 15%.*

**Code Amendments**

Future amendments to the Code will be an important process to refine, improve and maintain contemporary applicable zoning and policy for desired development.

A new option has been created for property owners to individually pursue an arbitrary site-specific Code Amendment directly with the Minister. This process compromises broader strategic outcomes, precinct planning and priority and excludes Local Government and their communities from meaningful influence of the development of their neighbourhoods.

Councils should maintain the role to co-ordinate proper and orderly strategic Code Amendments as is currently the case. We are not generally opposed to developer funded code amendments, but these should be undertaken through councils in the first instance.

***We propose that***

- *Councils maintain a lead responsibility and strategic control over the process governing Code Amendments. Land owners should be directed to collaborate with councils to facilitate their interests as part of broader strategic approach.*

**Contact and follow-up**

Should you have any questions please contact me at [mhewitson@unley.sa.gov.au](mailto:mhewitson@unley.sa.gov.au) or 8372 5111.

Yours sincerely



**Michael Hewitson AM**  
Mayor



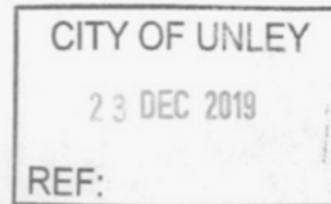




Government of South Australia

Department of Planning,  
Transport and Infrastructure

In reply please quote 2015/01608/01  
Enquiries to Michelle Postill  
Telephone 08 8343 2208



ROAD AND MARINE  
SERVICES

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Adelaide SA 5001

Telephone: 08 8343 2222  
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Mayor Michael Hewitson  
City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mayor Hewitson,

### WAY2GO

As part of the **Way2Go** partnership this year The City of Unley and the School Community Partnerships Team from the Department of Planning Transport and Infrastructure's Living Neighbourhoods Section have collaborated on projects at St Thomas, Highgate and Black Forest Primary schools that continue to develop school precincts to support safe and active travel for primary school students and their families.

We would like to express our appreciation of the work of Jo Moreau, Hayden Schanberg and Bill Zissopoulos.

During the **Way2Go Bike Ed** component of the program students from St Thomas, Goodwood, Highgate and Black Forest Primary schools participated in practical sessions, led by expert instructors, to learn bike handling and maintenance skills, road rules knowledge and safe riding and responsible road use behaviours.

We would like to thank you for your Council's ongoing active commitment to the **Way2Go** partnership and we look forward to continuing this effective collaboration into the future.

Yours sincerely,

Margaret Howard  
Manager, Living Neighbourhoods and Travel Behaviour

17 December 2019

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.2 - UNLEY OVAL UPGRADE - STAGE 2

**ITEM NUMBER:** 7.1

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** ALAN JOHNS

**JOB TITLE:** COORDINATOR PROPERTY & FACILITIES

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Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
  - could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
2. In weighing up the factors related to disclosure:
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
  - non-disclosure of this item at this time will enable Council to consider matters without compromising the commercial position of council or a third party.

On that basis, the public's interest is best served by not disclosing Unley Oval Upgrade - Stage 2, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

**ITEM 7.2**

**Confidential – removed from the public agenda – pages 179-192**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.2 - UNLEY OVAL UPGRADE - STAGE 2

**ITEM NUMBER:** 7.3

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** ALAN JOHNS

**JOB TITLE:** COORDINATOR PROPERTY & FACILITIES

### 1. RECOMMENDATION

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Unley Oval Upgrade - Stage 2, considered at the Confidential Council Meeting on 28 January 2020:

- Minutes
- Report
- Attachment

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.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.5 -  
EXCLUSION FROM COMMUNITY LAND  
CLASSIFICATION - PROPERTY ACQUISITION,  
GOODWOOD

**ITEM NUMBER:** 7.4

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** ALAN JOHNS

**JOB TITLE:** COORDINATOR PROPERTY & FACILITIES

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Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information which has previously been ordered to remain confidential until completion of the property acquisition process so as not 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.
2. In weighing up the factors related to disclosure:
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
  - non-disclosure of this item at this time will enable Council to consider and determine whether to exclude land from the community land classification without disclosing related information that is currently protected by a confidentiality order.

On that basis, the public's interest is best served by not disclosing 7.5 the Exclusion from Community Land Classification - Property Acquisition, Goodwood, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.



**ITEM 7.5**

**Confidential – removed from the public agenda – pages 196-205**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.5 - EXCLUSION FROM COMMUNITY LAND CLASSIFICATION - PROPERTY ACQUISITION, GOODWOOD

**ITEM NUMBER:**

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** ALAN JOHNS

**JOB TITLE:** COORDINATOR PROPERTY & FACILITIES

### 1. RECOMMENDATION

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 Exclusion from Community Land Classification - Property Acquisition, Goodwood, considered at the Council Meeting on 28 January 2020:

- Minutes
- Report
- Attachment

remain confidential until the property acquisition is finalised or until 20 November 2020, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.



## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 7.8 -  
TREE PROSECUTION - DETERMINATION OF  
FUTURE ACTION

**ITEM NUMBER:** 7.7

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** GARY BRINKWORTH

**JOB TITLE:** MANAGER DEVELOPMENT & REGULATORY

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Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(h) and (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:
  - legal advice or litigation that the Council believes on reasonable grounds would take place.
2. In weighing up the factors related to disclosure:
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
  - non-disclosure of this item at this time will enable Council to consider the legal advice relating to this matter.

On that basis, the public's interest is best served by not disclosing 7.8 Tree Prosecution - Determination of Future Action, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance and Aden Meigel, Associate Norman Waterhouse Lawyers.

**ITEM 7.8**

**Confidential – removed from the public agenda – pages 208-261**

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE FOR ITEM 7.8 - TREE  
PROSECUTION - DETERMINATION OF  
FUTURE ACTION

**ITEM NUMBER:** 7.9

**DATE OF MEETING:** 28 JANUARY 2020

**AUTHOR:** TAMI NORMAN

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

### 1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.8 Tree Prosecution - Determination of Future Action, considered at the Council Meeting on 28 January 2020:

- Minutes
- Report
- Attachment

remain confidential until the conclusion of legal proceedings related to this matter and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.