



COUNCIL AGENDA

Council Meeting

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

Monday 26 August 2019 7.00pm

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

Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

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

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

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

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

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM

PAGE NO

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

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

1.4 MINUTES

1.4.1 Minutes of the Ordinary Council Meeting held Monday,
22 July 2019

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

Nil

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Nil

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

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SUGGESTED ITEMS FOR NEXT AGENDA

Unley Oval lights - additional hours of use	
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NEXT MEETING

Monday 23 September 2019 - 7.00pm

Council Chambers, 181 Unley Road Unley

DECISION REPORT

REPORT TITLE:	LIVING STREETS
ITEM NUMBER:	4.1
DATE OF MEETING:	26 AUGUST 2019
AUTHOR:	BEN WILLSMORE
JOB TITLE:	MANAGER CITY DESIGN
ATTACHMENTS:	<ol style="list-style-type: none">1. ATTACHMENT 1 - ENGAGEMENT PACKAGE2. ATTACHMENT 2 - CO-DESIGN INFORMATION3. ATTACHMENT 3 - CONCEPT DESIGN FOR 3 STREETS

1. **EXECUTIVE SUMMARY**

The 'Living Streets Pilot Program' aims for Council to work with local residents to create safer, greener shared streets within the City. The enhancements seek to add to the quality of life for residents and the program supports Council's commitment to be a leading age-friendly City.

Living Streets provides Council a strategic approach to achieving the following objectives:

- Rethink our local streets: providing more places for people to gather with friends, play and meet their neighbours.
- Provide better access: enabling access for residents to walk and ride to public transport and move across the street safely.
- Green Cover Targets: helping achieve green cover targets across the City by 2025.
- Creating Community: empowering local communities to shape their own street outcomes and create community supported projects.

At its meeting held on 11 December 2017, Council resolved that the Administration prepare a report to identify suitable streets to enable pedestrians to safely share the roadway with vehicles along local streets across Unley. From nominated criteria, 24 key streets were initially identified for consideration.

At its meeting held on 26 March 2018, Council was presented with a detailed assessment and eight key streets were endorsed for community engagement. Council endorsed the recommendation that the concept design and community engagement be undertaken for one or more streets listed as priorities, to be considered in the 2019/20 budget for implementation.

In February 2019, the Administration established 'The Living Streets Pilot Program' to engage with the local communities associated with the nine shortlisted streets and identify the possibilities for change and potential benefits. Information packs were provided to property owners and residents along each of the streets, with an accompanying survey, seeking to understand the willingness for change and enhancements to help shape the street.

In response to feedback received, and additional technical assessment, the Administration shortlisted three key streets:

- Maud Street, Unley (Rugby/Porter Street)
- Norman Terrace, Forestville (Leah/Ethel Street)
- Richards Terrace, Goodwood

In May 2019, property owners and residents of each of the three streets were invited to attend a co-design workshop facilitated by the Administration to help design their street in response to the Living Street principles, existing street conditions and anticipated project budget. The co-design workshops established a preferred concept design for each of the three streets.

In June 2019, the concept designs were tested with property owners and local residents of the three key streets through an additional survey seeking to confirm the level of community support for change.

In response to the feedback received, and final technical assessment, the Administration identified Norman Terrace as the preferred candidate street and concept design for the implementation of the Living Street Pilot Program as part of the 2019/20 budget.

2. RECOMMENDATION

That:

1. The report be received.
 2. The 'Living Streets' Concept Designs for:
 - Maud Street, Unley;
 - Norman Terrace, Forestville; and
 - Richards Terrace, Goodwood;be endorsed.
 3. The Norman Terrace 'Living Street' Concept Design be endorsed for progression to detailed design and construction, funded by an existing allocation in the 2019/20 budget.
 4. The Administration notify property owners and residents of Maud Street, Unley; Norman Terrace, Forestville; and Richards Terrace, Goodwood of the Council's decision to progress with the Norman Terrace 'Living Street' project and advise that the unsuccessful streetscape designs may be eligible for future funding consideration by Council as part of the budget process.
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3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.1 Our Community is active, healthy and feels safe.

1.5 Our City is connected and accessible

2. Environmental Stewardship

2.1 Unley's urban forest is maintained and improved

2.5 The City's resilience to climate change is increased

4 Civic Leadership

4.1 We have strong leadership & governance

4. BACKGROUND

At its meeting held on 11 December 2017, Council resolved that Administration prepare a report identifying three or more streets across Unley that are potentially suited for conversion to a shared street, from nominated criteria. The aim of the street identification was to identify suitable streets to enable pedestrians to safely share the roadway with vehicles throughout local streets across Unley (Item 1053/17).

The nominated criteria included:

- Current road classification.
- Lack of accessible footpath.
- Dead-end streets vs through roads.
- Important pedestrian routes as identified in the Walking and Cycling Plan.
- Other factors that may impinge upon shared street classification.

In response, the Administration identified 24 streets across the City that could be considered candidates for conversion, comprising:

- Allen Grove, Unley
- Almond Street, Goodwood
- Anderson Street, Fullarton
- Beaconsfield Street, Hyde Park
- Beech Avenue, Unley
- Belgrave Court, Parkside
- Cromer Parade, Millswood
- Emerson Road, Blackforest
- Greer Street, Hyde Park / Unley Park
- Hale Street, Everard Park
- Kneebone Street, Goodwood
- Macklin Street and Davey Street, Parkside
- Marion Lane, Unley
- Mary Lane, Unley
- Maud Street, Unley (Rugby / Porter connection)

- Moresby Street, Wayville
- Mornington Road, Unley
- Nairne Terrace, Forestville
- Norman Terrace, Forestville (Leah to Ethel)
- Oxford Terrace, Unley (Cul-de-sac)
- Palmerston Place, Unley
- Richards Terrace, Goodwood
- Walter Street / Royal Avenue, Hyde Park
- Winchester Street, Malvern (Cul-de-sac)

These 24 streets were further assessed against a more detailed criteria to prioritise appropriate candidates to demonstrate the potential of shared streets to address local concerns, enhance local safety and increase the amenity of local streets, for all users.

The prioritisation criteria included:

- Is there a history of known community concerns?
- What is the length of the streetscape?
- What is the estimated remaining useful life of infrastructure (road reseal/replacement?)
- Is the street in proximity to neighbourhood facilities?
- What are the current traffic volumes and average speeds? and
- What are the likely costs of enhancement?

As a result, eight streets were shortlisted:

- Almond Street, Goodwood
- Maud Street, Unley (Between Rugby and Porter Street)
- Moresby Street, Wayville
- Mornington Road, Unley
- Norman Terrace, Forestville (Leah to Ethel Street)
- Palmerston Place, Unley (Hughes to Charles Lane)
- Richards Terrace, Goodwood
- Winchester Street, (Cul-de-sac section), Malvern

The selection criteria and the eight shortlisted streets were presented to Council for endorsement to proceed to the identification and prioritisation of streets that are suitable candidates for conversion to shared streets.

Council resolved that concept design and community engagement be undertaken for one or more of the streets listed as 'priority' opportunities in 2018/19, with implementation to be considered as part of the 2019/20 budget process (Item 1116/18).

From the list of eight streets, Greer Street was subsequently added by the Administration in an attempt to address a number of outstanding local issues.

These nine streets were the basis for the establishment of the 'Living Streets Pilot Program'.

5. DISCUSSION

'The Living Streets Pilot Program' aims to make local streets safe, greener and more accessible. It is supported by the following key principles:

1. Create safer settings for locals to meet, walk, ride and play.
2. Increase greenery to help create cooler neighbourhoods.
3. Provide more colour and interest into local streets.
4. Create places to stop and rest that are age friendly.
5. Introduce things to see, do and experience on the journey.
6. Provide more freedom in local streets for people to connect safely.

The aim of the pilot program was to identify interest within the community and to work with local groups to enable change within local streets to achieve Council's original aspirations for shared streets. The purpose of the Living Streets Pilot was to develop engagement material that demonstrated the benefits of creating change in the local streets, to appeal to local property owners and residents.

Previously, when Council has sought to introduce change into local streets, some change has been met with resistance from residents and property owners.

Maintaining a number of streetscape options (up to nine) gave the administration flexibility and increased the odds of finding alignment with a local street.

'The Living Streets Pilot Program' was released in February 2019 by the Administration to the nine local communities associated with the shortlisted streets. The information packs aimed to identify the possibilities for change and potential benefits. The packs were provided to property owners and residents along each of the streets, with an accompanying survey, seeking to understand the local community's willingness for change and enhancements to help shape the street.

Attachment 1

The information packs were distributed to over 340 property owners and residents. In support of the engagement process, and to raise local awareness of the Pilot Program, large information signage was installed into each street.

At the conclusion of the three-week consultation period, the Administration received over 60 completed responses from members of each of the nine streets. In general, the responses suggested:

- overall support;
- a desire to improve pedestrian safety, access and local movement;
- importance of the role of the street regarding walking, cycling and meeting neighbours, and
- support for increased greenery as well as wider areas to walk with safer crossing points.

The Administration undertook a review of the feedback received from the community, as well as a detailed technical assessment of the suitability of each street.

The technical assessment included consideration of the following:

- level of support and positive feedback;
- level of support for greening infrastructure and living street initiatives;
- willingness to have a loss in parking if it allows for improvements;
- the street supports strategic networks and benefits the community beyond the local street environment;
- feasibility to deliver change within the allocated budget;
- ability to reduce speed to desired level; and
- current street condition and related operating and asset renewal.

From the assessment, three streets were selected for a 'co-design' process. In summary, these streets were chosen as:

- they ranked highly against the living streets evaluation criteria;
- the locations all supported strategic movement networks;
- residents were generally supportive of the program and supportive for change; and
- they are considered ideal locations to create slower traffic speed environments.

Property owners and residents of each street were invited to attend a 'co-design' workshop hosted by Council staff on 15 May 2019 at the Goodwood Community Centre. The aim of the night was to work with interested local residents to find ways to enhance their local streets in keeping with the principles established for the 'Living Streets Pilot Program.

The night was attended by five residents/property owners from Maud Street, three from Richards Terrace and four from Norman Terrace.

At the workshop, each table was assigned a Council staff member to facilitate the co-design process, posing a series of questions or challenges to each group. These included: what did they value about their street and what would they like to see changed; as well as what were their aims; and what were their non-negotiables.

To assist in the process, the Administration had prepared a large-scale coloured plan of each existing street, with an overlay of the technical assessment that staff had previously undertaken of each street. Assessments included the location of existing infrastructure; existing trees; on-street parking; driveway turning movements; and rubbish collection movement. In addition, a Kit of Parts was composed by the Administration, outlining a range of 'typical' interventions that could be considered in local streets, ranging from traffic control devices, greening, public art, surface treatments and protuberances. Each item within the Kit of Parts was assigned an estimated cost and the groups were challenged to retain their design to suit a budget of \$50,000.

Attachment 2

At the conclusion of the co-design process, a spokesperson from each street was then invited to summarise their design and share it with the wider group. The following summarises the co-design intent for each street:

MAUD STREET	
Location	An important link between Rugby and Porter Streets, forms part of the Rugby / Porter Cycleway, with close proximity to Unley Road.
Residents Feedback	<ul style="list-style-type: none"> • Suggestions for a driveway-link approach to the street. • Strong support for increased greenery and improving pedestrian safety. • Additions that help slow speeds of cyclists and motor bikes. • Parking is very limited and would need to be greatly considered in any further design.
Concept Design	<ol style="list-style-type: none"> 1. Enhance the greening in the intersection with planted islands to slow the speeds of turning vehicles and cyclists. Include opportunities for rain garden initiatives. 2. Consolidate a communal bin collection area to improve access and avoid conflict between parked cars. 3. Create artistic surface patterns to provide interest and highlight the local street character. 4. Install new climbing plants to grow up the existing stobie poles. 5. With the support of local residents, identify opportunities to install artistic treatments to existing street fencing. 6. Adjust the cycle path alignment to slow turning cycles, improve local safety and increase greenery.

RICHARDS TERRACE	
Location	An alternate link to the Marino Rocks bikeway, providing popular connection between the Adelaide Showgrounds with the Goodwood Train Station, with close proximity to Unley Swimming Centre.
Residents Feedback	<ul style="list-style-type: none"> • Greenery along the railway. Planting was removed during the construction of the new fence. • Increased safety and visibility between cyclist and pedestrians. • Need to plant more trees as there are currently none and there is a lack of greenery. • Footpaths are very narrow and there are many tripping hazards.
Concept Design	<ol style="list-style-type: none"> 1. Install textured art surface treatment to alert drivers and cyclists to slow their approach to the intersection. 2. Seek DPTI approval to utilise existing train fence to create fence art installation to improve experience and things to see. 3. Create greenery along existing fence line with garden bed extensions. 4. Implement more colour and interest with surface treatments along the street. 5. Construct textured surface treatment to help slow the speed of local vehicles and cyclists approaching and moving through the intersection. 6. Install separated bike turning lane to reduce conflict between cyclist and vehicles at the intersection. 7. Install bike tool facilities and a place to stop and rest. Future opportunities to create a pocket park.

NORMAN TERRACE	
Location	An important link along the Mike Turtur bikeway, providing popular connection to the Tram Station, Forestville Reserve and the Goodwood Train Station.
Residents Feedback	<ul style="list-style-type: none"> • Wayfinding towards the city and Glenelg. • Safety and visibility between cyclist, pedestrians and cyclist. • Increase greenery and tree canopy cover. Vegetation was lost when the new tram fence was installed. • Better connections and walking experience and slower traffic flows.

Concept Design	<ol style="list-style-type: none"> 1. Introduce new tree planting into the existing road way, with space between for on-street parking controls only adjacent to tram stop (7am-5pm / Mon-Fri). 2. Create green vertical elements along existing tram fence. Work with local community on specific locations and opportunities. 3. Improve footpath connection around existing stobie pole, making it easier to walk along the local street. 4. Introduce new garden bed extensions at the intersection to slow turning vehicles and improve pedestrian crossings. Include art surface treatment for additional colour and interest. 5. Rationalise on-street parking zones to improve local vehicle access and circulation and areas to give way. 6. Seek DPTI approval to create fence art installation in collaboration with local residents. Improve things to see and do on the journey.
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The co-design process established a preferred concept design for each of the streets, which was then documented by Council staff. A subsequent letter and survey were prepared and issued to all property owners and residents of the three streets in June 2019, to seek their feedback and support for the design. All information was also made available online for review and comment at the City of Unley's Your Say webpage.

Attachment 3

Consistent with the previous selection process, selection criteria was agreed and applied to each of the three streets to assess the feedback received, with a final technical assessment. In addition to feedback received through all engagement phases (both negative and positive), the table below summarises the five key criteria, and the consensus amongst staff assessing the three streets:

Criteria	Maud Street	Richards Terrace	Norman Terrace
Level of support and attendees to the Co-Design Session and Concept Engagement	5 attendees 4 properties 3 submissions	3 attendees 9 properties 8 submissions	4 attendees 3 properties 4 submissions
Concept Design alignment to achieve the living street principles and initiatives	Street already has high canopy cover. Alignment to greening through vertical greening and rain garden proposed.	Concept has strong focus on creating more colour and interest. Initiatives to help the safety of both pedestrians and cyclists. Initiatives for more greening.	Concept provides safer footpath connections, elements of interest. Initiatives for more greenery are strongly aligned to the principles.

Criteria	Maud Street	Richards Terrace	Norman Terrace
Street supports strategic networks and benefits community beyond local street environment	Benefits the local community and pedestrian thoroughfare to local shops. However, possibly reduces cyclists' speeds of major north-south bike network.	Supports the use as a cycling and pedestrian thoroughfare (particularly pedestrian volumes to the showgrounds and Goodwood Station). Strengthens environment and local communities	Supports local bike network / greater Mike Turtur Bikeway and improves sense of community on our local streets. Pedestrian thoroughfare improves connections to Unley Swimming Centre and tram stop.
Feasibility to deliver change with allocated budget and maximise value for Council	In comparison to other streets Maud Street has established greenery and amenity value is already high. Council funds already have been invested in the area over the past five years.	Provides great value for Council as it demonstrates better use of our streets and contributes to improving canopy targets. Potential to benefit a greater number of users overtime.	Provides value to greater user groups. Value of increased vegetation helps achieve Greening Targets in lower canopy suburbs of Forestville. Expectations need to be managed as current budget may be challenging.
Ability to reduce speed to desired level and help people feel safer	Design focuses on reducing bike and vehicle speeds. May affect the greater network of the Rugby/ Porter Bikeway.	Strong focus on safety of the cyclists at conflict areas and slow points for pedestrian safety.	Retained a two-way roadway but with road narrowing with vegetation to improve safety of the already narrow street.

From the final assessment it was evident that there was strong support from the local communities for each of the concept designs and they would be considered suitable for implementation.

However, the Living Streets Pilot Program can only support the implementation of one project in 2019/20 from a budgetary perspective and, as such, it is the Administration's view that Norman Terrace should be progressed to detailed design in anticipation of construction in early 2020.

The assessment panel felt that Norman Terrace was the most appropriate design proposal for the following key reasons:

1. Ranked highest against the evaluation criteria from the co-design session.
2. Street supported strategic network role in the neighbourhood.
3. Residents who responded were supportive of the program over all engagement stages.
4. Value for Council and has potential to be used by greater user groups.

It is recognised that the 2019/20 budget can only support the realisation of one street in 2019/20, however, the unsuccessful designs should be retained for future consideration.

If approved, the Administration anticipates undertaking a Street Corner meeting with residents of Norman Terrace in late September 2019 to set out the final design and confirm support. It is anticipated that construction will be undertaken early 2020. Once complete, the Administration will undertake a review of the built outcome and the Pilot Program to determine its success.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The 'Living Streets' Concept Designs for:
 - Maud Street, Unley;
 - Norman Terrace, Forestville; and
 - Richards Terrace, Goodwood;be endorsed.
3. The Norman Terrace 'Living Street' Concept Design be endorsed for progression to detailed design and construction, funded by an existing allocation in the 2019/20 budget.
4. The Administration notify property owners and residents of Maud Street, Unley; Norman Terrace, Forestville; and Richards Terrace, Goodwood of the Council's decision to progress with the Norman Terrace 'Living Street' project and advise that the unsuccessful streetscape designs may be eligible for future funding consideration by Council as part of the budget process.

This option supports the advancement of the most appropriate streetscape design, Norman Terrace, for the Living Streets Pilot, in response to technical assessment and local community support. The option also endorses the concept designs prepared for Richards Terrace and Maud Street, to allow for future consideration for change, subject to budget allocation.

Option 2 – The Council selects an alternate streetscape.

1. The report be received.
2. The 'Living Streets' Concept Designs for:
 - Maud Street, Unley;
 - Norman Terrace, Forestville; and
 - Richards Terrace, Goodwood;be endorsed.
3. The [insert preferred option] 'Living Street' Concept Design be endorsed for progression to detailed design and construction, funded by an existing allocation in the 2019/20 budget.
4. The Administration notify property owners and residents of Maud Street, Unley; Norman Terrace, Forestville; and Richards Terrace, Goodwood of the Council's decision to progress with the [insert preferred option] 'Living Street' project and advise that the unsuccessful streetscape designs may be eligible for future funding consideration by Council as part of the budget process.

From further consideration of the report, the Council may wish to endorse an alternate streetscape, proposing either Maud Street or Richards Terrace for advancement to detail design and construction. Option 2 provides relevant wording for Council, should this be preferred.

7. RECOMMENDED OPTION

Option One is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- In the 2019/20 Budget, the Council has allocated the amount of \$70,000 (excluding GST) for the delivery of one Living Street Pilot Project. The capital amount is expected to cover all project costs, including construction.

8.2 Legislative/Risk Management

- The identification and refinement of candidate streets for consideration has been informed by ongoing technical assessment, including recognition of risk. Council staff have undertaken a risk assessment of the proposed design to inform the final documentation.
- All works that may impact on the road environment will be undertaken in accordance with DPTI standards.
- A minor allowance has been made in the project budget for specialist technical advice to address specific site risk if required.

8.3 Staffing/Work Plans

- It is expected that internal staff within the City Design team will be responsible for the detailed design, documentation and tendering of works. The development of the final design will be undertaken with the assistance of technical staff across the City Development department.
- The construction of the Pilot Project will be managed by Council's City Assets team.
- Allowance has been made to undertake a review of the final design, as well as the Living Streets process, at the conclusion of the project.

8.4 Environmental/Social/Economic

- The Living Streets Pilot Program has been driven with the aim of improving the environmental and social conditions of local streets. The concept design for Norman Terrace identifies a number of opportunities to increase tree and lower storey planting along the street as well as along the rail corridor.
- It also identifies a number of opportunities to use art to improve local safety and strengthen the social setting of the street to support a stronger community.

8.5 Stakeholder Engagement

- Community input has informed each step of the Pilot Program. The program has focused on identifying support within the local community aligned with the aspirations of the Living Streets approach and working with them to enable new design outcomes.
- It is the intention that the implementation of the final design will maintain the involvement of the local community, including opportunities to test the design within the street, as well as having input into art and plant selection, and possibility of community planting days.

9. REPORT CONSULTATION

- City Design
- Strategic Assets

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

HELP
SHAPE
YOUR
STREET



8 February 2019

Dear Sir/Madam,

Opportunity to help bring back life to Maud Street

The City of Unley is committed to making our local streets safer, greener and more accessible across the City. The Councils Community Plan 2033, and supporting strategies highlight the important role local streets can play in the quality of life for residents across Unley. In 2018, the Council identified of 24 key local streets across Unley for consideration as possible 'Shared Streets'. These type of streets encourage pedestrians, cyclist and motorist to safely share the streets through a series of design interventions. Further analysis of walking and cycling routes, currently traffic trends, community concerns and neighbourhood context resulted in a short list of 9 local streets.

Maud Street (Rugby to Porter), Unley has been nominated for the Council's 'Living Streets Pilot Program', an exciting pilot initiative to work with residents to make their streets safer, greener and more accessible and help support an age friendly city.

What is the Living Streets Pilot Program?

The Program aims to work with residents to develop a design that can create great local streets for the future. The attached pamphlet provides further information on the aims of the Program. Where the survey reveals a level of support, Council staff will then work with interested residents to identify local opportunities for changes. Once a design can be agreed with residents the living streets will then be presented to the Council for future budget consideration and prioritisation.

We are seeking your comments and feedback online by Friday 1 March 2019.
You can complete the online survey at
yoursay.unley.sa.gov.au/living-streets

If you would prefer a hard copy survey please complete the attached survey

Thank you for taking the time to participate. For further enquiries, please call Gene Fong on 8372 5111 or email pobox1@unley.sa.gov.au

Yours sincerely,

Ben Willmore
 Manager
 City Design | City of Unley



Location Plan



Feedback Form

Living Streets Pilot Program

The City of Unley is committed to making our local streets safer, greener and more accessible across the City. In 2018, the Council identified 24 local streets and evaluated on their suitability for change considering traffic, bike and pedestrian significance and strategic network as candidates for shared streets. From 24 streets, Council identified 9 local streets as 'shared street' candidates across the city.

Shared streets will utilise a variety of small changes or additions to encourage pedestrians, cyclist and motorist to better share our local streets. The first step is to understand the level of support from local residents to create a shared street environment.

From the level of community support and assessment of most beneficial outcome for the neighbourhood, up to 2 of the 9 streets will be further developed with affected local residents. The final designs will then be put forward for Council consideration and are dependent on the expected cost and greater benefit for community.

We have established the 'Living Streets Pilot Program' to work with local residents to create safer, greener shared streets. Local streets should add to quality of life for residents across Unley and the program supports the Councils commitment to be a leading age friendly city.

You can complete the online survey at yoursay.unley.sa.gov.au/living-streets

Written feedback must be submitted by:
Friday 1 March 2019

Name

Address

Email

Phone Number (optional)

Select which street you are commenting on

- Almond Street, Goodwood
- Maud Street (Ruby to Porter) Unley
- Moresby Street, Wayville
- Mornington Road, Unley
- Norman Terrace (Leah to Ethel), Forestville
- Palmerston Place (Hughs to Charles Ln), Unley
- Richards Terrace, Goodwood
- Winchester Street (Cul de sac), Malvern
- Greer Street, Unley Park

Select the option that best describes you

- Owner/Occupier
- Owner - Not resident
- Interested local resident in vicinity
- Other

How do you use the street? (You may select more than one)

- Ride to work/school/shops/recreational
- Play
- On street car parking
- Walk the dog/push the pram
- Meet your neighbour
- Walking

How often do you spend time along the street (based on the options above)?

- None
- 1-2 times weekly
- 3-5 times weekly
- Everyday



Feedback Form

We know access to driveways, bin collections and visitor parking are important to local streets. However, what else can we add to bring back life to your local street.

Please rank from 1-6 the important priorities (1 being most and 6 being least):

- Improve pedestrian safety, access and local connections
- Deter through traffic and slow local speeds
- Improve the amenity of the local street
- Create new places for people to meet (neighbourhood meeting places)
- Create safer settings for local to 'play' or ride
- None of the above, I do not support change

Please indicate what type of design ideas you would like to be considered for your local street: (You may select more than one)

- Wider areas to walk (free of trip hazards/narrow points) and safer crossing points
- New street features including seating, lighting, way-finding signage and artwork
- Increased tree canopy (new or infill street trees)
- Increase greenery (verge greening and in kerb inserts)
- Changes to road surfaces (alternate materials or colours or level change)
- None of the above, I do not support any change

How important is it to bring back life to local streets?

- Very important, I'd like our local street improved
- Somewhat important, but not our street
- Not important

What level of car parking are you willing to compromise to enable more street improvements? Some car parking space may be lost to accommodate these changes.

- Some, if it allows for major improvements (30-40% less parking)
- Small amount (10-20% less parking), if it allows some improvements
- Not applicable (street currently has no parking)
- None, if so why?

Would you like your local street to be part of the Living Streets Pilot Program?

- Yes, I would like to see local improvements
- Yes, however I'm concerned about how change might affect me
- No, I do not want to see change in the street

If you answered 'Yes' in the question above, have you got any ideas for change ?

1650

Unley Residents walk & cycle to work each day



2.1 %

Open Space across City of Unley, making it more important to better use our local streets

2040

Unley Residents travel to work using public transport each day

31 %

Target for green cover across Unley by 2045

* Greater Adelaide 30 year plan



Data sourced from census 2017



181 Unley Road
South Australia 5061

Email pobox1@unley.sa.gov.au
Telephone (08) 8372 5111

Unley.sa.gov.au

**HELP
SHAPE
YOUR
STREET**



Living Streets Pilot Program

Opportunity to bring back local streets



Introducing our new Living Streets Pilot Program

Finding new ways to share our streets



How can community help?

We want to work together with locals to change the way we use our streets with a community based approach. Streets and public spaces are most successful when community have the opportunity to influence decisions about them. This is why we are seeking locals help in the design process to transform neighbourhoods across our city.

New ways to share local streets could include:

- 01 Things to see, do and experience on the journey
- 02 Places to stop and rest that are age friendly
- 03 Making points that are safer, easier to cross and connect
- 04 More trees and greenery to create cooler neighbourhoods
- 05 More freedom to walk along local streets
- 06 More colour and interest into the local streets
- 07 Additions that slow the speed of local vehicles



Making Our Streets Greener and Safer

Why are we doing the Living Streets?

City of Unley is taking a new approach to bring back our local streets. Our 'Living City Open Space Strategy' and 'Community Plan 2033' both outline the importance of creating more innovative open recreational space in non-traditional places and encouraging spaces for people to play and exercise into their daily routines. Unley has less than 3% recreational open space and we are recognising opportunities to rethink our local streets across the city to provide more places for people in our neighbourhoods.

There was a time when it was possible to gather with friends, play and meet with your neighbours safely on your local street without feeling vulnerable to traffic. Today, our neighbourhoods are increasingly made up of families as well as retired couples. However, our street no longer provide the common ground for communities, as car dominance outweighs the quality of local places. The Living Street Pilot Program' is an important tool for the Council to work with local communities to create safer and more enjoyable local street outside their front door.

How can the Living Streets provide a solution?

The program provides an opportunity to rethink how we value our local streets and how we can make them safer, more attractive and able to be shared by all. Design changes focus on design for people, reducing vehicle speeds and removing some of the barriers that divide local streets. The living streets program aims to work with interested residents to create local changes that will help build a greater sense of community and return our local streets to places we meet, walk, ride and even play.

To find out more and share your thoughts, go to:
haveyoursay.unley.sa.gov.au/living-streets

Kit of Parts


BUDGET \$50,000

Representation

Precedent example

Indicative Costs

K01
\$200-1000



Carspace




K1.1 - Carpark Line Marking
\$200

K1.2 - Half indented carspace
\$1000

[Link to Living Street Principle](#)
Create settings for locals to play or ride

K02
\$3000 2 metres



Garden Bed Extension



Into roadway
\$1500 per metre
including
plants,mulch,kerbing

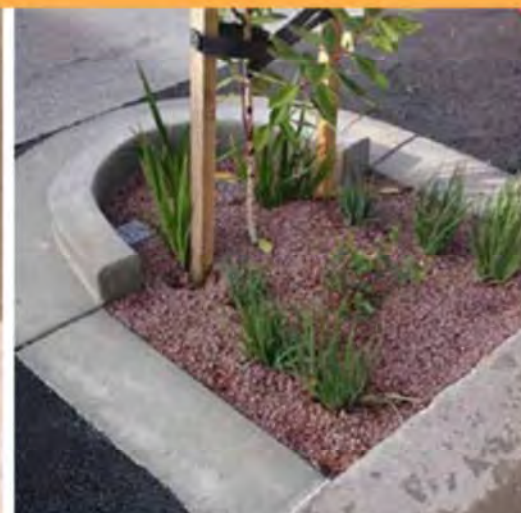
Verge area
\$100 sqm
mulch, planting

[Link to Living Street Principle](#)
/Increase greenery to help create cooler neighbourhoods
/Additions that slow the speed of local vehicles

K03
\$2000



Tree and Garden



Tree, Garden and kerbing in the roadway

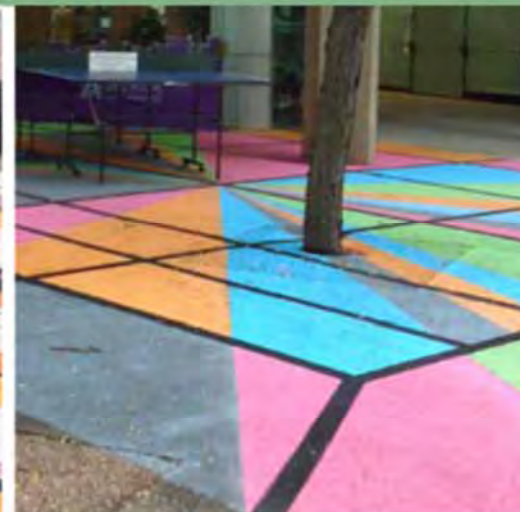
\$2000

[Link to Living Street Principle](#)
/Increase greenery to help create cooler neighbourhoods
/Additions that slow the speed of local vehicles

K04
\$2500



Surface Treatment



Painted Surface Artwork

\$2500
*Dependant on area

Pattern Pave
\$650 sqm

[Link to Living Street Principle](#)
/More colour and interest into the local streets
/Things to see, do and experience on the journey

Kit of Parts

BUDGET \$50,000

Representation

Precedent example

Indicative Costs

K05
\$5500-\$7,000



Slow Points



Slow Points

Concrete slow points
\$5500

Planted with Garden
depending on size
\$7000

[Link to Living Street Principle](#)
/Create safer settings for
locals to play or ride
/Additions that slow the speed
of local vehicles

K06
\$4000



Street Furniture



**Bench or Seat including
installation**

Cost **\$4000**

[Link to Living Street Principle](#)
/Places to stop and rest that
are age friendly

K07
\$3000-4000



Wayfinding Signage



**Wayfinding/ Identity
Signage including
installation**

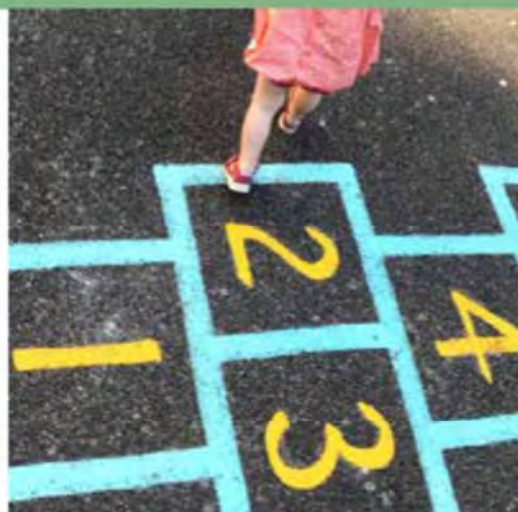
Cost **\$3000-4000**

[Link to Living Street Principle](#)
/Places to stop and rest that
are age friendly

K08
\$800-1500



Street Activity



**Street Activity
dependant on activity**

\$800-1500

[Link to Living Street Principle](#)
/Places to stop and rest that
are age friendly
/Things to see, do and
experience on the journey

Kit of Parts

BUDGET \$50,000

Representation

Precedent example

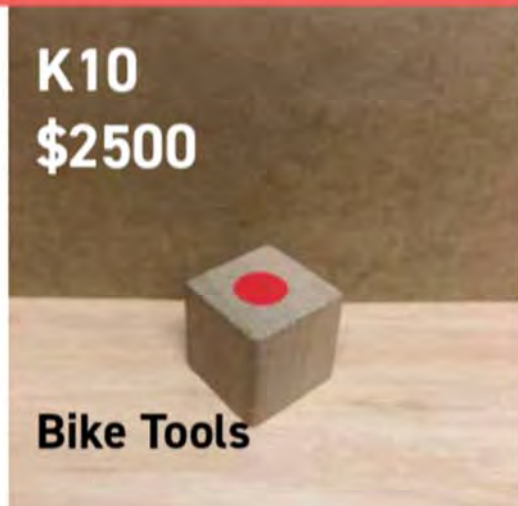
Indicative Costs



New Tree in Verge

Cost \$1000 each

[Link to Living Street Principle](#)
Making local streets, safer, greener and more accessible



Bike Station with tools

Cost \$2500

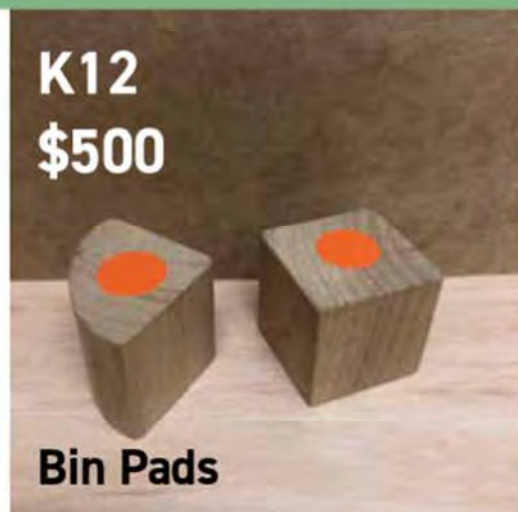
[Link to Living Street Principle](#)
/Places to stop and rest that are age friendly



New Ideas

Insert estimate cost and initiative

[Link to Living Street Principle](#)
/More colour and interest into the local streets
/Things to see, do and experience on the journey



Bin Pads paved or concrete

\$500 each

[Link to Living Street Principle](#)
/More freedom, making it safer, easier to cross and connect

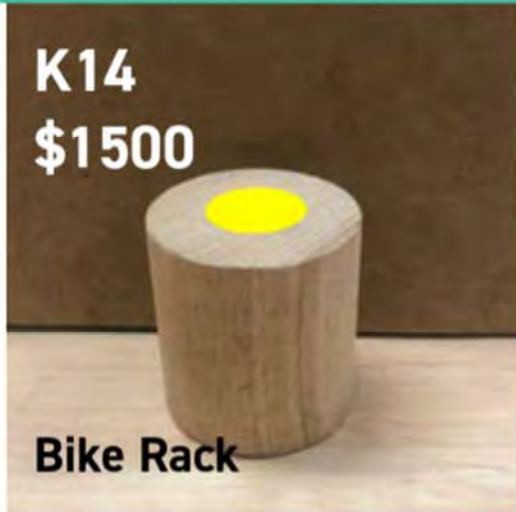
Kit of Parts

BUDGET \$50,000

Representation

Precedent example

Indicative Costs



Bike Rack Installation
\$1500-2000

Bike rack on existing posts
\$1000

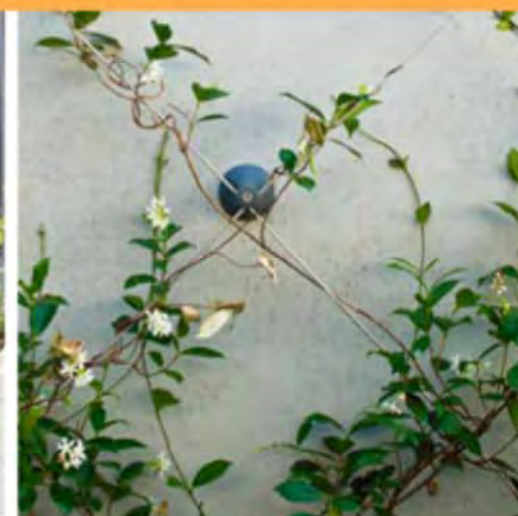
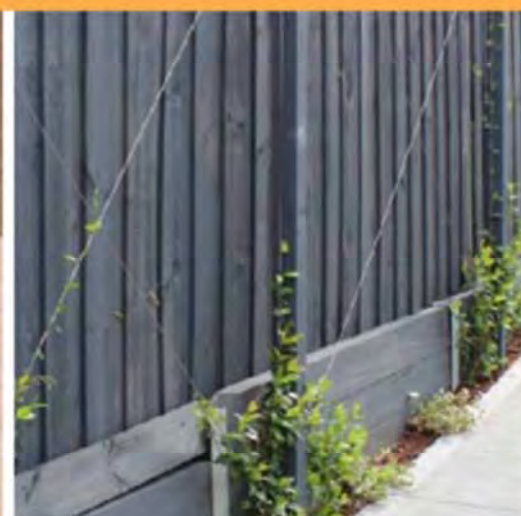
[Link to Living Street Principle](#)
/Things to see, do and experience on the journey



Drinking Fountain and installation of water source

Cost \$5000-7000

[Link to Living Street Principle](#)
/Places to stop and rest that are age friendly
/Things to see, do and experience on the journey



Green vertical elements again existing fence line

\$500 per lin M

[Link to Living Street Principle](#)
/Making local streets, safer, greener and more accessible



Art Installation along existing fence line

\$200 per lin m

[Link to Living Street Principle](#)
/More colour and interest into the local streets

Technical Design Parameters

- _Keep clear envelop around driveways
- _Intersection clearways
- _Maintained access waste collection

What do you Love ?

Summary Comments

What would you change?

Summary Comments

Key aims and non-negotiables?

Summary Comments

OPTION 01

TALLY COST OF CONCEPT DESIGN MUST BE WITHIN BUDGET GUIDE \$50,000

KIT OF PART CODE	TOTAL COST
EXAMPLE K1 X 4	\$10,000

Summary Comments

OPTION 02

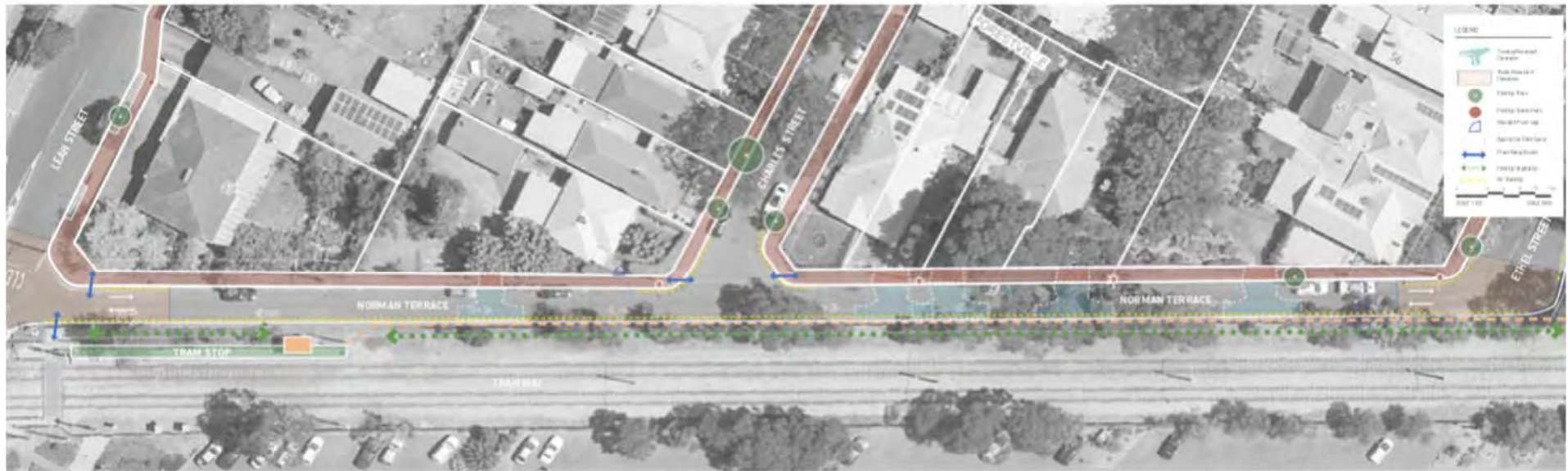
KIT OF PART CODE	TOTAL COST
EXAMPLE K1 X 4	\$10,000

Summary Comments



MAUD STREET

\$50,000 BUDGET



NORMAN TERRACE

\$50,000 BUDGET



RICHARDS TERRACE

\$50,000 BUDGET

HELP
SHAPE
YOUR
STREET



Dear Owner/Occupier,

3 June 2019

Summary Co-Design Session for Maud Street (Rugby to Porter)

The City of Unley is seeking feedback on the key ideas developed for your street during the Co-Design Session held at Goodwood Community Centre on the 15 May. Council were delighted to have representatives from three of the shortlisted Living Streets - Maud Street, Norman Terrace and Richards Terrace. Residents from each street worked together with their neighbours to identify opportunities for change and develop new design ideas, rethinking how we value our streets.

Council appreciates the feedback and discussion provided on the night. For residents who were unable to make it to the Co-Design Session night, a summary of the key ideas proposed by the residents for each street is now available for your review and comment.

Please find attached a copy of the proposed design and a feedback form. Review the design and indicate your support for the proposed changes. Alternatively, you can follow the link below to find further information on the co-design approach and a summary of the three streetscape designs.

yoursay.unley.sa.gov.au/living-streets

Whats Next?

- **Aug/Sept 2019:** Subject to acceptance of the Draft 2019/20 Council Budget, the community feedback will be reviewed and considered in conjunction with technical assessment of the proposed designs to determine a preferred design for the Council to consider advancing to construction. The remaining concepts ideas will be retained by Council for consideration in future streetscape renewal or budget processes.
- **Late 2019:** The approved concept design will be finalised with the local community and prepared for construction in early 2020
- **Early 2020:** Construction commences on the selected street and based on the pilot success, the Council may choose to extend the program for future years.

Subject to the community support for the co-desing approach and the success of the final outcome, the Council may choose to extend the program for future years. For further enquiries, please call Council on 8372 5111 or email pobox1@unley.sa.gov.au

Yours sincerely,

Gene Fong
Urban Planning and Design Officer
City Design | City of Unley





Key Moves

- 1** Enhance the greening in the intersection with planted islands to slow the speeds of turning vehicles and cyclists. Include opportunities rain garden initiatives
- 2** Consolidate a communal bin collection area to improve access and avoid conflict between parked cars
- 3** Create artistic surface patterns to provide interest and highlight the local street character
- 4** Install new climbing plants to grow up the existing stobie poles
- 5** With the support of local residents, identify opportunities to install artistic treatments to existing street fencing
- 6** Adjust the cycle path alignment to slow turning cycles and improve local safety and increase greenery



Surface Treatment



Rain Garden Initiatives



Vertical Greening

HELP
SHAPE
YOUR
STREET



Dear Owner/Occupier,

3 June 2019

Summary Co-Design Session for Richards Terrace

The City of Unley is seeking feedback on the key ideas developed for your street during the Co-Design Session held at Goodwood Community Centre on the 15 May. Council were delighted to have representatives from three of the shortlisted Living Streets - Maud Street, Norman Terrace and Richards Terrace. Residents from each street worked together with their neighbours to identify opportunities for change and develop new design ideas, rethinking how we value our streets.

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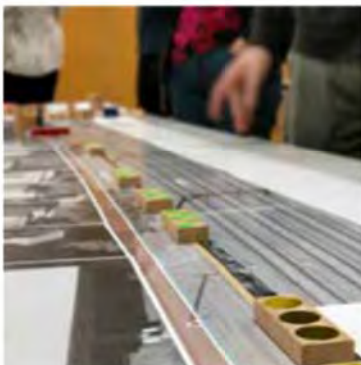
Whats Next?

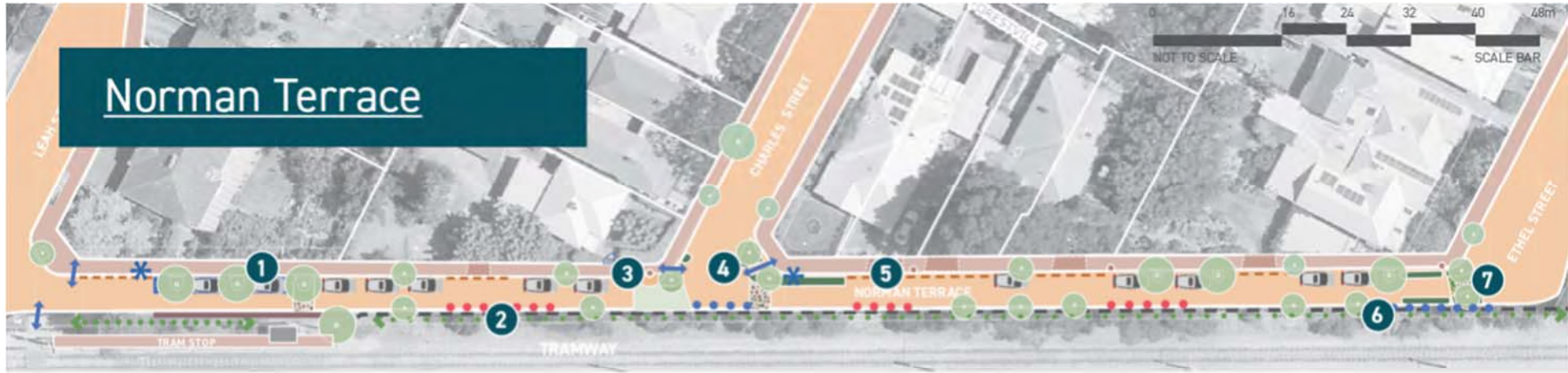
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Yours sincerely,

Gene Fong
Urban Planning and Design Officer
City Design | City of Unley





Key Moves

- 1** Introduce new tree planting into the existing road way, with space between for onstreet parking controls only adjacent to tram stop (7am-5pm / Mon-Fri)
- 2** Create green vertical elements along existing tram fence. Work with local community on specific locations and opportunities
- 3** Improve footpath connection around existing stobie post. Making it easier to walk along the local street
- 4** Introduce new garden bed extensions at the intersection to slow turning vehicles and improve pedestrian crossings. Include art surface treatment for additional colour and interest
- 5** Rationalise onstreet parking zones to improve local vehicle access and circulation and areas to give way
- 6** Seek DPTI approval to create fence art installation in collaboration with local residents. Improve things to see and do on the journey
- 7** Introduce new garden bed extensions at the intersection to slow turning vehicles and improve pedestrian crossings. Include art surface treatment for additional colour and interest

LEGEND

	Driveway crossover		Pram Ramp Access
	Art Surface Treatment		Existing Vegetation
	Existing Trees		Wayfinding Signage
	Existing Stobie		Fence Art Installation
	New Proposed Trees		Green Vertical Elements
	No Park Zone To allow give way		Existing Fenceline
	Garden Bed Extension		



Tree in on Road Garden Beds



Surface Treatment



Way Finding Signage



Garden Ben Extension



Fence Art Installation



Vertical Green Fence Installations

HELP
SHAPE
YOUR
STREET



Dear Owner/Occupier,

3 June 2019

Summary Co-Design Session for Norman Terrace (Leah to Ethel)

The City of Unley is seeking feedback on the key ideas developed for your street during the Co-Design Session held at Goodwood Community Centre on the 15 May. Council were delighted to have representatives from three of the shortlisted Living Streets - Maud Street, Norman Terrace and Richards Terrace. Residents from each street worked together with their neighbours to identify opportunities for change and develop new design ideas, rethinking how we value our streets.

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Yours sincerely,

Gene Fong
Urban Planning and Design Officer
City Design | City of Unley





Key Moves

- 1** Install textured art surface treatment to alert drivers and cyclist to slow their approach to the intersection
- 2** Seek DPTI Approval to utilise existing train fence to create fence art installation to improve experience and things to see
- 3** Create greenery along existing fenceline with garden bed extensions
- 4** Implement more colour and interest with surface treatments along the street
- 5** Construct textured surface treatment to help slow the speed of local vehicles and cyclists approaching and moving through the intersection
- 6** Install separated bike turning lane to reduce conflict between cyclist and vehicles at the intersection
- 7** Install bike tool facilities and a place to stop and rest. Future opportunities to create a pocket park

LEGEND

	Driveway Access		Resident Front Gate
	Textured Surface Treatment		Pram Ramp Access
	Art Surface Treatment		Solid Fence
	Garden Bed Extension		Fence Art Installation
	Existing Stobie		Vertical Greening
			New Proposed Trees



Surface Treatment



Fence Art Installation



Garden Bed



Safer Bike Movements



Garden Bed Extensions



Bike Tools

DECISION REPORT

REPORT TITLE:	OXI DAY GREEK MEMORIAL IN THE SOLDIERS MEMORIAL GARDENS PROPOSAL
ITEM NUMBER:	4.2
DATE OF MEETING:	26 AUGUST 2019
AUTHOR:	JARED WILSON
JOB TITLE:	LANDSCAPE ARCHITECT
ATTACHMENTS:	1. OXI DAY 2019 PROPOSAL

1. **EXECUTIVE SUMMARY**

The Executive of Saint Spyridon Greek Orthodox Church have requested approval from Council to install a memorial within the Soldiers Memorial Gardens, to commemorate Oxi (Ochi) Day, celebrated on 28 October 2019, as part of the 60th year anniversary celebrations of the Church.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. Subject to consultation with the Unley Returned Services League, and all costs associated with construction of the memorial being borne by Saint Spyridon Greek Orthodox Church, the installation of a permanent memorial to commemorate Oxi Day within the Soldiers Memorial Garden be approved.
 3. Further consultation be undertaken with City Design and Parks staff, Unley RSL and the Executive of Saint Spyridon Greek Orthodox Church to finalise the memorial location and wording.
 4. Council's contribution to the installation of an Oxi Day memorial within the Soldiers Memorial Gardens be limited to in-kind assistance with installation and associated plantings/ground works.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
 - 1.4 Our Community is proud to be part of our City.
 - 3.1 Memorials Policy
 - 3.2 Public Arts Policy

4. **BACKGROUND**

Oxi Day is celebrated throughout Greece, Cyprus and Greek communities around the world, commemorating the rejection of Italian dictator Mussolini's ultimatum to Greek Prime Minister Metaxas on 28 October 1940, thus pushing Greece into World War II and strengthening relationships with allied and ANZAC forces.

5. **DISCUSSION**

Oxi Day ceremonies are held at multiple locations in Adelaide each year on 28 October.

The proposed memorial at the Soldiers Memorial Gardens will provide a local gathering point for annual commemorations recognising Oxi Day and the strong relationship between Greek and allied forces during the First and Second World War.

The War Memorial Gardens and Arch display historical and social themes that are of importance to Unley as they are representative of a specifically dedicated recreational area as a memorial to those killed during War¹.

Census data from 2016 indicates there are over 2,000 residents of Greek ancestry within the City of Unley. At 5.4%, this is double the average of 2.7% within the Greater Adelaide region.

The Soldiers Memorial Gardens is considered to have superior access for the community compared to North Terrace, particularly for older residents with mobility issues, due to the availability of nearby parking and public amenities, as well as existing pram ramps.

Memorials Policy

Council's Memorials Policy provides the framework to assess requests for commemoration of an historical event through the placement of a memorial on community land.

The Policy provides that to be considered for approval, a memorial or monument should commemorate:

- *An individual who has made a significant contribution to the cultural, political, sporting or social life of the local community, or*
- *An incorporated body or group which has made a significant contribution to the cultural, political, sporting, or social life of the local community, or*
- *A place or site of an historical event of local, state, or national significance, or*
- *A resident of or regular visitor to, the Council area who had an affinity with a particular location such as a park.*

¹ McDougall & Vines, 'Unley Heritage Research Study for The City of Unley', Norwood, South Australia, 2006, Volume 2, p.98.

The Policy also indicates that the costs for memorials or monuments of the nature proposed will be at cost to the applicant, or at a fee as set by Council, or as negotiated with Council according to the nature of the request.

Council staff are aware that options for financial support for the installation of the Oxi Day memorial are being explored by Saint Spyridon's, and that the Hon David Pisoni MP, Member for Unley, has indicated his support to explore government funding for the project should Council approve the concept.

6. ANALYSIS OF OPTIONS

Option 1 – Erect a permanent Oxi Day memorial at the Soldiers Memorial Gardens.

1. The report be received.
2. Subject to consultation with the Unley Returned Services League, and all costs associated with construction of the memorial being borne by Saint Spyridon Greek Orthodox Church, the installation of a permanent memorial to commemorate Oxi Day within the Soldiers Memorial Garden be approved.
3. Further consultation be undertaken with City Design and Parks staff, Unley RSL and the Executive of Saint Spyridon Greek Orthodox Church to finalise the memorial location and wording.
4. Council's contribution to the installation of an Oxi Day memorial within the Soldiers Memorial Gardens be limited to in-kind assistance with installation and associated plantings/ground works.

The Soldiers Memorial Gardens is an established central location for war memorials within the City of Unley and is in close proximity to Saint Spyridon's Church and public amenities. It offers a suitable and relevant location for the proposed Oxi Day memorial and ongoing annual commemoration activity.

Consultation with the Unley RSL should be conducted to ensure that they have an opportunity to consider the proposal prior to installation.

This Option supports the concept of the proposed Oxi Day memorial within the Soldiers Memorial Garden and enables Saint Spyridon to pursue Government funding to assist with installation of the memorial.

Option 2 – Erect a permanent Oxi Day memorial at an alternative location.

1. The report be received.
2. Saint Spyridon Greek Orthodox Church be advised that the request to install an Oxi Day Memorial within the Soldier's Memorial Gardens is not approved, but that other locations for installation of the Memorial will be considered.

Option 3 – Not support the installation of a permanent memorial at all.

1. The report be received.
2. The request from Saint Spyridon Greek Orthodox Church to support installation of an Oxi Day Memorial in the Soldiers Memorial Gardens not be approved.

Council could choose not to support the request which has been made by the Church.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- If Option 1 is supported, the cost to Council related to the installation of an Oxi Day Memorial by Saint Spyridon Greek Orthodox Church within the Soldiers Memorial Gardens consists of in kind support for minor ground works, footings and understorey planting to create a setting for the memorial.
- It is expected that this can be accommodated within existing resources.
- It is understood that additional funding will be sought by the Church from the State Government through the Member for Adelaide Steve Georganas MP and Member for Unley David Pisoni MP.

8.2 Legislative/Risk Management

- Nil.

8.3 Staffing/Work Plans

- Minor civil works and understorey planting would be undertaken by depot staff if approved.

8.4 Environmental/Social/Economic

- No trees will be removed as part of this initiative.
- A small concrete footing will have minimal impact on existing trees and understorey planting in the proposed location. The existing tree canopy provides an ideal natural backdrop for the memorial.
- Access is provided via existing sealed path networks and is supported by existing bench seating with armrests. An existing open turf space in front of the proposed location allows for the congregation of people without intruding on the Memorial Arch axis, cenotaph, and flagpole alignment.
- The ability to commemorate Oxi Day at the Soldiers Memorial Gardens will create an additional 'event' in Unley for the local community (in particular the Greek parish of Saint Spyridon).

8.5 Stakeholder Engagement

- Consultation with the Greek Community is being undertaken by the Church Executive through the local Parish. The State Branch of the RSL have been consulted and deferred to the local approval authority (Council) and RSL sub branch (Unley RSL).
- Further consultation will be undertaken with all parties regarding the location and text to be displayed, subject to Council approving the Church's request.

9. REPORT CONSULTATION

- City Design
- City Development
- Natural Assets, City Development
- Building and Environmental Health, City Services
- Museum, City Services

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

ΕΠΕΤΕΙΟΣ ΤΟΥ ΌΧΙ

Oxi (Ochi) Day

28/10/19



Rev 3, 7/8/19

Introduction

Oxi Day commemorates the rejection by Greek prime minister Ioannis Metaxas of the ultimatum made by Italian dictator Benito Mussolini on 28 October 1940, the Hellenic counterattack against the invading Italian forces at the mountains of Pindus during the Greco-Italian War, and the Greek Resistance during the Axis occupation.

Oxi Day is celebrated throughout Greece, Cyprus and Greek communities around the world on the 28th of October.



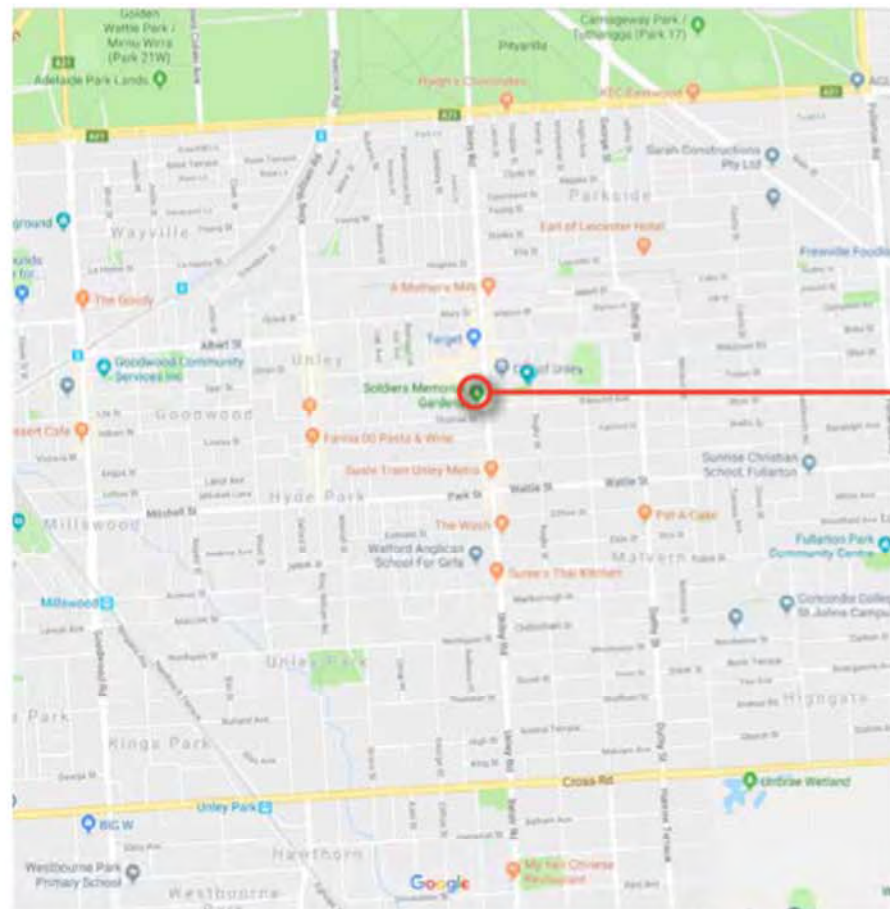
Proposal

The local Greek Community through the Parish of Saint Spyridon Greek Orthodox Church have proposed to commemorate the 2019 Oxi Day with the unveiling of a commemorative plaque at the Soldiers Memorial Gardens in Unley.

A commemoration service is proposed for the following Sunday 3 November.

The plaque will also form part of the 60th Anniversary of the Church celebrations through 2019.

Proposed Site



Soldiers Memorial Gardens
Unley Road, Unley.

Existing memorials

A range of existing WW1 and WW2 related memorials and objects exist on site.



11/11/02



23/3/02



24/02/01



25/04/09



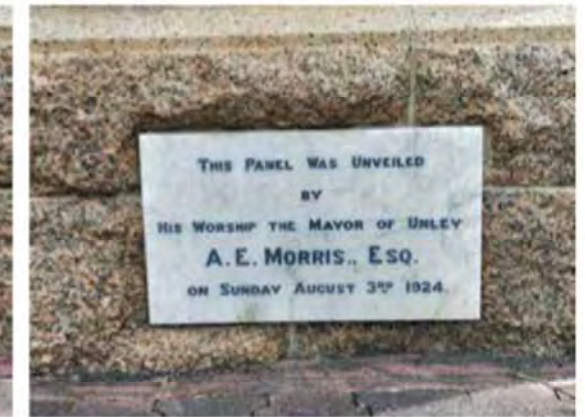
21/6/98



2015



3/8/24



3/8/24



1920



11/11/98



11/11/09



29/6/86

Precedents

The strong relationship forged between ANZAC and Greek forces during the defence of Greece is commemorated in various locations around Australia.



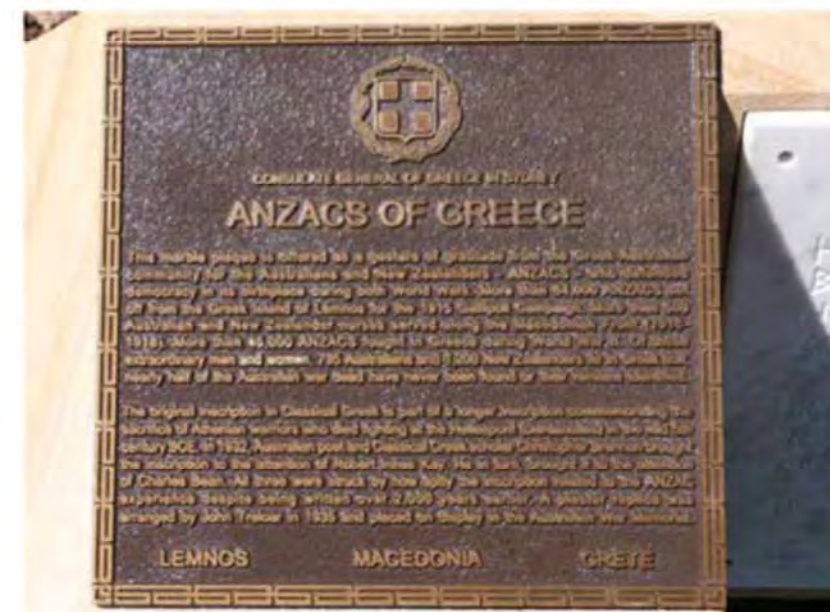
Victorian Parliamentary Gardens



St Spyridon Greek Orthodox Church Kingsford NSW



King William Street Adelaide Pathway of Honour



Greek Consulate, Sydney

Potential Location



Example Text
(text to be agreed)

ΠΡΟΣΦΟΡΑ ΟΛΟΥ ΠΟΥ ΕΧΟΥΝ
ΕΛΕΥΘΕΡΟΥΝ ΣΤΗΝ ΑΜΥΝΑ
ΤΗΣ ΕΛΛΑΔΑΣ
IN HONOUR OF ALL WHO
SERVED IN THE DEFENCE OF
GREECE

LEST WE FORGET

UNVEILED BY REV. JOHN PSALIOS OF SAINT SPYRIDON GREEK
ORTHODOX CHURCH
28 OCTOBER 2019

Indicative Costings

Granite Pillar and Plaque

- Solid black granite pillar
- Engraved gold lettering in front face
- **\$8,500**

Notes:

1. Fabrication proposed by Tillett Memorials.
2. Costings do not include delivery to site or installation.
3. Concrete base plinths to be provided flush with existing ground surfaces and include reinforcing starter bars if required to pin stone work.
4. Concrete plinth to align with existing grass extent to provide a mowing strip to protect memorial.
5. Request for City of Unley to provide additional mulch and planting to define the setting for the memorial.
6. Cost sharing arrangements to be discussed with stakeholders.

INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

ITEM NUMBER: 4.3

DATE OF MEETING: 26 AUGUST 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

ATTACHMENTS: 1. CENTENNIAL PARK CEMETEREY AUTHORITY - CEO PROGRESS REPORT: 31 JULY 2019

1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 31 July 2019.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to member councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 31 July 2019 is attached for the information of Council as Attachment 1.

Attachment 1

5. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO



**CENTENNIAL PARK CEMETERY AUTHORITY
CEO PROGRESS REPORT
31 JULY 2019**

This progress report provides an update to our owner councils in relation to the financial performance of the Centennial Park Cemetery Authority (Centennial Park) for the year ended 30 June 2019, as well as insights into recent activities that may be of interest.

Business Performance FY2019

Draft results for the full financial year show an Operating Surplus of \$835k after writing off \$195k of WIP that could no longer be reasonably expected to be capitalised. These items mainly relate to the initial café development. From this surplus, we paid a Liability Guarantee Fee to the owner councils of \$626k, leaving Centennial Park with a net surplus of 209k, a positive variance of \$48k against the original budget.

Revenue came in under budget by \$234k overall and was impacted by fewer than expected premium sales as well as reduced service numbers across burials, cremations and chapels which were all impacted by the lower than expected rate of state deaths. Despite this, revenue for FY19 was 5% higher than the previous year.

Expenses remained under budget for the whole year resulting in a positive variance of \$317k against budget. One of the key negative impacts on our expense budget was water usage, with the cost being \$125k over budget due to the unusually dry weather conditions and the resulting excess usage during the October to March period. Savings in other areas ensured we ended the year under budget overall.

Accounting Standards

In May, the Board approved Centennial Park's budget for the year ending 30 June 2020. The operating and capital budgets have been considered by Unley Council and will be considered by Mitcham Council soon. One item worth highlighting is the impact of the new Accounting Standards. FY2020 is the first year that Centennial Park is required to apply the new revenue Standards which require us to recognise deferred Interment Right (IR) revenue. The estimated deferred IR revenue for the upcoming year is \$869,000 and whilst there will be no change to the cash position, this revenue must be quarantined on the balance sheet and brought to account over the life of the IR. This will result in an "on-paper" net deficit for the year.

Mausoleum

In May 2018 the Board approved a feasibility study to determine the viability of building a mausoleum at Centennial Park. Based on the outcomes of that research, the Board has supported the recommendation not to proceed with a mausoleum at this time but to focus instead on the premium products and services already on offer.

Café Development

We received a pleasing number of submissions in response to the RFP for a café and catering operator. As a result of a lengthy evaluation process, a preferred operator has been identified and we are currently working through a due diligence process which we hope will be completed within the next month.

The Planning Application was lodged with Mitcham Council on Monday 8 April 2019 and has been classed a Category 3 (Merit) development. The public notice resulted in four representations; three from local residents indicating their support for the development, and one opposing. The matter is on the agenda for the next CAP meeting on Thursday 1 August 2019.

Media interest has been very positive to date, with articles appearing in the Advertiser and online in Adelaide Now. Our Manager of BD & Client Services was also interviewed by Jules Schiller on the ABC Drive program in June.

Redevelopment of Enfield Memorial Park

In June, the State Government announced funding of \$25M over four years to Enfield Memorial Park (owned by the Adelaide Cemeteries Authority). According to press reports, the money will be spent on "building a new multi-function cemetery complex including reflection rooms and lounge areas, an on-site café and florist, and new park space. Crematorium facilities will also be upgraded as part of the multi-million-dollar redevelopment".

Whilst validating our view that cafés and function spaces are regarded as important facilities in modern cemeteries, the redevelopment has the potential to position Enfield as a significant competitor to Centennial Park.

Beam Replacement Program

Draft tender documents and design specifications were forwarded to the Civil Engineers at both owner Councils for their review prior to release for public tender. Both Councils responded to the draft without any required changes. A survey of the location of existing cemetery beams and burial sites was undertaken so that the information could be included with the documents. A full review of the tender documents is now underway prior to their release, which we anticipate will be within the next month.

Collaboration with Owner Councils

We continue to build strong relationships with our owner councils across Centennial Park. One area that is proving very beneficial, is joint tendering for contract services. In FY2019, we tendered for Cleaning and External Audit services with Unley, and Street Sweeping and Waste Collection with Mitcham. We have also developed good relationships with the Marketing teams to facilitate the inclusion of articles regarding Centennial Park in council newsletters and publications.

New Cremator

The new cremator has now been installed, calibrated and tested and is in full use. Early indications suggest that it is much more efficient in terms of heat retention, cremation times and associated gas usage than the existing cremators. A detailed report on the operation of the new cremator will be provided to the Board after its first full six months of operation.

Recent Events

Mother's Day

We provided several musicians in the park on Mothers' Day between 9am and 12 Noon to add to the experience of those visiting. Musicians included two guitarists, a violinist, pianist, and singers. Excellent feedback was received, except for one negative reaction shared by a visitor to a memorial.

Wally Shiers Tribute

On May 17 at 10am we co-hosted a tribute event with Lainie Anderson (History SA and Sunday Mail columnist) to mark the 100th anniversary of the "Epic Flight" - a challenge set by the then Prime Minister, to be the first Australian airmen to fly home from England in 30 days. Wally Shiers, a mechanic, who is now at rest in Derrick Gardens, was one of the four men on the flight who first achieved this feat.

Our tribute event was registered as an official event in this year's SA History Festival. The event was MC'd by the CEO and included speeches by Steven Shiers, great-nephew of Wally, and Lainie Anderson, as well as the last post and a minute's silence at the gravesite. More than 70 people attended the event including many of Wally's family, and excellent feedback was received.

Planning-Ahead Seminar

As part of National Advance Care Planning Week, Centennial Park hosted a Planning Ahead Seminar open to the community. Estate Planning lawyers provided attendees with information on Wills and Estates, Advanced Care Directives and Nominating Powers of Attorney. We had 21 people attend the seminar with many others contacting us to ask whether we will be providing further sessions. We received editorial coverage in the April edition of the Southern Cross newspaper promoting this event and positive feedback from all who came along.

Embracing Life Program

On Saturday 6 April the Chinese Welfare Association once again facilitated a Tai Chi session at Centennial Park. This event is not only important for the general community to engage and connect with Centennial Park, but it also assists in maintaining our strong relationship with the Chinese Welfare Association. On Wednesday 12 June we held a Yoga by Candlelight session in the Jubilee Complex foyer, and on 17 July we held a Winter Warming Yoga session. Feedback on all our wellness program events has been excellent.

New Cemetery Management System (CMS)

A robust and lengthy procurement process for a new CMS is nearly complete and we are preparing to enter into a contract with our preferred provider. A specialist IT lawyer is assisting with contract preparation and negotiations, to ensure the best possible arrangements.

We are also working through the Statement of Works and developing an internal project plan. Once the project plan has been completed, we will be reporting to the Audit Committee and Board on the key deliverables and project timelines.

Tours

Aside from our regular Saturday Behind the Scenes tours which operated throughout the quarter, we also recently hosted a group on the Mitcham Council Community Bus for a morning tea and a history and garden tour of Centennial Park. We had 12 attendees ranging in age from 62-94. We received many questions around pre-planning and perpetuity.

We also welcomed ten members of the Italian Campania Club for a tour and morning tea at Centennial Park. The members of the group, which were aged between 50 and mid-80's provided some useful feedback about Olive Terrace, Centennial Park and the Italian community's needs.

Mawson Chapel Courtyard Redevelopment

A redevelopment of the Mawson Chapel Courtyard is in the planning stages, with funding included in the approved capital budget for FY2019 and carried forward into the current year. The redevelopment is needed in order to end the significant water ingress issues from the courtyard into the Chapel. In June, a particularly large rain event caused significant water leakage into the Chapel which surrounded the catafalque. We were forced to relocate services to the Heysen due to the poor presentation of the chapel as well as the risk posed by wet tiles.

It is anticipated the works will include a new pond and fountain, water wall and living walls, and will put an end to the ongoing water issues.

Distribution of Monies from the Educational Trust.

In mid-2018, the Board resolved to windup the Educational Trust. Monies held in trust at the date of winding up are to be distributed to an organisation which has, in the opinion of the Trustee, a purpose similar to that of the Trust.

In August 2018, Centennial Park wrote to Mitcham and Unley Councils offering each council the opportunity to identify and recommend an appropriate beneficiary. The councils responded in April 2019 and May 2019 respectively, and in June the Board resolved the monies would be distributed in equal proportions to Legacy Australia and the Smith Family. These donations are made on the condition that the monies are used for the purposes of education of children in SA.

Now that the matter of the Educational Trust has been finalised, we will work with the Councils on the broader issue of the appropriate use of funds received from the recycling of residual cremation metals.

Janet Miller

Chief Executive Officer

DECISION REPORT

REPORT TITLE: 2019/20 COMMUNITY EVENT SPONSORSHIP
ITEM NUMBER: 4.4
DATE OF MEETING: 26 AUGUST 2019
AUTHOR: CARLY HEMUS
JOB TITLE: EVENTS MANAGEMENT SPECIALIST
ATTACHMENTS:

1. EXISTING COMMUNITY EVENT SPONSORSHIP AGREEMENTS
2. COMMUNITY EVENT SPONSORSHIP GUIDELINES
3. 2019-20 COMMUNITY EVENT SPONSORSHIP RECOMMENDED FUNDING ALLOCATIONS

1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of the recommendations for funding under the Community Event Sponsorship Program for 2019/20.

Council's annual sponsorship program provides financial and in-kind support to community run events that directly benefit the City of Unley and is aligned to key actions within Council's 4 Year Plan.

The budget allocated to sponsor community events in 2019/20 is \$75,180. Of this funding, \$18,715 has already been committed via existing multi-year agreements. This results in \$56,465 being available for allocation in 2019/20.

Applications for funding for events to be held in 2019/20 were sought between 1 May and 28 June 2019.

Twenty-seven applications were received, requesting a total of \$109,460 (cash and in-kind). Following an assessment of the applications, it is recommended that 16 of the applications be either fully or partially funded.

It is anticipated that these 16 events, together with those events that Council is sponsoring through existing agreements, will attract approximately 50,000 participants and will activate many of our public spaces and community facilities in 2019/20.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. Funding be awarded through the 2019/20 Community Event Sponsorship Program as follows.
 - \$5,889 to the Alliance Francaise French Market celebrating the French way of life held at the Soldiers Memorial Garden, Unley (3 year agreement);
 - \$6,000 to the Travelling Table event celebrating migrant history, food and culture held at the Unley Town Hall and City of Unley Libraries and community centres (3 year agreement);
 - \$6,000 to the ETSY Made Local Adelaide craft event supporting local makers and producers held at Oxford Terrace, Unley (3 year agreement);
 - \$4,000 to the Carols at the Rotunda fun festive event held at the Soldiers Memorial Gardens, Unley (3 year agreement);
 - \$4,800 to the Halloween on King William Road event celebrating the spirit of Halloween held at King William Road and Bloomsbury Streets (or Opey Avenue), Unley (1 year agreement);
 - \$4,205 to the Culturefest@Unley Oval market held in conjunction with a SAFNL football fixture at Unley Oval (1 year agreement);
 - \$3,000 to the Goodwood Arthouse Pop Up Gallery and Marketplace showcasing artists of all ages in the community and held at the Goodwood Primary School (1 year agreement);
 - \$3,480 to the Fork on the Road food and wine event held at Orphanage Park, Millwood (1 year agreement);
 - \$3,600 to the Pop-Up Farmers Market, a popular event that will be relocated in September 2019 to Orphanage Park, Millwood (1 year agreement);
 - \$2,400 to the Celebrate Summer Street Party held for the community at Gilbert Street, Goodwood (1 year agreement);
 - \$1,710 to the ASLA Food and Cultural Day celebrating Sri Lankan food and culture held at Fullarton Park (1 year agreement);
 - \$3,000 to the Charlie GoodDay Markets a new food, produce and craft market to be held regularly at the Howard Florey Reserve, Parkside (1 year agreement);
 - \$1,500 to the Skater Girl solo dance theatre performance held during the Adelaide Fringe Festival at Forestville Skate Park (1 year agreement);
 - \$2,500 to the Great Southern Slam roller derby tournament to be held at the Adelaide Showgrounds (1 year agreement);
 - \$2,355 to the Centenary Gala Day celebrating 100 years of the Black Forest Primary School (1 year agreement); and
 - \$2,000 to the Unley Park Baptist Church Annual Street Party celebrating the joy of Christmas held at Bellevue Place, Unley Park (3 year agreement).
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.5 Our City is connected and accessible.

1.2a Provide an exciting range of arts, cultural experiences and events

1.3 Community Grants and Sponsorship Policy

4. BACKGROUND

Attraction and facilitation of community events are strategic objectives for the City of Unley with *city vibrancy*, *activated places* and *cultural and artistic diversity* included as actions within Council's Community Plan 2033 and 4 Year Plan. Events create opportunities for community interaction, creativity, celebration and gathering, and help ensure that our public spaces and main streets are enlivened and economically prosperous.

The Community Event Sponsorship Program was endorsed by Council in June 2015 (Item 159/2015) and aims to assist individuals, community groups, organisations and not-for-profit groups to coordinate events that directly benefit the City of Unley community.

Over the last four years the Community Event Sponsorship Program funded a total of 71 events, with an average number of 50,000 attendees per year.

The Community Event Sponsorship Program seeks to support events that best align with the program criteria and provide a return on investment by enhancing our annual events calendar, offering free or discounted quality activities to the community and displaying a high level of excellence in administration and delivery.

The three categories of sponsorship available are as follows:

LARGE-SCALE EVENT SPONSORSHIP

- For events that attract more than 1,000 people.
- Sponsorship packages of up to \$6,000 (including in-kind support) with a maximum cash component of \$5,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

MEDIUM-SCALE EVENT SPONSORSHIP

- For events that attract between 200-1,000 people.
- Sponsorship packages of up to \$4,000 (including in-kind support) with a maximum cash component of \$3,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

SMALL-SCALE EVENT SPONSORSHIP

- For events that attract between 50-200 people.
- Sponsorship packages of up to \$2,000 (including in-kind support) with a maximum cash component of \$1,000.
- These packages may be offered as a 1, 2 or 3-year agreement at the discretion of Council.

Applicants are also able to specify their preference for the length of the agreement (up to three years), however Council reserves the right to offer a shorter-term agreement than has been requested.

In 2018/19, five of the projects were supported with recurring funding for three years. These projects are currently in the second year of a three year cycle. These funding agreements result in a reduced amount of funding available for 2019/20. The existing agreements are detailed in Attachment 1.

Attachment 1

Applicants may request funding comprised of cash contributions and council supplied services (in kind support) as part of their sponsorship package. Council supplied services are the provision of service such as waste management, traffic management, road closures, waiver of facility hire fees, power access, bollards, bunting and line marking. These are costs incurred by various departments of Council as part of supporting the delivery of events and funded through the Community Event Sponsorship budget allocation. Please note that the council supplied services component is accounted for in Council's events budget and council supplied services costs are attributed to this as needed.

In addition to the annual formal round, event funding may be available via a small 'Community Chest', which can be used to support events of any size. The Community Chest is comprised of any remaining funds at the conclusion of the formal round of Community Events Sponsorship.

It is worth noting that events run by Trader Associations have been funded separately and do not form part of the Community Event Sponsorship Program.

5. DISCUSSION

There are five pre-existing multi-year funding arrangements in place that were endorsed in 2018/19, which commit approximately \$18,715 (cash and in-kind) of the \$75,180 funding available in 2019/20 as detailed in Attachment 1. These events with existing agreements were not required to submit an additional application this year.

In addition to existing agreements, there is \$550 allocated to the Fisher Street Halloween trick or treating activities. Council was advised by SAPOL that due to the increasing size of this event, and there being no formal event organiser, it was a requirement of Council to reduce the traffic speed by implementing traffic controls and signage.

Attachment 1

Applications for 2019/20 funding round were sought between 1 May – 28 June 2019, and 27 applications were received, resulting in a very competitive round. The 27 new applications comprised 13 large-scale events, 10 medium-scale events and 4 small-scale events.

All applications were assessed and ranked using the criteria outlined in the Guidelines (Attachment 2). A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects and the ranking was then used to determine the level of funding recommended, i.e. full funding or partial funding.

Attachment 2

An administrative working group of four staff comprising Council's Events team and the Cultural Development Coordinator met on 22 July 2019 to assess the applications and to propose funding of events as outlined in Attachment 3.

Attachment 3

Due to the high number of applications, the working group gave precedence to events held in Council's public places that offer free, accessible activities to the community, the quality of applications and assessed based on the Guidelines.

It is recommended that 16 of the 27 applications be either fully or partially funded, totalling \$56,439 in cash and in-kind support. It is anticipated that these events, together with those covered by existing agreements, will attract approximately 50,000 participants and will activate many of our public spaces this events season. Given the large number of applications received this year, funding available will be fully expended.

It is recommended that five projects be supported for three-year funding to the value of \$23,889. These are: Alliance Francaise French Markets; Travelling Table; ETSY Made Local Adelaide; Carols at the Rotunda; and Unley Park Baptist Church Annual Street Party/Carols. Given existing agreements already in place, this will result in \$28,000 being available as part of the 2020/21 Community Event Sponsorship. Please note, this includes the additional funding for the French Markets as determined by Council at June 2019 meeting (Resolution Number C0001/19).

Additionally, there are two events (Celebrate Summer Street Party and Unley Baptist Church Annual Street Party and Carols Night) that have been allocated more than the maximum in kind component, mainly as the nature of this funding is needed to ensure these events will be successfully staged.

There are 11 applications that have not been recommended to receive funding in this round. Based on the assessment process and with a very competitive round, these applications scored lower than those recommended for funding.

This was due to applications missing essential information, limited supporting documentation, inability to demonstrate social/economic benefit to the community, lacking in detail or did not meet criteria.

After the formal assessment of applications had occurred, a letter was received from the Rotary Club of Unley, requesting a renewal of their arrangement and additional funding outside of the current program guidelines. This is currently being investigated and will be the subject of a separate report.

A copy of the Community Event Sponsorship Program applications, together with a summary of the Administration's recommendations for funding, is available for viewing prior to the August Council meeting in the Members Room.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Funding be awarded through the 2019/20 Community Event Sponsorship Program as follows.
 - \$5,889 to the Alliance Francaise French Market celebrating the French way of life held at the Soldiers Memorial Garden, Unley (3 year agreement);
 - \$6,000 to the Travelling Table event celebrating migrant history, food and culture held at the Unley Town Hall and City of Unley Libraries and community centres (3 year agreement);
 - \$6,000 to the ETSY Made Local Adelaide craft event supporting local makers and producers held at Oxford Terrace, Unley (3 year agreement);
 - \$4,000 to the Carols at the Rotunda fun festive event held at the Soldiers Memorial Gardens, Unley (3 year agreement);
 - \$4,800 to the Halloween on King William Road event celebrating the spirit of Halloween held at King William Road and Bloomsbury Streets (or Opey Avenue), Unley (1 year agreement);
 - \$4,205 to the Culturefest@Unley Oval market held in conjunction with a SAFNL football fixture at Unley Oval (1 year agreement);
 - \$3,000 to the Goodwood Arthouse Pop Up Gallery and Marketplace showcasing artists of all ages in the community and held at the Goodwood Primary School (1 year agreement);
 - \$3,480 to the Fork on the Road food and wine event held at Orphanage Park, Millwood (1 year agreement);
 - \$3,600 to the Pop-Up Farmers Market, a popular event that will be relocated in September 2019 to Orphanage Park, Millwood (1 year agreement);
 - \$2,400 to the Celebrate Summer Street Party held for the community at Gilbert Street, Goodwood (1 year agreement);
 - \$1,710 to the ASLA Food and Cultural Day celebrating Sri Lankan food and culture held at Fullarton Park (1 year agreement);

- \$3,000 to the Charlie GoodDay Markets a new food, produce and craft market to be held regularly at the Howard Florey Reserve, Parkside (1 year agreement);
- \$1,500 to the Skater Girl solo dance theatre performance held during the Adelaide Fringe Festival at Forestville Skate Park (1 year agreement);
- \$2,500 to the Great Southern Slam roller derby tournament to be held at the Adelaide Showgrounds (1 year agreement);
- \$2,355 to the Centenary Gala Day celebrating 100 years of the Black Forest Primary School (1 year agreement); and
- \$2,000 to the Unley Park Baptist Church Annual Street Party celebrating the joy of Christmas held at Bellevue Place, Unley Park (3 year agreement).

This option provides a broad range of events that will make a positive impact in the community and encourage increased interaction, celebration and gathering. The 16 events to receive funding will activate many of Council's spaces and attract 50,000 attendees.

Council should note that this option will fully expend the budget, leaving no funds available in the Community Chest for ad hoc requests. This will also result in a significant proportion (\$47,000) of the available funding for the 2020/21 Community Event Sponsorship Program being committed across several multi-year agreements, resulting in only \$28,000 available for event sponsorships in 2020/21, should the budget remain the same.

Option 2 – Council amends the funding allocations with new recommendations.

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

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The total amount of funding (both cash and in kind) available for this program in the 2019/20 financial year is \$75,180, with \$18,715 already committed via existing multi-year agreements.
- The recommended schedule of funding for the 2019/20 Community Event Sponsorship Program as per Attachment 3 to this report commits \$56,439, fully expending the available budget and committing \$47,000 for next year.

8.2 Legislative/Risk Management

- The proposed Community Event Sponsorship program offers a diverse range of free or discounted accessible events to the local City of Unley community.
- Community events activate main streets and public spaces boosting our local economy and providing opportunities for small business.
- As per Council's Event Toolkit, all Council sponsored events must implement a three bin recycling system which separates general waste, co-mingled recycling and organic/compostable waste. Community Events must also be plastic straw-free, with paper straws available for those who require them.
- Events will be encouraged to implement fully compostable food and beverage packaging and balloons as part of their environmental initiatives.

8.3 Stakeholder Engagement

- The Community Event Sponsorship Program was promoted on the Council's website. Information was also directly emailed to previous Community Grant Festivals and Events recipients, past and current event organisers, community organisations, and community groups.
- A targeted social media campaign was implemented via Council's Facebook page.
- Informal assistance was offered to prospective applicants to assist with the preparation of submissions.

9. REPORT CONSULTATION

- Mandy Smith, Manager Community Connections

10. REPORT AUTHORISERS

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

Existing Community Event Sponsorship Agreements 2019/20

Event	Description	Cash Granted	In-Kind Granted	Value of Total Package	Current Year of Agreement	Total Length of Agreement Granted (Years)	Outcomes
EXISTING AGREEMENTS							
<i>Parkinsons in the Park (Parkinsons Walkathon)</i>	A disability friendly event to raise awareness of Parkinsons, including a participation walk around Unley and a family friendly free event.	\$4,915	\$1,085	\$6,000	2 of 3	3	<ul style="list-style-type: none"> • 3 year agreement funded events in 2019, 2020 & 2021 • Acquittal received for 2019 event (2020 event to be held in April) • Estimated 700 attendance
<i>St Thomas Gala</i>	A family-oriented community event with stalls, rides, amusements, art, music and live entertainment.	\$3,000	\$375	\$3,375	2 of 3	3	<ul style="list-style-type: none"> • 3 year agreement funded events in 2019, 2020 & 2021 • Acquittal received for 2019 event (2020 event to be held in May/June 2020) • Estimated 2,000 attendance
<i>Dogapalooza</i>	A Fringe charity music event to raise funds and awareness for local animal rescue organisations.	\$3,000	\$450	\$3,450	2 of 3	3	<ul style="list-style-type: none"> • 3 year agreement funded events in 2019, 2020 & 2021 • Acquittal received for 2019 event (2020 event to be held in March 2020) • Estimated 315 attendance
<i>Goodwood Greek Festival</i>	A Greek cultural event including music, food & dance.	\$3,000	\$340	\$3,340	2 of 3	3	<ul style="list-style-type: none"> • 3 year agreement funded events in 2019, 2020 & 2021 • Acquittal received for 2019 event (2020 event to be held in May 2020) • Estimated 650 attendance
<i>Musical Matinees</i>	A series of musical matinees throughout the year featuring professional performance groups, aimed at older members of the community.	\$1,500	\$500	\$2,000	2 of 3	3	<ul style="list-style-type: none"> • 3 year agreement funded events throughout 2018/19, 2019/20, 2020/21 • Acquittal submitted • Estimated 385 attendance
<i>Halloween Fisher Street Traffic Management*</i>	Traffic management required by SAPOL for trick or treating along Fisher Street on Halloween afternoon/evening		\$550	\$550	n/a	n/a	<ul style="list-style-type: none"> • Acquittal not applicable • Estimated 3,000 attendance
FUNDS ALREADY COMMITTED FOR 2019/20				\$18,715			

*Council was advised by SAPOL that due to the increasing size of this event, and there being no formal event organiser, that it was a requirement of Council to reduce the traffic speed.



OVERVIEW

The Community Event Sponsorship Program aims to assist individuals, community groups, organisations and not-for-profit groups to coordinate events that directly benefit the City of Unley community.

The City of Unley is committed to ensuring that we are known for our vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership. Attraction and facilitation of community events are strategic objectives for the City of Unley with activated places and cultural and artistic diversity included within our Community Plan 2033 and our Four Year Plan. Council recognises that events create opportunity for community interaction, celebration and ensure our public spaces and mainstreets are alive and economically prosperous.

Applications for sponsorship will be considered for eligible festivals and events that can deliver against the program's assessment criteria. The City of Unley looks to support events that best align with the criteria and provide a return on investment by enhancing our annual events calendar, offer free or discounted, quality activities to the community and display a high level of excellence in administration and delivery.

Event organisers must apply under a three-tier structure for sponsorship, which allows for an equitable and balanced approach in considering applications against the assessment criteria. The tiers categorise events according to their size and scope and take into account the degree of community benefit and impact. Applications may be assigned a new category as part of the assessment process if the original category selected by the Applicant is not deemed the most appropriate. If Council endorses your application for funding, you are responsible for confirming all bookings and services required to hold your event.

SPONSORSHIP CATEGORIES

LARGE-SCALE EVENT SPONSORSHIP FOR EVENTS THAT ATTRACT MORE THAN 1000 PEOPLE

Sponsorship packages of up to \$6,000 (including council supplied services support) with a maximum cash component of \$5,000. These packages may be offered as a 1, 2 or 3 year agreement at the discretion of Council.

MEDIUM-SCALE EVENT SPONSORSHIP FOR EVENTS THAT ATTRACT BETWEEN 200-1000 PEOPLE

Sponsorship packages of up to \$4,000 (including council supplied services support) with a maximum cash component of \$3,000. These packages may be offered as a 1, 2 or 3 year agreement at the discretion of Council.

SMALL-SCALE EVENT SPONSORSHIP FOR EVENTS THAT ATTRACT BETWEEN 50-200 PEOPLE

Sponsorship packages of up to \$2,000 (including council supplied services support) with a maximum cash component of \$1,000. These packages may be offered as a 1, 2 or 3 year agreement at the discretion of Council.

Applicants will need to specify their preference for the length of the agreement which will be considered as part of the assessment process. Please note that Council reserves the right to offer a shorter term agreement than has been requested.

COUNCIL SUPPLIED SERVICES SUPPORT

Applicants may request council supplied services as part of their sponsorship package. This includes the provision of items such as waste management, traffic services, road closures, waiving of facility hire fees, power access, bollards, bunting and line marking.

All requests for council supplied services sponsorship must be detailed in your Application Form and will be treated as equivalent to cash in order to determine the total funding request amount.

ELIGIBILITY CRITERIA

All events MUST:

- › Be free or discounted for City of Unley residents
- › Take place and activate spaces open and accessible to the public, within the City of Unley including parks, reserves, mainstreets, Council property
- › Demonstrate direct benefit to the City of Unley community which will be assessed using the specified assessment criteria and weighting
- › Be accessible for people with a disability
- › Demonstrate environmentally sustainable practices
- › Must be plastic straw free, use a three bin waste management system and compostable packaging
- › Be planned and managed in accordance with the City of Unley Event Planning Toolkit and adhere to the Event Permit Terms and Conditions
- › Obtain Public Liability Insurance for a minimum of \$20 million as stipulated in the Event Permit Terms and Conditions
- › Be run by a legal entity or auspiced by a legal entity
- › Not have any outstanding debts due to Council and an acquittal report must have been provided for all previous grants or sponsorships

Council will not provide sponsorship to:

- › Applications from individuals, City of Unley employees, Elected Members or non-legal entities
- › Exclusive or invitation only events
- › Events that denigrate, exclude or offend parts of the community
- › Applicants that have received any grant or other funding from the City of Unley for the same event that year
- › Applications from commercial organisations operating on an expected profit basis, unless it can be demonstrated that there is significant benefit to the City of Unley
- › Applications for reimbursement of funds already spent
- › Applications considered to duplicate an existing event or program that operates in the City of Unley
- › Any individual, business or organisation which is in legal or financial conflict with Council.

Ineligible applications will not advance to the assessment stage and applicants will be notified.

APPLICATION PROCESS

Applicants seeking Community Event Sponsorship must submit their application within the designated timeframe. Funding operates per financial year in line with the City of Unley's Annual Business Plan and Budget process. It is recommended that event organisers plan in advance to receive an outcome on their funding application well before the event date. Once submitted, applications will be assessed according to:

- › Eligibility criteria
- › Assessment criteria; and
- › Available funding

After the assessment process, funding recommendations will be referred to Council for endorsement. All applicants will be notified in writing of the outcome of their application.

In each round the program receives more applications than it can support. Outcomes are determined on the merit of the applications against the assessment criteria and in competition with other applications. Partial funding may be offered where the Applicant has indicated that the event is able to proceed without full funding. No commitments should be made on the expectation of receiving funding.

IMPORTANT DATES

1 May 2019	Sponsorship applications open
28 June 2019	Sponsorship applications close 5pm
July 2019	Applications assessed
26 August 2019	Funding recommendations presented to Council for endorsement
29 August 2019	Applicants notified of funding request outcome

COMMUNITY CHEST

In addition to the annual, formal round, the second opportunity for event funding is a small 'Community Chest' which can be used to support events of any size. Successful applicants will need to meet all of the same criteria and will be approved at the discretion of the General Manager City Services. These funds are to be used to support opportunities and new events that arise on an 'ad-hoc' basis throughout the year, however there is no guarantee that this will be available.

ASSESSMENT CRITERIA

Applications will be scored and assessed according to the following criteria.

Criteria		Weighting
Place Activation and Vibrancy	Does the event occur in one of Council's public spaces? Does the event create an opportunity for community celebration and vibrancy?	15%
Community Involvement	Does the event directly involve local community groups and organisations? Does the event involve volunteers?	15%
Economic Benefit	Will the event have a positive impact on the local economy?	10%
Accessibility	Is the event accessible to people with a disability?	10%
Innovation	Is the event concept new and innovative?	10%
Visitation	Will the event attract visitors to the City of Unley?	10%
Strategic Priorities	Does the event align with the City of Unley's 4 year Delivery Plan?	10%
City Profile and Promotional Opportunities	Will the event raise the profile of the City of Unley and provide promotional opportunities?	5%
Environmental Sustainability	Does the event use environmentally sustainable practices?	5%
Timing of the Event	Does the event activate a space and create vibrancy in the off-peak event season? (May-September)	5%
Financial Viability	Is the event solely reliant on City of Unley funding and are other partnerships and funding sources being explored? Could the event become financially sustainable over time?	5%

Applicants may provide up to 5 pages of supporting documentation such as site plans, run sheets, statistics on past events, feedback, concept drawings or images.

CONDITIONS

- › As part of the sponsorship acceptance process, you will be requested to attend an evening function to celebrate all community sponsorship funding and to share your project/event with other recipients
- › Successful applicants must confirm their intention of accepting the sponsorship and conditions by completing a Sponsorship Agreement
- › Successful applicants must provide Council with a tax compliant invoice for the agreed amount of funding plus GST (10%) if registered for GST along with a signed copy of the Sponsorship Agreement
- › City of Unley funds must be spent within the agreed timeframe unless an extension is granted
- › Any changes to the original event plan must be submitted to Council in writing for approval
- › The City of Unley's decision is final with no appeals accepted
- › Applicants who meet eligibility and assessment criteria are not guaranteed funding, given the nature of the competitive grants process
- › Late applications for the formal round will not be accepted.

CITY OF UNLEY ACKNOWLEDGEMENT

The City of Unley will have the option to have a presence at your event; whether it is as a stallholder, the opportunity to engage with the community or display a City of Unley sponsorship acknowledgement banner. The banner will need to be collected and returned to the Council office by the Applicant within two days of the event. The banner must be returned in the same condition it was taken or a replacement fee of \$250 will be charged.

The City of Unley is to be appropriately recognised and acknowledged with the use of the City of Unley logo on all printed and electronic promotional material. The [City of Unley's Style Guide and Branding Guidelines](#) must be adhered to and Council's Communications team will need to approve all material during production allowing a 3 day turnaround for approval.

PROMOTION OF YOUR EVENT

The City of Unley may be able to assist with promotion of your event to the local community through a variety of mediums including the City of Unley website, social media platforms and Unley Life magazine. It will be at the discretion of the City of Unley Communications team to determine how your event is promoted using these avenues. All requests for promotional assistance and any promotional material or images should be emailed to communications@unley.sa.gov.au at least 30 days prior to your event.

REPORTING AND ACQUITTALS

Successful applicants will be required to provide to Council, within six weeks of the completion of the project or event, a detailed written report together with a brief financial statement detailing how the funds were expended.

Applicants who do not complete an acquittal report will be ineligible for any future funding.

Attendance numbers must be submitted to the City of Unley within one week of the event completion.

TAXATION REQUIREMENTS

To comply with Australian Taxation legislation, when funding is paid to a group/organisation, individual or business and the applicant has not provided an Australian Business Number (ABN), the funding body is obliged to withhold 48.5% of the funding and forward this amount to the Australian Taxation Office.

Community groups/organisations applying for sponsorship who are unable to provide an ABN must complete this form.

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

HOW TO APPLY

Please forward your completed application by 28 June 2019 to:

Community Event Sponsorship Program
Attention Event Management Specialist

Mail PO Box 1, Unley SA 5061

In person Civic Centre, 181 Unley Road, Unley SA 5061

Email pobox1@unley.sa.gov.au

For all enquiries, please phone Council's Event Management Specialist on 8372 5111.

2019/20 Community Event Sponsorship Funding Recommendations

Event Name	Coordinating Organisation	Proposed Date / Location	Expected Attendance	Description of Event	Cash Amount Requested	In Kind Support Requested	Cash Amount Entitled	In Kind Support Entitled	Length of Agreement Requested	Percentage allocated	Cash Amount Recommended	In kind Recommended	Total funding recommended based on percentage	Length Recommended	Judges Comments
Large Scale Applications															
French Market	Alliance Francaise d'Adelaide Inc.	22-23/11/2019 Soldiers Memorial Garden,Unley	Large Scale / 10-15,000 attendance	A culturally vibrant French Market celebrating the French way of life over 2 days.	\$5,000	\$889	\$5,000	\$1,000	3 years	100%	\$5,000	\$889	\$5,889	3	The event requires Council support for park/venue hire, waste management and temporary speed reduction signage. A high profile, well-loved event in the community that attracts significant numbers to the area. Recommend full funding for 3 years. Note Council approved \$10K for this event, the difference will be found within budget.
The Travelling Table	Can of Words	4-8 June 2019 Unley Town Hall and City of Unley Libraries and community centres.	Large Scale / 1,100 attendance	A migrant history, culture and food festival that celebrates, honours and explores South Australia's migrant history.	\$5,000	\$1,000	\$5,000	\$1,000	3 years	100%	\$5,000	\$1,000	\$6,000	3	The event requires Council support for Unley Town Hall Hire for 4 days. A unique event that celebrates cultural migration, works closely with local cultural groups and has demonstrated strategic planning and high quality event delivery. Recommend full funding for 3 years.
ETSY Made Local Adelaide	Adelaide Curators Inc	23/11/2019 Oxford Terrace, Unley (closed street)	Large Scale / 5,000 attendance	A giftware's market celebrating South Australian hand made, locally designed products and vintage wares.	\$5,000	\$2,565	\$5,000	\$1,000	3 years	100%	\$5,000	\$1,000	\$6,000	3	The event requires Council support for a road closure and a temporary speed reduction signage. A popular event with wide appeal across Greater Adelaide supporting artisans and small businesses. Recommend full funding for 3 years.
Halloween on King William Road	Keito Events	26/10/2019 King William Road and Bloomsbury St. Or Open Ave., Unley	Large Scale / 1,000+ attendance	Halloween on King William Road is a free community event that celebrates the spirit of Halloween with trick or treating along KWR shops and a fun free side street party.	\$5,000	\$1,000	\$5,000	\$1,000	3 years	80%	\$3,800	\$1,000	\$4,800	1	The event requires Council support for waste management and a road closure. The family-friendly event provides direct local economic benefits. Recommend 80% (partial) funding for 1 year.
Culturefest@Unley Oval	Sturt Football Club	April/May 2020 (TBA) Unley Oval	Large Scale / 3,000+ attendance	A multicultural market held to coincide with an SANFL football match that is televised via Channel 7.	\$5,000	\$257	\$5,000	\$1,000	3 years	80%	\$3,948	\$257	\$4,205	1	The event requires Council support for waste management. A great value add to the game day experience, aims to attract a new audience and increase community appeal. Recommend 80% (partial) funding for 1 year.
Goodwood Arthouse Pop Up Gallery and Marketplace	Goodwood Primary School Fundraising Committee	08-10/11/19 Goodwood Primary School	Large Scale / 3,590 attendance	An art exhibition and cultural event that showcases youth, community and accomplished artists.	\$5,000	\$0	\$5,000	\$1,000	1 year	60%	\$3,000	\$0	\$3,000	1	The event requires no additional in-kind Council support. A well-loved community event involving many local groups and residents. Recommend 60% (partial) funding for 1 year.
Fork on the Road	Fork on the Road	19-21/09/2019 Orphanage Park, Millwood	Large Scale / 3,000 attendance	A food, wine and beer event bringing together food trucks, entertainment, musicians and vendors.	\$5,000	\$800	\$5,000	\$1,000	1 year	60%	\$2,680	\$800	\$3,480	1	The event requires Council support for park/venue hire, power access and infrastructure. Popular event with proven visitation and wide appeal across greater Adelaide. A unique market that increases the City profile. Recommend 60% (partial) funding for 1 year.
Pop Up Farmers Market	Adelaide Showgrounds Farmers Market	01 & 08/09/2019 Orphanage Park, Millwood	Large Scale / 2,000 attendance	A pop up version of the Adelaide Showgrounds Farmers' Market in Orphanage Park due to the Royal Adelaide Show. This event provides a sustainable marketplace for farmers to sell direct to the community.	\$5,000	\$1,000	\$5,000	\$1,000	1 year	60%	\$2,600	\$1,000	\$3,600	1	The event requires Council support for park/venue hire and waste management . A well-loved event in Unley showing initiative to develop new concept whilst being displaced by Royal Show. Recommend 60% (partial) funding for 1 year.
Charlie GoodDay Markets	Charlie GoodDay	First event 02/11/2019 (then ongoing) Howard Florey Reserve, Parkside	Large Scale / 500-1,000 attendance per event	A regular family and dog friendly food, produce and craft market that supports local and SA producers.	\$5,000	\$1,000	\$5,000	\$1,000	3 years	50%	\$2,000	\$1,000	\$3,000	1	The event requires Council support for park/venue hire fees, waste management and power access for a recurring event. A new event concept with the potential to activate an underutilised space. Recommend 50% (partial) funding for 1 year.
The Great Southern Slam	Adelaide Roller Derby	05-08.06/2020 Adelaide Showgrounds, Wayville	Large Scale / 5,000 attendance	A large biannual roller derby tournament hosting teams from Australia and New Zealand.	\$5,000	\$0	\$5,000	\$1,000	1 year	50%	\$2,500	\$0	\$2,500	1	No in-kind Council support required. A ticketed and unique event with appeal that attracts a significant interstate audience providing economic benefit for the Unley community. Recommend 50% (partial) funding for 1 year.
Centenary Gala Day	Black Forest Primary School	15/09/2019 Black Forrest Primary School	Large scale / 2000 attendance	A community fair with food and entertainment celebrating 100 years of the history of the school and the local community.	\$4,710	\$0	\$5,000	\$1,000	1 year	50%	\$2,355	\$0	\$2,355	1	The event requires no additional in-kind Council support. A great opportunity to document 100 years of a local school and raise awareness of educational history in Unley. Recommend 50% (partial) funding for 1 year.

Event Name	Coordinating Organisation	Proposed Date / Location	Expected Attendance	Description of Event	Cash Amount Requested	In Kind Support Requested	Cash Amount Entitled	In Kind Support Entitled	Length of Agreement Requested	Percentage allocated	Cash Amount Recommended	In kind Recommended	Total funding recommended based on percentage	Length Recommended	Judges Comments
Medium Scale Applications															
Carols at the Rotunda	Rotary Club of Unley	1/12/2019 Soldier Memorial Gardens, Unley	Medium Scale/ 500-1000 attendance	A fun festive event with carols, children's entertainment and Father Christmas.	\$3,000	\$1,077	\$3,000	\$1,000	3 years	100%	\$2,923	\$1,077	\$4,000	3	The event requires Council support for park/venue hire fees, waste management, power access and street banner display. A long-standing community event that celebrates the festive season. Recommend full funding within their entitlement for 3 years.
Celebrate Summer Street Party	Two Sisters Food & Wine	16/11/2019 Gilbert Street, Goodwood	Medium Scale / 700 attendance	A community street party including live entertainment, food, wine and children's activities.	\$2,675	\$1,325	\$3,000	\$1,000	1 year	60%	\$1,075	\$1,325	\$2,400	1	The event requires Council support for waste management and road closure. A popular local initiative by a Goodwood Road trader to create a free community event. Recommend 60% (partial) funding for 1 year. In kind support has been fully funded with remaining entitlement made up with cash.
ASLA Food and Cultural Day	Australia Sri Lanka Association	22/03/2020 Fullarton Park	Medium Scale / 700 attendance	A food and culture festival showcasing Sri Lankan cuisine and culture to the community.	\$2,000	\$850	\$3,000	\$1,000	1 year	60%	\$860	\$850	\$1,710	1	The event requires Council support for park/venue hire, power access, waste management and infrastructure. A popular community event that has shown growth and development since its inception. Recommend 60% (partial) funding for 1 year.
Unley Park Baptist Church Annual Street Party and Carols Night	Unley Park Baptist Church	22/12/2019 Bellevue Place, Unley Park	Medium Scale / 350-400 attendance	An annual street party to celebrate the joy and message of Christmas with the church members and local community.	\$1,930	\$2,070	\$3,000	\$1,000	3 years	50%	\$0	\$2,000	\$2,000	3	The event requires Council support for waste management and a road closure. A good initiative to create a public event within the local community. In kind support has been fully funded however no cash has been allocated. Recommend in kind support for 3 years.
Small Scale Applications															
Skater Girl	Finsart Inc.	08/03/2019 Forestville Skate Park	Small Scale / 250-350 people attendance	Skater Girl is a site specific solo dance theatre performance encouraging young people and women to learn a new skill: roller-skating, that can be fun and exhilarating!	\$2,840	\$160	\$3,000	\$1,000	1 year	50%	\$1,340	\$160	\$1,500	1	The event requires Council support for park/venue hire. A unique new event concept for young people with a strong wellbeing message. Attracts a Fringe event to Unley. Recommend 50% (partial) funding for 1 year.
												TOTAL PROPOSED NEW FUNDING	\$56,439		
Proposed Unfunded Applications															
Gilles at the Grounds	Gilles at the Grounds	01/12/2019 Adelaide Showgrounds, Wayville	Large Scale / 4,000 attendance	An annual market event supporting creatives and local makers with a focus on Christmas.	\$3,500	\$1,000	\$5,000	\$1,000	1 year	0%	\$0	\$0	\$0		Well established event that does not rely on Council funding to proceed following initial year of seed funding to assist establishing the event at the Adelaide Showgrounds. Competitive round with several market style event applications in public spaces. Funding not recommended.
Deepavali Festival	Hindu Council of Australia	19/10/2019 Adelaide Showgrounds, Wayville	Large Scale / 8-10,000 attendance	A spiritual festival meaning "row of lights" focused on bringing families together through dance, music, food and art.	\$5,000	\$0	\$5,000	\$1,000	3 years	0%	\$0	\$0	\$0		Ticketed event, economic/community benefit difficult to quantify as held in Showgrounds. Funding not recommended.
Adelaide Juggling Convention	Adelaide Juggling Convention	03-08/06/2020 Goodwood Community Centre and Goodwood Institute	Medium Scale / 750-800 attendance	The Adelaide Juggling Convention is a 4 day event where people come together to learn, teach, skill share and celebrate everything about juggling.	\$3,000	\$660	\$3,000	\$1,000	2 years	0%	\$0	\$0	\$0		Niche event that appeals to a specific market which demonstrates limited engagement of the wider community. Funding not recommended.
Transform You	Plant B Life	October 2019 Unley Town Hall or and outdoor location in Unley	Medium Scale / 250-350 people attendance	An event that promotes health across multiple levels by activating an outdoor space with demonstrations and exercises.	\$3,000	\$1,000	\$3,000	\$1,000	1 year	0%	\$0	\$0	\$0		Insufficient information provided in application to demonstrate sufficient benefits to the Unley community. Funding not recommended.
International Dance Day	Finsart Inc.	29/04/2019 Unley Oval and other locations	Small Scale / 100 people attendance	International Dance Day celebrates dance by bringing dance groups, youth and community together in a flash mob dance performance.	\$1,000	\$302	\$1,000	\$1,000	3 years	0%	\$0	\$0	\$0		Project requires further development to demonstrate how young people and community participants/audiences will be actively engaged. Funding not recommended.
A Goody Christmas Childrens Christmas Party	Goodwood Community Services Inc	16/12/2019 Goodwood Community Centre	Small Scale / 300 people attendance	A community Christmas children's party with entertainment and Father Christmas.	\$3,000	\$0	\$3,000	\$1,000	3 years	0%	\$0	\$0	\$0		A small children's Christmas party that has been funded for the past two years to assist with establishment of this event. In a competitive round, new initiatives scored more highly in the areas of innovation and economic benefit. Funding not recommended.
St John Ambulance Open Day	St John Ambulance	21/06/2019 Edmund Park, (between Unley Road and Rugby Street)	Small Scale / 250 people attendance	Open Day with activities to showcase St John's contribution to the community.	\$1,400	\$2,600	\$3,000	\$1,000	3 years	0%	\$0	\$0	\$0		In a competitive round, event has limited wider community appeal. Funding not recommended.
Come N Try Female Football	Goodwood Saints Football Club	February 2019 Goodwood Oval	Small Scale / attendance not specified	An open day forum aimed at encouraging young females and women to come'n' try football.	\$750	\$0	\$1,000	\$1,000	3 years	0%	\$0	\$0	\$0		A good initiative enabling female footballers, would be more suited to our small sponsorships program. Funding not recommended.
The Madcap Comedy International Short Film Festival	Damian Woodards	04/11/2019 Capri Cinema, Goodwood	Small Scale / 50-200 attendance	The festival aims to bring quality, accessible and extremely funny short films to the community of the City of Unley.	\$1,000	\$500	\$1,000	\$1,000	1 year	0%	\$0	\$0	\$0		Good concept however the application does not demonstrate sufficient benefits to the wider Unley community. Funding not recommended.

DECISION REPORT

REPORT TITLE:	ADOPTION OF PUBLIC INTEREST DISCLOSURE PROCEDURE
ITEM NUMBER:	4.5
DATE OF MEETING:	26 AUGUST 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	1. ATTACHMENT 1- DRAFT PUBLIC INTEREST DISCLOSURE PROCEDURE

1. **EXECUTIVE SUMMARY**

The *Public Interest Disclosure Act 2018 (PID Act)* commenced on 1 July 2019, and replaced the *Whistleblowers Protection Act 1993*. The PID Act requires the Principal Officer of a public sector agency (in Council's case, the CEO) to ensure that a procedure document setting out the processes for receiving and dealing with appropriate disclosures of public interest information is prepared and maintained.

This report presents the Public Interest Disclosure Procedure to Council for adoption.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Public Interest Disclosure Procedure, as set out in Attachment 1 to this Report (Item 4.5, Council Meeting, 26 August 2019) be adopted.
 3. The Whistleblower's Protection Policy (Adopted 28 March 2011: C103/11) be revoked.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

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

4. **BACKGROUND**

The *Public Interest Disclosure Act 2018* (PID Act) commenced on 1 July 2019, and replaced the *Whistleblowers Protection Act 1993*. The PID Act requires the Principal Officer of a public sector agency (in Council's case, the CEO) to ensure that a procedure document setting out the processes for receiving and dealing with appropriate disclosures of public interest information is prepared and maintained.

Under the transitional sections of the PID Act, within three (3) months of the commencement date, the CEO is required to ensure the appointment of responsible officers in accordance with any guidelines issued by the Office for Public Integrity (OPI) and ensure that the contact details of the responsible officers are made available to employees.

The PID Act is intended to:

- Protect disclosures about wrongdoing in the private and public sector, in circumstances where the information is disclosed to an appropriate recipient and the information disclosed relates to a substantial risk to public health or safety or the environment;
- Facilitate appropriate disclosures about public administration information by public officers or former public officers;
- Ensure that those disclosures are properly assessed and where necessary investigated and acted upon; and
- Ensure that those who make appropriate disclosures are protected against reprisals.

A public officer (as defined in schedule 1 of the *Independent Commissioner Against Corruption Act 2012* (ICAC Act)) can make an appropriate disclosure pertaining to either environmental and health information or public administration information. Elected members, employees and contractors of the City of Unley are captured within the definition of public officer.

Section 5(1) of the PID Act has the effect of granting protection to an informant who makes an appropriate disclosure of public interest information to a relevant authority.

The PID Act provides for two categories of public interest information:

- (a) **Environmental and health information**, which is defined as information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or to a significant section of the public.

Anyone can make a disclosure of **environmental and health information**. Individuals making an appropriate disclosure of environmental and health information to a relevant authority must believe on reasonable grounds that the information is true; or if they are not in a position to form a belief, they must believe on reasonable grounds that the information may be true, and is of sufficient significance to justify its disclosure so that it may be investigated; and

- (b) **Public administration information**, which is information relating to any reasonable suspicion of a potential issue of corruption, misconduct or maladministration in public administration as those terms are defined in the ICAC Act.

Only Public Officers as defined by Schedule 1 of the ICAC Act are eligible for the protections provided by the PID Act when making a disclosure of **public administration information**.

Disclosures can only be made to relevant authorities as defined in the PID Act; or to journalists or members of parliament when a relevant authority fails to properly deal with the disclosure within the prescribed timeframes.

5. **DISCUSSION**

The impact of the PID Act can be summarised as:

- Where an appropriate disclosure is made to a relevant authority, the informant will be protected from all liability, despite any duties of confidentiality, secrecy or any other restriction or disclosure which would apply.
- Relevant authorities have a duty to act promptly upon receipt of an appropriate disclosure to assess the information, decide what action (if appropriate) to take and notify the informant and the OPI of the outcome of the assessment.
- If relevant authorities fail to act in the required timeframes, informants are similarly protected from liability in relation to a subsequent disclosure of that information to a journalist or a member of parliament.
- Penalties of up to \$20,000 or 2 years' imprisonment can apply:
 - i. If persons to whom appropriate disclosures are made knowingly and without consent of the informant discloses the informant's identity
 - ii. For victimising someone who has or intends to make an appropriate disclosure
 - iii. For preventing or hindering a person from making an appropriate disclosure
 - iv. For making false or misleading disclosures

Section 5 of the PID Act specifies the relevant authorities to which a disclosure of public interest information can be made. A member, officer or employee of a council is a relevant authority where a disclosure of public interest information relates to a location within the area of a particular council established under the *Local Government Act 1999*.

Where the disclosure of information relates to a public officer, a relevant authority is a person who is taken to be responsible for the management or supervision of that public officer or the council's designated responsible officers.

Section 12 of the PID Act requires the CEO to ensure that the council has:

- One or more designated responsible officer; and
- A document setting out procedures for making an appropriate disclosure and dealing with such a disclosure procedure in place by 1 October 2019, being within three months of the commencement of the PID Act.

The attached draft Public Interest Disclosure Procedure is based on a model document prepared for the Local Government Association by HWL Ebsworth Lawyers and separate legal advice. The Procedure reflects the requirements placed upon the CEO to ensure that City of Unley:

- properly fulfils its responsibilities under the PID Act;
- encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
- ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration;
- provides appropriate protection for those who make Disclosures in accordance with the PID Act; and
- acknowledges the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

Attachment 1

A responsible officer is required to receive 'appropriate disclosures of public interest information' relating to the City of Unley, make appropriate recommendations to the CEO in relation to dealing with the disclosure and provide advice to officers and employees of the City of Unley in relation to the administration of the PID Act. It is anticipated that the regulations may prescribe qualifications and/or mandatory training for the responsible officer.

On receipt of an appropriate disclosure the relevant authority (Council) must act in accordance with the confidentiality provisions contained in the PID Act and any guidelines prepared by the ICAC Commissioner. The ICAC Commissioner has now finalised the Public Interest Disclosure Guidelines which are published on the ICAC website: www.icac.sa.gov.au/pid-guidelines.

The obligations on recipients of appropriate disclosures to keep the identity of informants confidential has not changed from the Whistleblower Act to the PID Act. The provisions relating to victimisation have been strengthened in the PID Act, in that in addition to being considered a tort and an act of victimisation under the *Equal Opportunity Act 1994*, victimisation is also considered to be an offence in relation to which proceedings can be commenced by the Commissioner of Police or the Director of Public Prosecutions.

No further action is required in relation to an appropriate disclosure when the information does not justify the taking of further action or the information relates to a matter that has already been investigated, or otherwise acted upon and the information does not give rise to a need to re-examine the matter or there is other good reason why no action should be taken.

Matters that do merit further investigation must be dealt with in accordance with the PID Act and any associated Regulations and Guidelines.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Public Interest Disclosure Procedure, as set out in Attachment 1 to this Report (Item 4.5, Council Meeting, 26 August 2019) be adopted.
3. The Whistleblower's Protection Policy (Adopted 28 March 2011: C103/11) be revoked.

The PID Act requires the CEO to ensure that responsible officers are appointed, and the required procedure is in place by 1 October 2019, being within three months of the commencement of the PID Act.

Option 2 –

1. The report be received.
2. The draft Public Interest Disclosure Procedure be reviewed and adopted before 1 October 2019.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- As the PID Act requires the adoption of this Procedure by October 2019, if a Procedure was not adopted by that date, Council would be in breach of its legislative obligations.

9. REPORT CONSULTATION

- The Executive Manager, Office of the CEO and Principal Governance Officer attended PID Act training conducted by KelledyJones Lawyers.
- The proposed Council Procedure document is based upon legal advice and the LGA's model document.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



S0018 : PUBLIC INTEREST DISCLOSURE PROCEDURE

Policy Type:	Statutory Procedure
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Executive Manager, Office of the Chief Executive Officer
Related Policies and Procedures	<ul style="list-style-type: none"> • Fraud and Corruption Policy
Community Plan Link	<i>Civic Leadership:</i> 4.1 Our business systems are effective and transparent.
Date Adopted	26 August 2019: C<00>/19
Last review date	N/A
Next review date	August 2022
Reference/Version Number	S0018: V1
ECM Doc set I.D.	4791952

PRINCIPAL OFFICER - STATEMENT OF INTENT

This Procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the *Public Interest Disclosure Act 2018* (PID Act).

As Chief Executive Officer of City of Unley and designated Principal Officer for the purposes of the PID Act, I expect that the implementation and operation of the PID Act will encourage and facilitate:

- further transparency and accountability in the Council's administrative and management practices; and
- the Disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct and maladministration in public administration.

This Procedure are designed to enable that to occur, by ensuring that proper procedures are in place for the making of such Disclosures and for dealing with such Disclosures, and by providing appropriate protections for those who make such Disclosures.

I, and the other staff, officers and Council Members at City of Unley remain deeply committed to the protection of Informants who make public interest Disclosures in accordance with the objectives of the PID Act, and to the genuine and efficient consideration and action in relation to information provided to the Council via a Public Interest Disclosure, as contemplated and demonstrated by this Procedure.

Any questions about this Procedure should be directed in the first instance to the Responsible Officers, whose details are at Part 5 of this Procedure.

Principal Officer
Peter Tsokas, Chief Executive Officer

1. SCOPE

- 1.1. This Procedure applies to all officers, employees, and elected members of the Council, as well as to all persons who make an Appropriate Disclosure of Public Interest Information to a Relevant Authority at the Council for the purposes of the *Public Interest Disclosure Act 2018*.

2. PROCEDURE PURPOSE/OBJECTIVES

- 2.1. The City of Unley (the Council) is committed to its obligations to act as a representative, informed and responsible public authority and supports its officers, employees and elected members to uphold the values of honesty, integrity, accountability and transparency, for the purposes of fostering community confidence and trust in the Council specifically but also in Local Government generally.
- 2.2. This Procedure has been developed to ensure that the Council, in meeting its obligations under the *Public Interest Disclosure Act 2018*, properly facilitates Appropriate Disclosures of Public Interest Information and, in doing so, provides protections in accordance with the Act for persons making such Disclosures.
- 2.3. This Procedure:
- 2.3.1. provides a process by which an Appropriate Disclosure of Public Interest Information may be made by a person to a Relevant Authority at the Council;
 - 2.3.2. specifies the manner in which the Relevant Authority at the Council will receive such a Disclosure, including the manner in which the information may be safely received and stored;
 - 2.3.3. sets out the criteria that will be applied in the assessment of a Public Interest Information Disclosure and the manner in which the details of the assessment will be securely stored; and
 - 2.3.4. specifies the manner in which an Informant will be notified as to action taken in respect of an Appropriate Disclosure of Public Interest Information.
- 2.4. The Council recognises its responsibilities under the Act to not only support persons who make an Appropriate Disclosure of Public Interest Information, but also to those persons to whom the information relates.

3. DEFINITIONS

For the purposes of this Procedure the following definitions apply:

- 3.1. **Appropriate Disclosure** means a disclosure of public interest information made in the manner described in clause 4 of this Procedure.
- 3.2. **Corruption, Misconduct and Maladministration** as defined by section 5 of the ICAC Act.
- 3.3. **Council** is a comprehensive term and is to be read, as necessary, as encompassing officers, employees and elected members of the Council.
- 3.4. **Detriment** takes its meaning from section 9(7) of the PID Act, and includes:
- injury, harm (including psychological harm), damage (including damage to reputation) or loss;
 - intimidation or harassment;

- discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
 - threats of reprisal (which may be express or implied, and/or conditional or unconditional).
- 3.5. **Environmental and Health Information** is information that raises a potential issue of a substantial risk to the environment, or to the health or safety of the public generally, or a significant section of the public, whether occurring before or after the commencement of the PID Act.
- 3.6. **Guidelines** is a reference to the Public Interest Disclosure Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au/pid-guidelines).
- 3.7. **ICAC Act** is the *Independent Commissioner Against Corruption Act 2012*.
- 3.8. **Independent Assessor** means the person designated by the Responsible Officer as being responsible for investigating a Disclosure made to the City of Unley in accordance with the Public Interest Disclosure Procedure.
- 3.9. **Informant** means a person who makes an Appropriate Disclosure of Public Interest Information under the Act.
- 3.10. **Office for Public Integrity (OPI)** means the Office for Public Integrity established under the ICAC Act.
- 3.11. **PID Act** means the *Public Interest Disclosure Act 2018*.
- 3.12. **Principal Officer** for the purposes of the PID Act means the Chief Executive Officer (CEO) of Council.
- 3.13. **Public Administration** defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.
- 3.14. **Public Administration Information** is information that raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration, whether occurring before or after the commencement of the PID Act.
- 3.15. **Public Interest Disclosure** and **Disclosure** are used interchangeably in this Procedure and mean an Appropriate Disclosure of Public Interest Information under the PID Act.
- 3.16. **Public Interest Information** means:
- 3.16.1. Environmental and Health Information; or
 - 3.16.2. Public Administration Information.
- 3.17. **Public Officer** has the same meaning as in the ICAC Act and includes officers, employees, and elected members of the Council.
- 3.18. **Recipient** is a Relevant Authority to whom a Disclosure has been made; a Relevant Authority to whom such a Disclosure is referred (which includes a Responsible Officer or the CEO of Council); or a person who otherwise knows that such a Disclosure has been made.
- 3.19. **Relevant Authority** is defined at section 5(5) of the Act as the person or entity that receives an Appropriate Disclosure of Public Interest Information in accordance with the PID Act, as set out in **Appendix A** to this Procedure, and includes, but is not limited to:

- 3.19.1. where the information relates to a Public Officer, a person who is responsible for the management or supervision of the Public Officer, or a Responsible Officer; and
- 3.19.2. where the information relates to a location within the area of the Council, a member, officer or employee of the Council.
- 3.20. **Responsible Officer** is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by Council as Responsible Officer under section 12 of the PID Act.
- 3.21. **Subject of a Disclosure** is the person/people against whom allegations have been made in a Disclosure.
- 3.22. **Victimisation** as defined by section 5 of the ICAC Act.

PROCEDURE STATEMENT

4. APPROPRIATE DISCLOSURES

- 4.1. Subject to the provisions of the PID Act, if a person makes an Appropriate Disclosure of Public Interest Information to a Relevant Authority, the person will not be subject to any liability as a result of that Disclosure and is entitled to have their identity kept confidential.
- 4.2. Public Interest Information means:
 - Environmental and Health Information; and
 - Public Administration Information.
- 4.3. Immunity for an Appropriate Disclosure of Public Interest Information will follow if:
 - a person makes an Appropriate Disclosure of Environmental and Health Information; or
 - a Public Officer makes an Appropriate Disclosure of Public Administration Information.
- 4.4. Whilst anyone can make a Disclosure of Public Administration Information, only Public Officers who make such a Disclosure are eligible for the protections provided under the Act.
- 4.5. ***Environmental and Health Information***
 - 4.5.1. A **person** makes an Appropriate Disclosure of Environmental and Health Information for the purposes of the Act if the Disclosure is made to a Relevant Authority, and the person:
 - believes on reasonable grounds that the information is true; or
 - not being in a position to form such a belief, believes on reasonable grounds that the information may be true and is of sufficient significance to justify its Disclosure so that its truth may be investigated.
 - 4.5.2. Where the information relates to a location within the area of the Council, a person may make a Disclosure to an elected member, officer or employee of the Council.
- 4.6. ***Public Administration Information***
 - 4.6.1. A **Public Officer** makes an Appropriate Disclosure of Public Administration Information for the purposes of the PID Act if the Disclosure is made to a Relevant Authority and the Public Officer

reasonably suspects that the information raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration.

4.6.2. Where the information relates to a Public Officer, a person who is designated under the Guidelines, or a person who is responsible for the management or supervision of that Public Officer or a Responsible Officer, are Relevant Authorities for the purposes of the Act.

4.6.3. For the avoidance of doubt, where the Public Administration Information relates to a location within the area of the Council, an elected member, officer or employee of the Council are also Relevant Authorities for the purposes of the Act.

4.7. A flowchart outlining the Appropriate Disclosure Process is at **Appendix B** to this Procedure.

5. RELEVANT CONTACT DETAILS

5.1. The relevant contact details for making a Disclosure of Public Interest Information are:

Telephone (08) 83725182

Email PIDresponsibleofficer@unley.sa.gov.au

Address *Confidential*

Responsible Officer, Public Interest Disclosure

City of Unley

PO Box 1

UNLEY SA 5061

5.2. The contact details for the Responsible Officers of Council are as follows:

Tami Norman Telephone: 08 8372 5182

Email: PID.Tami@unley.sa.gov.au

Dallis Von Wald Telephone: 08 8273 8717

Email: PID.Dallis@unley.sa.gov.au

Lida Cataldi Telephone: 08 8372 5408

Email: PID.Lida@unley.sa.gov.au

6. RECEIPT OF A DISCLOSURE

6.1. If the Disclosure relates to Public Administration Information, encourage the Informant to make the Disclosure directly to OPI (www.icac.sa.gov.au/public-interest-disclosures).

6.2. If an officer, employee or elected member of the Council is the Recipient of a Disclosure of Public Interest Information regarding a location within that Council area, as the Relevant Authority, they will:

6.2.1. ask the Informant whether they consent to the details of their identity being provided to the Responsible Officer, and in doing so advise the Informant that a failure to provide that consent may mean that the Disclosure cannot be properly investigated; and

- 6.2.2. refer the Disclosure to the Responsible Officer and, in doing so, comply with the wishes of the Informant with respect to whether details of their identity may be divulged.
- 6.2.3. If the Informant does not consent to the details of their identity and Disclosure being provided to the Responsible Officer, then the officer, employee or elected member of the Council as the Relevant Authority must undertake the following process under clause 6.3.
- 6.3. Upon the receipt of a Disclosure (whether directly, or by referral from the Recipient), the Responsible Officer or Relevant Authority will:
 - 6.3.1. Where the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will send a confirmation of receipt of the Disclosure to the Informant under clause 7.9 within three (3) business days of receipt, and in doing so, will provide a copy of this Procedure to the Informant.
 - 6.3.2. Immediately undertake a Preliminary Assessment and notifications to the Informant within thirty (30) days of the Informant making that Disclosure in accordance with Part 7 of this Procedure; and
 - 6.3.3. As soon as practicable thereafter, in accordance with Part 8 of this procedure, notify the OPI of the Disclosure; and
 - 6.3.4. If action has been taken by the Relevant Authority accordance with Part 9, notify the Informant of the outcome of that action within ninety (90) days of the Informant making that Disclosure, pursuant to clause 10.1.
 - 6.3.5. As soon as reasonably practicable thereafter, provide the OPI with information in relation to the outcome of the action taken by the Relevant Authority, in accordance with clause 10.3.

7. ASSESSMENT OF A DISCLOSURE

- 7.1. A Relevant Authority of the Council to whom an Appropriate Disclosure of Public Interest Information is made, must assess the information as soon as practicable after its disclosure.
- 7.2. The criteria that will be applied to the initial assessment of the information will include, (but not necessarily be limited to), whether it:
 - 7.2.1. relates to information within the scope of the PID Act, namely whether it pertains to Environmental and Health Information and/or Public Administration Information;
 - 7.2.2. raises matters that are within the Council's scope of authority, including if the information relates to a location within the area of the Council, or to an officer, employee or elected member of the Council;
 - 7.2.3. justifies the taking of further action, or relates to a matter that has already been investigated or acted upon by a Relevant Authority (whether by the Council or other Relevant Authority) and there is no reason to re-examine the matter, or there is other good reason why action should not be taken in respect of the matter; and
 - 7.2.4. gives rise to a concern of imminent risk of serious physical injury or death to any person, or the public generally, in which case, the Relevant Authority will need to give immediate consideration to the matters set out at clause 7.7.1.

- 7.3. If the Recipient, as the Relevant Authority, determines that they require assistance with the appropriate assessment and management of the Disclosure, the Recipient is encouraged to seek the assistance of a Responsible Officer of the Council (or the CEO, in circumstances where the Disclosure relates to the Responsible Officer(s)), who are also each Relevant Authorities for the purposes of the Act.
- 7.4. It is also open for the Relevant Authority who receives the disclosure, to determine, based on the training, expertise, access to resources and appropriate support mechanisms in place at the Council, that it is appropriate, in all of the circumstances, to refer the Disclosure to the Responsible Officer (or the CEO) for action, in accordance with section 7(3) of the PID Act.
- 7.5. Nothing in this Procedure, or under the PID Act, prevents a Relevant Authority of the Council who has received a Disclosure, or who is assisting in the assessment and management of a Disclosure, from confidentially obtaining legal advice from one of the Council's legal advisors.
- 7.6. In giving effect to the above, consideration must be carefully given as to whether the identity of the Informant is required to be disclosed, noting that section 8 of the PID Act requires that the identity of an Informant is to be kept confidential, except so far as may be necessary to ensure that the matters to which the information relates are properly investigated.
- 7.7. Following the assessment of the information of the Appropriate Disclosure:
 - 7.7.1. if the content gives rise to a concern of imminent risk of serious physical injury or death to any person, or the public generally, the Recipient must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency, such as SAPOL, SafeWorkSA, SA Ambulance or the Environment Protection Authority (**Appendix A**); and
 - 7.7.2. If the Recipient of the Public Interest Disclosure forms a reasonable suspicion that the matter(s) involves Corruption in Public Administration, or serious systemic Misconduct or Maladministration, the Recipient of the Disclosure must also comply with their reporting obligations under the ICAC Act and the Directions and Guidelines for Public Officers (www.icac.sa.gov.au/directions-guidelines).
 - 7.7.3.
- 7.8. The Recipient of a Public Interest Disclosure, or other Relevant Authority of the Council to whom a Disclosure has been referred, will assess the content of the Disclosure and must notify the Informant (if their identity is known) within thirty (30) days of the Informant making that Disclosure:
 - 7.8.1. that an assessment of the information has been made; and
 - 7.8.2. of the action being taken in relation to the information; or
 - 7.8.3. that no action is being taken in relation to the information; and
 - 7.8.4. the reasons why no action is being taken in relation to the information.
- 7.9. Notification to the Informant can occur by personal meeting, telephone, text, email, or letter, on election at the absolute discretion of the Informant.
- 7.10. If the Recipient of a Public Interest Disclosure assesses the content of the Disclosure as requiring further action under Part 9 of this Procedure, the Recipient of the Disclosure must ensure that:

- 7.10.1. such action as appropriate in the circumstances is taken to ensure the matter(s) relating to the Public Interest Disclosure, are properly addressed; or
- 7.10.2. if such action consists of referring the Disclosure (whether to a Responsible Officer, or to the CEO of the Council, or to another Relevant Authority (**Appendix A**)), such information as is necessary to enable action to be taken is communicated to the most appropriate person or Relevant Authority to take such action.

8. NOTIFYING THE OPI OF THE DISCLOSURE

- 8.1. Following receipt and assessment of a Public Interest Disclosure, irrespective of whether the Relevant Authority at the Council responsible for the Disclosure determines that further action is or is not required, the Recipient of the Public Interest Disclosure must notify the OPI as soon as reasonably practicable that they are in receipt of a Public Interest Disclosure.
- 8.2. Notification is to occur by way of the notification form on the ICAC website (www.icac.sa.gov.au/pid-notification) and must include the following information:
 - 8.2.1. the date the Disclosure was received;
 - 8.2.2. the name and contact details of the Recipient of the Disclosure (being the Relevant Authority with the Council who initially received the Disclosure);
 - 8.2.3. a summary of the content of the Disclosure;
 - 8.2.4. the assessment made of the Disclosure;
 - 8.2.5. the action taken by the Recipient of the Disclosure, including:
 - (a) whether the Disclosure was referred to another Relevant Authority (including to a Responsible Officer or the CEO of the Council), Public Authority, Public Officer, or another person; and
 - (b) if the Disclosure was referred to another Relevant Authority, Public Authority, Public Officer or another person:
 - (i) the date of the referral;
 - (ii) the identity of that Relevant Authority, Public Authority, Public Officer or another person;
 - (iii) the manner of the referral; and
 - (iv) the action to be taken by that Relevant Authority, Public Authority Or Public Officer or another person (if known).
 - 8.2.6. whether the identity of the Informant is known only to the Recipient of the Disclosure, or if the identity of the Informant has been communicated to another Relevant Authority, public authority, public officer or other person (and if so, the reasons why); and
 - 8.2.7. if no action was taken by the Recipient of the Disclosure, the reasons why.
- 8.3. The Recipient of the Disclosure must retain the unique reference number issued by the OPI upon making a notification and must provide this to any other person or authority to whom the Disclosure is referred.

9. ACTION TAKEN ON A DISCLOSURE

- 9.1. Informants who make an Appropriate Disclosure of Public Interest Information must provide sufficient detail and evidence for the matter to be assessed.
- 9.2. If the Relevant Authority determines that there is not sufficient evidence to facilitate an assessment of a Disclosure of Public Interest Information, no action can be taken on the Disclosure, and the Informant and OPI will be advised accordingly.
- 9.3. Relevant Authorities with the Council will not be responsible for investigating Disclosures of Public Administration Information (being information that raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration) in the absence of a direction to do so from the Manager OPI or the ICAC.
- 9.4. Conversely, Appropriate Disclosures of Environmental and Health Information may be assessed and subsequently investigated by or on behalf of a Relevant Authority with the Council.
- 9.5. When investigating Appropriate Disclosures of Environmental and Health Information, or when directed by the Manager OPI or the ICAC to investigate Appropriate Disclosures of Public Administration Information, the objectives of the investigation process are:
 - 9.5.1. in appropriate circumstances, to investigate the substance of the Disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;
 - 9.5.2. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
 - 9.5.3. to consider the information collected and to draw conclusions objectively and impartially;
 - 9.5.4. to observe procedural fairness in the treatment of any person who is the Subject of the Disclosure; and
 - 9.5.5. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.
- 9.6. Where the Responsible Officer determines, following a Preliminary Assessment, that a Disclosure warrants referral to an Independent Assessor for a formal investigation and report to Council, the Responsible Officer will appoint an Independent Assessor in accordance with this Part to investigate the Disclosure.
- 9.7. The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.

10. NOTIFYING THE INFORMANT & OPI OF THE OUTCOME

- 10.1. If the Disclosure has not been referred to another Relevant Authority for action, the Responsible Officer or Relevant Authority, responsible for the management of the Disclosure, who has taken action:
 - 10.1.1. must take reasonable steps to notify the Informant (if their identity is known) of the outcome of that action within ninety (90) days of the Informant making that Disclosure; or
 - 10.1.2. request a longer period as specified by written notice given within the ninety (90) days of the Informant making that Disclosure.

- 10.2. The outcomes of any investigation into a Disclosure of Environmental and Health Information will also be reported to the CEO.
- 10.3. If a Relevant Authority with the Council takes action in response to the receipt of a Public Interest Information Disclosure (which does not consist of a referral to another), the Relevant Authority with the Council responsible for the management of the disclosure, must, as soon as reasonably practicable, provide the OPI with information in relation to the outcome of the action taken by way of the online notification form (www.icac.sa.gov.au/pid-notification) detailing:
 - 10.3.1. the unique reference number issued by the OPI upon notification of the original Disclosure;
 - 10.3.2. the name and contact details of the notifier;
 - 10.3.3. the name and contact details of the person or authority responsible for taking the action;
 - 10.3.4. what (if any) findings were made in respect of the Disclosure;
 - 10.3.5. the nature of the action taken (if any);
 - 10.3.6. the outcome of any action taken (if applicable);
 - 10.3.7. whether the identity of the Informant was disclosed to a person other than the original recipient of the Disclosure; and
 - 10.3.8. whether the Informant was notified of the action taken and, if so, when that notification was made.
- 10.4. If an Informant is dissatisfied with the manner in which their Disclosure has been managed, or otherwise believes that their Disclosure has been dealt with inappropriately, the Informant may contact a Responsible Officer at the Council, (or the CEO if their concern pertains to the Responsible Officer(s)) to express their concern at the first instance.
- 10.5. Following which, the Responsible Officer (or CEO), will review the Disclosure and confirm the assessment made with the Informant, and the action to be taken.
- 10.6. If the Informant remains dissatisfied following the further assessment made by a Responsible Officer (or CEO, as the case may be), it is open to the Informant to make the Public Interest Disclosure to an alternative Relevant Authority, such as the Ombudsman or the OPI.

11. CONFIDENTIALITY

- 11.1. In accordance with section 8 of the PID Act, it is a criminal offence for the identity of an Informant to be disclosed in the absence of their consent unless:
 - 11.1.1. it is necessary to divulge the identity of the Informant to ensure that the matters to which the information relates are properly investigated;
or
 - 11.1.2. the Recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant to prevent or lessen an imminent risk of serious harm to any person; and
 - 11.1.3. the identity of the Informant is divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious harm;
or

- 11.1.4. the Recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the Recipient may disclose the identity of the Informant to the OPI.
- 11.2. The details of the Public Interest Disclosure and its assessment will be securely stored in confidential electronic and hard copy files by the Council and will only be accessible by the Recipient, or another Relevant Authority of the Council, involved in the assessment and management of the disclosure.
- 11.3. The Responsible Officer(s) of the Council are required to ensure, so far as reasonably practicable, that all information in relation to Public Interest Disclosures are received and maintained in a confidential manner.
- 11.4. In giving effect to this responsibility, a Responsible Officer may employ security measures including, but not limited to:
 - 11.4.1. keeping all printed material in secure files that are clearly marked as "CONFIDENTIAL", and which warn of the criminal penalties that apply to any unauthorised access, use or divulging of information concerning a public interest Disclosure;
 - 11.4.2. keeping all printed material in a locked cabinet that is only accessible by the Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the Disclosure;
 - 11.4.3. assigning specific password protections to all electronic material, which are provided to only the Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the Disclosure;
 - 11.4.4. ensuring that all electronic material is only accessible by the Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the Disclosure; and
 - 11.4.5. conducting all telephone calls and meetings in relation to a Public Interest Disclosure privately and in the strictest of confidence.
 - 11.4.6. ensuring compartmentalised records management security practices are employed when receiving and maintaining all electronic communications relating to Disclosures.
- 11.5. A Public Interest Disclosure can also be securely received directly by a Responsible Officer at the Council in the first instance, in person, by telephone, in writing or via email, via the contact details under Part 5 of this procedure.

12. SUBJECT OF A PUBLIC INTEREST DISCLOSURE

- 12.1. In accordance with section 12 of the PID Act, the CEO must ensure there are risk management steps for assessing and minimising:
 - 12.1.1. detrimental action against people because of the Public Interest Disclosure; and
 - 12.1.2. detriment against whom allegations are made in a Disclosure, being the Subject of a Disclosure.
- 12.2. The Council commits to providing the same protections to the Subject of a Disclosure and related people because of the Disclosure, as to Informants, which will include, but not necessarily be limited to:
 - 12.2.1. keeping the identity of the Informant, the Subject of the Disclosure, and the people, confidential;
 - 12.2.2. flexibility as to when meetings are held, if and when necessary; and

- 12.2.3. the opportunity to make reasonable requests in relation to how and when the Relevant Authority of the Council, responsible for the management of the Disclosure, makes contact with them, to minimise the potential for the person (being either the Informant, the Subject of the Disclosure, or related people because of the Disclosure), to be subject to Detriment.

13. REVIEW

- 13.1. This Procedure will be reviewed annually, or as required as a consequence of amendments to the Act, Regulations, Guidelines or the public integrity statutory framework generally.

14. LEGISLATION

- *Public Interest Disclosure Act 2018*
- *Public Interest Disclosure Regulations 2019*
- *Independent Commissioner Against Corruption Act 2012*
- *Local Government Act 1999*

15. AVAILABILITY OF PROCEDURE

- 15.1. The Procedure is available for public inspection during normal office hours at:

The Civic Centre
181 Unley Road
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from Council's website www.unley.sa.gov.au.

16. DOCUMENT HISTORY

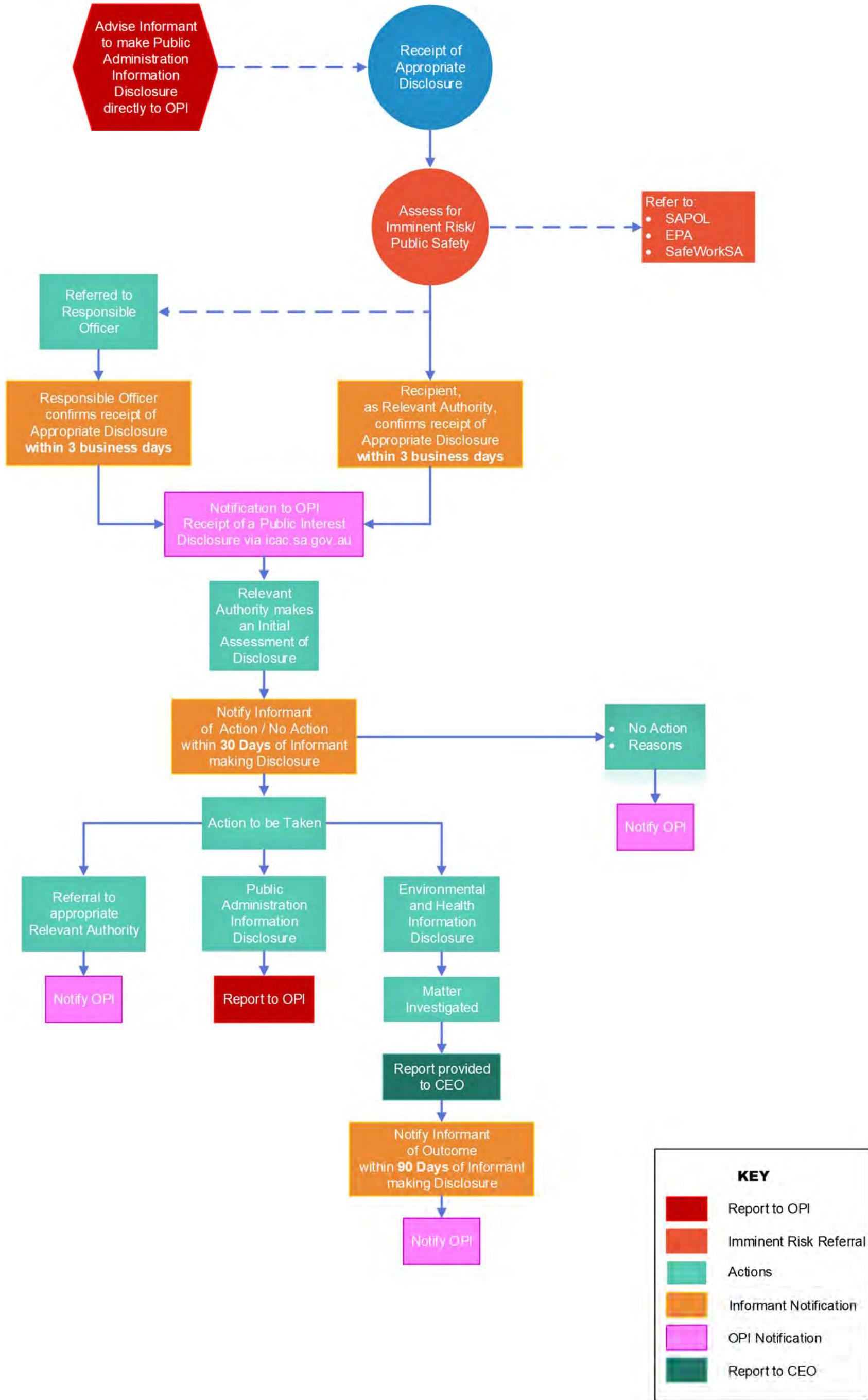
Date	Ref/Version No.	Comment
1. 22 August 2019	2. C<00>/19: V1	3. Replacement of the Whistle Blower Policy
4.	5.	6.
7.	8.	9.

Appendix A: Relevant Authorities

Where the information relates to...	the relevant authority is...
<p>a public officer*</p> <p>*as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers and employees of local government bodies</p>	<p>either:</p> <ul style="list-style-type: none"> • the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or • the person who is in fact responsible for the management or supervision of the public officer; or • the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)
a public sector agency or public sector employee	<p>either:</p> <ul style="list-style-type: none"> • the Commissioner for Public Sector Employment; or • the responsible officer for the relevant public sector agency
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class ²	an authority declared by the regulations to be a relevant authority in relation to such information
<p>public interest information - being:</p> <ul style="list-style-type: none"> • environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or • public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration) 	<ul style="list-style-type: none"> • the OPI; • a Minister of the Crown; or • any other prescribed person or person of a prescribed class

² at this stage, no prescribed persons or classes have been identified

Appendix B: Public Interest Disclosure Procedure Flowchart



DECISION REPORT

REPORT TITLE:	REVIEW OF POLICIES
ITEM NUMBER:	4.6
DATE OF MEETING:	26 AUGUST 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. S0001- PRUDENTIAL MANAGEMENT POLICY2. COU0015 - ECONOMIC DEVELOPMENT RATES INCENTIVE POLICY3. COU0011 - RATE REBATE POLICY (COMMUNITY)

1. **EXECUTIVE SUMMARY**

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council policies within 12 months of an election. The policies attached to this report have been recently reviewed and are proposed for endorsement by Council.

In evaluating the Policies, Council should consider whether the Policies are appropriate to endorse as presented; whether revisions are required to the Policy; or whether the Policy is no longer required and therefore should be revoked.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The following policies (set out as Attachments 1 to 3 to Item 4.6 Council Meeting 26/08/2019) be adopted:
 - 2.1 Prudential Management Policy (Version 3);
 - 2.2 Economic Development Rates Incentive Policy (Version 2);
and
 - 2.3 Rate Rebate Policy (Community) (Version 3).
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council Policies within 12 months of an election.

Statutory Policies are those that are required under legislation.

Council Policies are policies or procedures that set the strategic tone of Council on matters that significantly impact on the community in some way. These policies must be adopted in the first instance, or endorsed following review, by Council.

The requirement for a Council policy will be triggered when an officer, Elected Member(s) or stakeholder has identified:

- (a) a need for a Program Policy (e.g. Community Grants Program); or
- (b) a need to specify how Council will respond in specific situations.

Council Policies relate to a specific program, initiative or issue, and may affect a range of functions within Council's service delivery.

The following policies have been reviewed and are being proposed for Council endorsement:

- Prudential Management Policy (Version 3);
- Economic Development Rates Incentive Policy (Version 2); and
- Rate Rebate Policy (Community) (Version 3).

Policies included with this report have been circulated to Elected Members for comment, prior to presentation to Council.

5. DISCUSSION

STATUTORY POLICIES

5.1 Prudential Management Policy

The Prudential Management Policy is a requirement of Section 48 of the *Local Government Act 1999*. It imposes a standard of governance that encompasses effective prudential management and proper consideration of the impact of decisions for major projects.

The Prudential Management Policy was initially adopted in September 2013. No changes have been made to this Policy beyond being updated to reflect the current format and any changed position titles.

Attachment 1

5.2 Economic Development Rates Incentive Policy

The purpose of this policy is to stimulate economic development to assist economic growth in the City by providing financial incentives for certain development types and within identified areas/precincts within the City of Unley, through granting rate rebates. The incentive can only be applied to mixed use development that is consistent with Council's Development Plan.

The Economic Development Rates Incentive Policy was initially adopted in March 2018. No changes have been made to this Policy beyond being updated to reflect the current format and position titles.

Attachment 2

5.3 Rate Rebate Policy (Community)

The *Local Government Act 1999* (the Act) sets out at Chapter 10, Division 5 (Sections 159 to 166) provisions applicable to the Council granting a rebate of rates to persons or bodies. This Policy is intended to provide guidance to the community as to whether they meet the criteria to make an application to Council for a rebate of rates. This Policy also has an overriding principle that all ratepayers should contribute an amount to basic service provision.

Where a rebate is applied to a property or that property is exempt from paying council rates, those rates foregone become a rate burden that will be met by other ratepayers. A principle of equity is included within the Policy and seeks that Council remains diligent in only awarding rebates and exemptions where they are warranted.

There have been no changes between this version of the Policy and the last beyond being updated to reflect the current format and position titles.

Attachment 3

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The following policies (set out as Attachments 1 to 3 to Item 4.6 Council Meeting 26/08/2019) be adopted:
 - 2.1 Prudential Management Policy (Version 3);
 - 2.2 Economic Development Rates Incentive Policy (Version 2);
and
 - 2.3 Rate Rebate Policy (Community) (Version 3).

This option will finalise the above policies for implementation. Statutory and Council Policies are published to the City of Unley website once finalised.

Option 2 –

1. The report be received.
2. Subject to the amendments set out below, the policies (included as Attachments 1 to 3 to Item 4.6, Council Meeting 26/08/2019) be adopted:
 - 2.1 <00> (version <00>):
[insert amendments required or delete if not required]

Council may wish to request amendments to the Policies. If this is the case, the amendments should be articulated as part of the resolution.

Alternatively, Council may wish to have further work undertaken on particular policies prior to endorsement. If that is the case, these policies should be listed as a Part 3 to the resolution, in the following manner:

3. The following policies (set out as Attachment X, etc to Item 4.6, Council Meeting 26/08/2019) be further amended and returned to Council for endorsement:
 - 3.1 [insert policy name]
 - 3.2 [etc]

Finally, Council may wish to revoke any of the Council policies proposed for endorsement. In making a decision to revoke a Council Policy, Council should consider any impact on current services/processes. Should Council wish to revoke any of the policies included in this report, these should be listed as a separate part to the resolution in the following manner:

4. The following policies (set out as Attachment X etc to Item 4.6, Council Meeting 26/08/2019) be revoked:
 - 4.1 [insert policy name]
 - 4.2 [etc]

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- Council is required to review and endorse all Statutory and Council Policies within 12 months of an election, ending November 2019.

9. REPORT CONSULTATION

The policy review has been conducted by officers within the relevant Council business unit and the Executive Management Team has subsequently reviewed the policies prior to inclusion in the Council Agenda.

In addition, the revised policies were forwarded by email for review by the Elected Members, prior inclusion in this report for Council.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



S0001: PRUDENTIAL MANAGEMENT POLICY

Policy Type:	Statutory Policy
Responsible Department:	Finance & Procurement
Responsible Officer:	Chief Financial Officer
Related Policies and Procedures	<ul style="list-style-type: none"> • Risk & Opportunity Management Policy • Risk & Opportunity Management Framework • Procurement Policy and Framework • Project Management Framework
Community Plan Link	<i>Civic Leadership</i> 4.3 Our business systems are effective and transparent.
Date Adopted	23 September 2013: C893/13
Last review date	26 August 2019: C<00>/19
Next review date	August 2022, or upon significant legislative change pertaining to section 48 of the <i>Local Government Act</i> .
Reference/Version Number	S0001: V3
ECM Doc set I.D.	2091781

1. PREAMBLE

- 1.1. This Prudential Project Management Policy seeks to outline City of Unley's approach towards prudential management and to meet the requirements of the *Local Government Act 1999* (the Act). It imposes a standard of governance that encompasses effective prudential management and proper consideration of the impact of decisions for major projects.
- 1.2. This policy seeks to enhance Council's existing policies and procedures that govern Council's prudential management and due diligence of projects. Council's core Due Diligence principles are as follows:
- efficient and cost effective use of public funds;
 - accountability, integrity and due process;
 - compliance;
 - identification of benefits or needs; and
 - identification of financial and organisational risks

2. SCOPE

- 2.1. This is a mandatory policy as required under section 48(aa1) of the Act, which prescribes that:

A Council must develop and maintain prudential policies, practices and procedures for the assessment of projects to ensure that the Council:

- a) *acts with due care, diligence and foresight; and*
- b) *identifies and manages risks associated with a project; and*
- c) *makes informed decisions; and*
- d) *is accountable for the use of council and other public resources.*

2.2. The policy applies to all projects (as defined below) regardless of size undertaken by the City of Unley. In addition, specific reporting requirements apply to projects as defined within s48(1) of the Act.

3. POLICY OBJECTIVES

- 3.1. Council is committed to a pro-active risk management approach in accordance with its Risk & Opportunity Management Framework, when undertaking all projects.
- 3.2. Council will make open, transparent and informed decisions in regard to projects based on reliable, accurate and timely information.
- 3.3. Council's objectives of this Policy are to ensure that each Council project:
 - is undertaken only after an appropriate level of due diligence is applied to the proposed project;
 - is managed appropriately during the project and evaluated after the project in terms of the use of council and other public resources to achieve identified public benefits or needs; and to minimise financial risks;
 - meets the prudential report requirements when consideration is being given to a project that falls within the requirements of Section 48(1)(b) of the Act.

4. DEFINITIONS

- 4.1. **Due Diligence** is defined as the conduct of a systematic review of a transaction, prior to entering the transaction.
 - 4.1.1. Effective due diligence for a project requires the following to be considered:
 - compliance with procedures and structures to regulate how projects are assessed;
 - benefits or needs in terms of:
 - (a) identification, articulation and (where possible) quantification of measures of public benefits or needs that are intended to be achieved or satisfied by the project;
 - (b) supervision of the project to ensure that it remains focussed on the expected public benefits or needs; and
 - (c) at completion, evaluation of the project on the extent to which it has achieved the public benefits or needs that it was intended to achieve or satisfy.
 - project costs including expected whole-of-life costs and revenue impacts; and
 - risks in terms of:
 - (a) the identification, in a systematic and transparent manner, of both the risks and the benefits of the project to both the Council and its community;
 - (b) quantification of the level of risk involved with the project;

- (c) the development of measures to reduce or mitigate risks to an acceptable level or if practical elimination;
- (d) ensuring that those measures are adhered to during implementation; and
- (e) supervision of the project to ensure that risks continue to be monitored.

4.1.2. For the City of Unley this will be achieved by complying with the Project Management Framework and completion of the Project Brief and Project Management Plan (where relevant) as defined under that framework.

4.2. **Due Diligence Assessment (DDA)**

4.2.1. Depending on a Project's financial and organisation risk consequence and risk likelihood, a DDA of greater or lesser detail will be prepared. This DDA will include, in relation to the proposed project:

- an analysis of the need or demand;
- identification and quantification of the expected financial and other benefits;
- identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated; and
- an evaluation that weighs up all of the factors above.

4.2.2. Under Council's Project Management Framework, larger projects are likely to consist of a number of stages such as Concept, Feasibility/Planning Study, Design and Implementation. In these circumstances, the DDA should be updated at each stage and address both the overall project as well as the next proposed stage of delivery.

4.2.3. The City of Unley DDA categories are as follows, noting that each level requires an increasing level of detail:

- *Level 1 Assessment* Basic DDA
- *Level 2 Assessment* Project Feasibility Study
- *Level 3 Assessment* Business Case
- *Level 4 Assessment* Prudential Project.

4.3. **Financial Risk** is the exposure of Council to financial loss or under or over budgeting.

4.4. **Organisational Risk** includes, but is not limited to, work, health and safety, public and product liability, reputational and political impacts and is separate but may be linked to financial risk.

4.5. A **Project** is defined as a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset. This may include Operating Projects, Capital Works Program (new & replacement), relevant key actions from the Annual Business Plan and Supporting Initiatives from the 4 Year Plan.

4.6. **Project Management Framework** is the approved project management tool to cover project evaluation and due diligence assessment, approval, monitoring and reporting from initial concept through to project close out/ hand over to operations.

4.7. A **Prudential Project** is a Project that meets the following:

- (a) where the expected expenditure of the Council over the ensuing five years is likely to exceed 20% of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
- (b) where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000 (indexed); or
- (c) where the Council considers that it is necessary or appropriate.

In accordance with Section 48(3) of the *Local Government Act*, the definition of a prudential project does not apply to road construction or maintenance; or drainage works.

4.8. **Prudential Report** is the formal report with specific due diligence and format requirements in accordance with Section 48(2) of the Act. This report needs to be obtained and considered by Council for Prudential Projects.

A Prudential Report will be regarded as the highest level of prudential management and associated due diligence.

4.9. **Whole-of-life costs/costing** means an assessment of all costs associated with any Project from inception, implementation, maintenance and decommissioning of assets and or services arising from a Project and includes all cash, depreciation and financing considerations

5. ROLES AND RESPONSIBILITIES

- 5.1. This policy will be administered on behalf of Council by the Chief Financial Officer.
- 5.2. Decision making in relation to a Prudential Report will rest with Council.

6. POLICY STATEMENT

6.1. PROJECTS

- 6.1.1. For City of Unley defined projects will be required to follow the Project Management Framework covering a project evaluation including a due diligence assessment, approval, monitoring and reporting.
- 6.1.2. This will require all defined projects to be assessed as to the level of due diligence that is required. The level of DDA is based on the Financial and Organisational Risk Consequence and the Risk Likelihood of the Project.

6.2. DUE DILIGENCE DURING A PROJECT

- 6.2.1. After a decision has been made to commence a project, it will be managed using the applicable project management methodology of Council to ensure that the principles of due diligence are met.
- 6.2.2. The Council will take action to manage the project so that:
 - the project remains focussed upon the expected public benefits or needs that have been identified in the DDA; and
 - financial risks identified in the DDA are managed appropriately.

6.3. DUE DILIGENCE AFTER A PROJECT

- 6.3.1. Once a project has been completed, it will be evaluated by using the applicable project management methodology of Council, according to the principles of due diligence, to determine the extent to which the project:

- has achieved the public benefits or needs identified in the DDA that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the DDA

6.4. FULL PRUDENTIAL REPORT

6.4.1. For a defined Prudential Project under Section 48(1) of the Act, there is a requirement that a full prudential report be prepared for Council. A report under Section 48 will be regarded as the highest-level, most thorough type of DDA for the purposes of this Policy.

6.4.2. A full prudential report may also be commissioned under Section 48, for “any other project for which the Council considers that it is necessary or appropriate”.

6.5. FULL PRUDENTIAL REPORT AUTHOR

6.5.1. For a Full Prudential Report, the author will be an independent person who is skilled in the assessment of prudential issues relevant to the proposed project. This may be an employee of Council; however in such instance the person must not have an interest in the proposed project.

6.5.2. Section 48(4) states the qualifications that a person must have in order to prepare a Prudential Report. However, Council’s external auditor cannot be engaged to provide a Section 48 Prudential Report.

6.6. CONSIDERATION OF THE FULL PRUDENTIAL REPORT

6.6.1. The engaged author will prepare a Prudential Report in accordance with this policy and the legislation for consideration of Council prior to the project commencement.

6.6.2. Under Section 48 (4b) a council must give reasonable consideration to a Prudential Report (and must not delegate the requirement to do so under this subsection). This prevents the Council from delegating formal consideration of the report to the Audit Committee or any other group or person.

6.6.3. However, Council could seek and consider comment from its Audit & Governance Committee (or another Committee of Council) as part of its deliberations.

6.7. PUBLIC ACCESS OF THE PRUDENTIAL REPORT

6.7.1. The Prudential Report will form part of the Council Agenda papers and will be a public document unless it been determined otherwise by the Council in accordance with section 90 of the Act.

7. POLICY DELEGATIONS

7.1. Under section 48(4b) Council must give reasonable consideration to a Prudential Report, and must not delegate the requirement to do so under this subsection.

7.2. This prevents the Council from delegating formal consideration of the report to the Audit Committee, or any other group, or person.

8. LEGISLATION

8.1. *Local Government Act 1999*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
10. 23 September 2013	11. C893/13: V1	12.
13. 26 September 2016	14. C600/16: V2	15.
16. 26 August 2019	17. C<00>/19: V3	18.
19.	20.	21.
22.	23.	24.



COU0015: ECONOMIC DEVELOPMENT RATES INCENTIVE POLICY

Policy Type:	Council Policy
Responsible Department:	Business Support & Improvement
Responsible Officer:	Chief Financial Officer
Related Policies and Procedures	<ul style="list-style-type: none"> • Rates Rebate Policy (Community)
Community Plan Link	<i>Economic Prosperity</i> 3.1 Unley is recognised as an easy place to do business.
Date Adopted	26 March 2018: C1118/18
Last review date	26 August 2019: C<00>/19
Next review date	August 2022
Reference/Version Number	COU0015: V2
ECM Doc set I.D.	3223652

1. PREAMBLE

- 1.1. The *Local Government Act 1999* (the Act) provides at Chapter 10, Division 5, Section 166(1)(a) that a council may grant a rebate of rates where the rebate is desirable for the purpose of securing the proper development of the area (or part of the area).
- 1.2. Consistent with this provision, Council has implemented this policy to stimulate economic development to assist economic growth in the City by providing financial incentives for certain development types and within identified areas/precincts within the City of Unley, through granting rate rebates.
- 1.3. This Policy seeks to encourage and support only mixed use development that is consistent with Council's Development Plan.

2. SCOPE

- 2.1. This policy applies to guide the determination of all applications by businesses seeking assistance to establish, extend or operate in the Council area.
- 2.2. This Policy excludes the rebates of rates granted under Sections 160 to 165, and S166(1)(b) to (j) in the Act.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The primary objectives of this policy are to:
 - Facilitate economic growth within the City that results in thriving main streets and corridors;

- Encourage medium density dwellings along main corridors and in key strategic locations consistent with the State Government Planning Strategy and the Greater Adelaide 30 Year Plan.
 - Encourage mixed use development that is consistent with the City of Unley Development Plan.
- 3.2. The following principles relating to the application of rates on communities across the local government sector have informed the development of this policy:
- Equity - rating responsibility should be distributed in an equitable manner across and within our communities;
 - Benefit - ratepayers should receive some benefits from paying tax, but not necessarily to the extent of the tax paid;
 - Ability-to-pay - in raising rates the ability of the taxpayer to pay the rates must be taken into account;
 - Efficiency – Council’s rates are currently designed to be neutral in its effect on ratepayers and therefore it is considered efficient unless it changes ratepayer behaviour;
 - Simplicity – the application of rates should be understandable, hard to avoid and easy to collect.
- 3.3. In applying this policy, these principles will be balanced with the policy objectives of rating, the need to raise revenue, the effect of rates on the community and delivery of strategic outcomes.

4. DEFINITIONS

- 4.1. **Discretionary Rebate** is a rebate which has been applied under section 166 of the *Local Government Act 1999*.
- 4.2. An **‘eligible owner’** is a purchaser of a residential apartment within an ‘eligible development’ within the City of Unley where the purchase contract is signed for an ‘off- the-plan’ apartment.
- 4.3. An **‘off-the-plan’ apartment** is an apartment that is yet to be built, purchased without a physical property to inspect, with buyers basing their decision on plans and artistic renderings of how the apartment might look, in addition to information about the project and developer. The apartment will be considered ‘off-the-plan’ up to the day the building (or residential stage) reaches practical completion.
- 4.4. **Valuer General** is the State’s independent authority on property valuations and oversees all significant government property valuations and council rating valuations.
- 4.5. **Economic Growth** is how much more the City’s economy produces than it did in the prior period (removing the effects of inflation). Gross domestic product will be used to measure economic growth.

5. ROLES AND RESPONSIBILITIES

- 5.1. This policy will be administered on behalf of Council by the Finance & Procurement area.
- 5.2. Decision making in relation to application of this Policy will rest with Council.

6. POLICY STATEMENT

6.1. ELIGIBLE DEVELOPMENT

- 6.1.1. An application for a rate rebate in accordance with this Policy may be made, subject to the following criteria being met:
- 6.1.2. The development that is the subject of the application must:
 - be located within the area designated in the City of Unley Development Plan as District Centre Zone;
 - be mixed use, whereby the development consists of at least 50% (based on value) residential development;
 - have a minimum development cost of \$10 million as per the Development Application;
 - be consistent with Council's Development Plan.

(i)

6.2. APPLICATIONS

- 6.2.1. Applications must be made on the required form and/or in the required manner and must provide to the Council the information as stipulated and any other information that Council may reasonably require in order to determine the application.
- 6.2.2. Applications received on or before 1 March prior to the rating year will be processed and any rate rebate determined will take effect from the commencement of the next rating year. Applications received after 1 March will be processed and any rate rebate determined will take effect from the following rating year.

6.3. RATES INCENTIVES

- 6.3.1. As part of Council's commitment to achieving high quality economic development in the appropriate areas of the City, Council will offer two types of rates related incentives:
 - Developer Rebate of Rates
 - Residential Rebate of Rates
- 6.3.2. An application for a rates rebate will be considered entirely separate to the Development Application process.
- 6.3.3. **Developer Rebate of Rates**
 - 6.3.3.1. The provision of a rebate on general council rates may apply during the construction phase of an eligible development (exclusive of the full NRM levy, which must be paid by the owner).
 - 6.3.3.2. The period of application of any rate rebate granted under this Policy will commence once the Valuer General categorises the assessment as vacant land, however, any approved rate rebate will only be applied to whole rating years.
 - 6.3.3.3. A Developer Rebate of Rates granted under this Policy will apply for a maximum of three (3) years.

- 6.3.3.4. During construction of the development, the assessment(s) will be exempt from payment of the Separate Rate for Marketing Purposes (if applicable).
- 6.3.3.5. The required application and declaration must be completed and accompanied by a signed copy of the Development Schedule.

6.3.4. Residential Rebate of Rates

- 6.3.4.1. **Eligible owners** may receive a 75% rebate on their general council rates for a maximum period of up to three (3) years (exclusive of the full NRM levy, which must be paid by the owner).
- 6.3.4.2. An **eligible owner** is a purchaser of a residential apartment/dwelling within an **eligible development** within the City of Unley where the purchase contract is signed for an **off-the-plan** apartment/dwelling.
- 6.3.4.3. An apartment/dwelling will be considered **off-the-plan** up to the day the building (or residential stage) reaches practical completion.
- 6.3.4.4. The applicable rate rebate period commences from the settlement date and continues for a period not exceeding three (3) years.
- 6.3.4.5. Any approved rate rebate will apply to the original purchaser/owner only and will cease to take effect in the event of a change of ownership of the apartment/dwelling.
- 6.3.4.6. An **eligible owner** must submit the required application and declaration, accompanied by a signed copy of the purchase contract/schedule.
- 6.3.4.7. Where an **eligible owner** is also entitled to receive a Pensioner or Self-Funded Retiree remission, the rate rebate will reduce the total rebate to nil after any remissions have been applied.

6.4. CESSATION OF ENTITLEMENT FOR REBATE OF RATES

- 6.4.1. In accordance with the requirements of section 159(7) of the Act, if a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases.
- 6.4.2. If an entitlement to a rebate ceases or no longer applies during the course of a financial year, Council will recover rates proportionate to the remaining part of the financial year.

6.5. DETERMINATION AND REVIEW

- 6.5.1. Council will advise an applicant in writing of its determination of an application for Rebate of Rates under this Policy. The advice will state:
 - (i) If the application has been granted, the amount of the rebate and the rating year to which the rebate will be applied; or
 - (ii) If the application has not been granted, the reasons why.

- 6.5.2. Any person or body who is aggrieved by a determination in respect of an application for a rebate may seek a review of that decision in accordance with Council’s *Procedure for Internal Review of a Council Decision*.
- 6.5.3. There is no statutory entitlement to rebates of rates under this policy. Every decision to grant a rate rebate is at the discretion of Council, and any application may be declined at the absolute discretion of Council.

7. POLICY DELEGATIONS

- 7.1. The power to grant discretionary rebates of rates is retained by the Council, therefore no delegations are made under this Policy.

8. LEGISLATION

- 8.1. *Local Government Act 1999*:
Division 5 – Rebates of Rates Section 166 – Discretionary rebates of rates

9. AVAILABILITY OF POLICY

- 9.1. The Policy is available for public inspection during normal office hours at:
The Civic Centre,
181 Unley Road, Unley SA 5061.
A copy may be purchased for a fee as determined annually by Council.
It is also available for viewing, download and printing free of charge from the Council’s website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
1. 26 March 2018	2. C1118/18: V1	3.
4. 26 August 2019	5. C<00>/19: V2	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.



COU0011: RATE REBATE POLICY (COMMUNITY)

Policy Type:	Council Policy
Responsible Department:	Business Support & Improvement
Responsible Officer:	Chief Financial Officer
Related Policies and Procedures	Economic Development Incentive Policy
Community Plan Link	<i>Community Living</i> 1.2 Our Community participates in community activities, learning opportunities and volunteering.
Date Adopted	24 May 2010: C665/10
Last review date	26 August 2019: C<00>/19
Next review date	February 2022
Reference/Version Number	COU11: V3
ECM Doc set I.D.	1205127

1. PREAMBLE

- 1.1. The *Local Government Act 1999* (the Act) sets out at Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.
- 1.2. This Policy is intended to provide guidance to the community as to the grounds upon which a person or body is or may be entitled to receive a rebate of rates and the matters that the Council will take into account in deciding an application for a rebate.
- 1.3. In accordance with the rebate provisions contained in the Act, this Policy sets out the type of use in respect of land for which the Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where the Council has a discretion to grant a rebate of rates.

2. SCOPE

- 2.1. This policy is intended to provide guidance to the community as to the grounds upon which a person or body is, or may be, entitled to receive a rebate of rates and the matters that the Council will take into account in deciding an application for a rebate.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The rate rebate policy seeks to:
 - Assist Council in meeting its legislative requirements under the Act.

- Define the criteria for assessments which have not met the mandatory requirements of the Act but have provided sufficient support for a discretionary rebate under section 166.
 - Streamline the decision-making process for discretionary rebate determinations and provide a consistent framework under which to apply determinations.
 - Provide transparency in regard to the discretionary rebates granted by Council, and provide for a regular review process to be undertaken in terms of the financial support provided by Council.
- 3.2. In developing this policy Council has given consideration to the five principles previously identified by the local government industry in applying the imposition of rates on communities.
- 3.3. These principles are:
- *Equity* - rating responsibility should be distributed in an equitable manner across and within our communities;
 - *Benefit* - ratepayers should receive some benefits from paying tax, but not necessarily to the extent of the tax paid;
 - *Ability-to-pay* - in raising rates the ability of the taxpayer to pay the rates must be taken into account;
 - *Efficiency* – Council's rates are currently designed to be neutral in its effect on ratepayers and therefore it is considered efficient unless it changes ratepayer behaviour;
 - *Simplicity* – the application of rates should be understandable, hard to avoid and easy to collect.
- 3.4. To some extent these principles are in conflict with each other. As such Council aims to balance the application of the principles, the policy objectives of rating, the need to raise revenue and the effects of rates on the community.
- 3.5. Further, in achieving equity across the community, this policy has an overriding principle that all ratepayers should contribute an amount to basic service provision.
- 3.6. Council is mindful that where a rebate is applied to a property or that property is exempt from paying council rates, those rates foregone must be contributed by the rest of the community. The principles of equity dictate that Council remains diligent in only awarding rebates and exemptions where they are warranted.

4. DEFINITIONS

- 4.1. **CEO** is the Chief Executive Officer of the Corporation of the City of Unley, as appointed by Council.
- 4.2. **Council (with a capitalised C)** is the elected decision making body for the City of Unley.
- 4.3. **council (with a non-capitalised c)** refers to the City of Unley as the organisation.
- 4.4. **Discretionary Rebate** is a rebate which has been applied under section 166 of the Act.
- 4.5. **Rebates** can be categorised as strategic development, land uses providing a benefit or service to the local community and rate relief. Under legislation, these include:
- (a) where it is desirable for the purpose of securing the proper development of the area (or a part of the area);
 - (b) where it is desirable for the purpose of assisting or supporting a business in its area;

- (c) where it will be conducive to the preservation of buildings or places of historic significance;
- (d) where the land is being used for educational purposes;
- (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
- (f) where the land is being used for a hospital or health centre;
- (g) where the land is being used to provide facilities or services for children or young persons;
- (h) where the land is being used to provide accommodation for the aged or disabled;
- (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1997* (Commonwealth) or a day therapy centre;
- (j) where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;
- (k) where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment
- (l) where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to:
 - a redistribution of the rates' burden within the community arising from a change to the basis or structure of the council rates: or
 - a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.
- (m) where the rebate is considered by council to be appropriate to provide relief in order to avoid what would otherwise constitute:
 - a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or
 - a liability that is unfair or unreasonable;
- (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13, Part 2 (Section 270 to 271 of the Act)
- (o) where the rebate is contemplated under another provision of the Act.

4.6. **Mandatory Rebate** is a Rebate that Council must grant in accordance with the Act.

4.6.1. Mandatory Rebates of **100%** are for public cemeteries, the Royal Zoological Society as well as:

4.6.1.1. **Health Services:** Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the *South Australia Health Commission Act 1976*;

4.6.1.2. **Religious Purposes:** Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes;

4.6.2. Mandatory Rebates of **75%** are for either community services or educational purposes.

4.6.2.1. **Community Services:** Section 161 of the Act provides that as well as meeting the definition of "community services organisation" as

defined in the Act, eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services:

- emergency accommodation
- food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability)
- supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life)
- essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities
- legal services for disadvantages persons
- drug or alcohol rehabilitations services, or
- the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.

25. Where a “community services organisation” is eligible for a mandatory rebate, the residential rate must be applied to the land to which the rebate relates in accordance with section 161 (2) of the Act. This is as a result of Council declaring differential rates according to land use and providing for a distinct residential rate.

4.6.2.2. **Educational Purposes:** Section 165 of the Act sets out that the following land will be rebated at 75 per cent (or, at the discretion of Council, at a higher rate):

- Land occupied by a government school under a lease or licence and being used for educational purposes, or
- Land occupied by a non-government school registered under the *Education and Early Childhood Services (Registration and Standards) Act 2011* and being used for educational purposes, or
- Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

4.7. **Rating** is the process of raising revenue by way of levying rates and charges.

4.8. **Rebate** is the amount that a rate or charge may be reduced in accordance with Chapter 10, Division 5 of the Act.

5. ROLES AND RESPONSIBILITIES

5.1. This policy is applicable to all staff and Council and Committee members in relation to the application of rebates by the City of Unley.

6. POLICY STATEMENT

6.1. MANDATORY REBATES

- 6.1.1. The City of Unley will act in accordance with the Act in providing mandatory rebates as required by sections 160 – 165.
- 6.1.2. Where the Council is satisfied from its own records, or from other sources, that a person or body meets the necessary criteria for a mandatory rate rebate, the Council will grant the rebate accordingly.
- 6.1.3. Where the Council is not satisfied based upon the information in its possession or otherwise does not hold relevant information it will require the person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require.
- 6.1.4. Applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to the 30 June of the rating year and provided the entitlement to the rebate existed at 1 July of the rating year.
- 6.1.5. Council will confirm the continuation of a person or body's eligibility for a mandatory rebate on a regular basis to ensure that rebates are only granted where they are warranted. This will require the relevant person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

6.2. DISCRETIONARY REBATES

- 6.2.1. Council may grant a discretionary rebate of rates up to and including 100% of the relevant rates or service charges under a number of cases and for a period not exceeding the timeframe as identified in section 166 of the Act. However, to ensure all ratepayers contribute an amount towards basic service provision, the maximum discretionary rebate will be 75%.
- 6.2.2. Under the same premise, although Council may, pursuant to the Act, increase a mandatory rebate by up to a further 25%, Council will not grant any additional discretionary rebate to ensure ratepayers contribute an amount towards basic service provision.
- 6.2.3. In deciding whether to grant a rebate for land uses, as detailed in section 166 (1a) of the Act, Council will take the following matters into account:
 - (a) the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
 - (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons
 - (d) other matters considered relevant by Council (**Attachment 1**).
- 6.2.4. Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.
- 6.2.5. All persons who or bodies which wish to apply to the Council for a discretionary rebate of rates must do so on or before 1 May prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate. In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be

applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

- 6.2.6. Where there is no maximum timeframe specified for a rebate provided under section 166, Council will grant a discretionary rebate to the last rating period commencing within a Council term to allow for a regular review of discretionary rate rebates.
- 6.2.7. A summary of all discretionary rebates applied for, including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

6.3. ALL REBATES

- 6.3.1. If an entitlement to a rebate ceases or no longer applies during the course of a financial year, council will recover rates proportionate to the remaining part of the financial year.
- 6.3.2. If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.
- 6.3.3. The Council will, in writing, advise an applicant for the rebate of its determination of that application. The advice will state:
 - (a) if the application has been granted, the amount of the rebate; or
 - (b) if the application has not been granted, the reasons why.
- 6.3.4. Any person or body who is aggrieved by a determination of the delegated officer in respect of an application for a rebate may seek a review of that decision in accordance with Council's Procedure for Internal Review of a Council Decision.

7. POLICY DELEGATIONS

- 7.1. The Council has delegated its power, pursuant to section 44 of the Act, to the Chief Executive Officer and sub delegates to grant applications for mandatory rebates, which meet the requirements of the Act
- 7.2. The CEO **only** has also been delegated the power under sections 159 (4), 161(1) and sections 165 (1) and (2), to grant a rebate of more than 75% of rates for persons or bodies who meet the requirements of the Act for mandatory rebates.
- 7.3. The power to grant discretionary rebates of rates is retained by Council.
- 7.4. Refer to the Council Delegations Register for further information.

8. LEGISLATION

8.1. Local Government Act 1999

- 8.1.1. Division 5 – Rebates of Rates
 - Section 160 – Health Services 100% Rebate
 - Section 161 – Community Services
(including Housing Associations) 75% Rebate
 - Section 162 – Religious Purposes 100% Rebate
 - Section 163 – Public Cemeteries 100% Rebate
 - Section 164 – Royal Zoological Society of SA 100% Rebate

Section 165 – Educational Purposes

75% Rebate

Section 166 – Discretionary rebates of rates

8.2. *Aged Care Act 1987 (Commonwealth)*

8.3. *Community Housing Providers National Law*

8.4. *Community Titles Act 1996*

8.5. *Education and Early Childhood Services (Registration and Standards) Act 2011*

8.6. *Health Commission Act 1976*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,

181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

• DOCUMENT HISTORY

Date	Ref/Version No.	Comment
26. 24 May 2010	27. C665/10: V1	28.
29. 28 February 2017	30. C767/17: V2	31.
32. 26 August 2019	33. C<00>/19: V3	34.
35.	36.	37.

Attachment 1

When deciding an application for a Discretionary Rebate on specified grounds (being Section 166(1)(d) – (j) inclusive as highlighted in blue in Section 6 definitions) Council:

- must take into account the statutorily prescribed matters as detailed in clause 5.2.3 of this Policy and
- may take into account other matters it considers relevant.

These other relevant matters include, but are not limited to:

- the community need that is being met by activities carried out on the land for which the rebate is sought;
- the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;
- why there is a “need” for financial assistance through a rebate;
- the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- whether the applicant has made/intends to make applications to another Council whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
 1.
 - whether the applicant is:
 - (a) a public sector body;
 - (b) a private not for profit body; or
 - (c) a private for profit body.
 2.
 - whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
 - the desirability of granting a rebate for more than one year in those circumstances allowed for in Section 166 (1) (e.g. securing proper development, supporting business or common property under the *Community Titles Act 1996*) of this policy
- consideration of the full financial consequences of the rebate for Council;

- the time the application is received;
- the availability of any community grant to the person or body making the application;
- whether the applicant is in receipt of a community grant; and

3.

- any other matters and policies of Council, which are considered to be relevant.

In relation to the granting of discretionary rebates other than those set out at Section 166(1)(d) – (j), the Council may take into consideration any matters it considers relevant, but is not obliged to take into consideration those matters set out above.

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COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.7
DATE OF MEETING: 26 AUGUST 2019
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT ACTIONS

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 AUGUST 2019						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
27/11/17	1021	<p>Priority Projects at Goodwood Oval and Millswood Sporting Complex</p> <p>1. The State Government offer of a grant of up to \$2.5m towards the construction of a new facility for the Goodwood Football and Cricket Clubs on Goodwood Oval be accepted, supported by financial contributions from the sporting clubs/SANFL of up to \$150,000 and a Council contribution of \$950,000 with the Chief Executive Officer authorised to enter into the necessary funding agreement with the State Government and any other agreement with funding contributors in order to deliver the project.</p> <p>2. The two-storey option proposed as the preferred option for the new facility on Goodwood Oval be endorsed, subject to discussions with the Office of Recreation and Sport and the sporting clubs, not proposing any major variations to the options.</p> <p>3. Community engagement on the proposed new facility on Goodwood Oval occur from January to March 2018, and a report be brought back to Council upon the completion of the engagement process.</p> <p>4. \$40,000 be allocated towards the sports lighting upgrade at the Millswood Tennis Complex, and discussions continue with external funding partners to achieve this project. Subject to confirmation of a funding contribution from Tennis SA:</p> <p>a. a development application for the project is to be submitted by the Administration; and</p> <p>b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project.</p> <p>5. \$260,000 be allocated towards the development of a new club building and surrounds at the Millswood Croquet Club and discussions continue with possible external funding partners before a commitment to proceed with this project is made.</p>	GM City Development	<p>Goodwood Oval Grandstand Refer to Item 1136.</p> <p>Tennis SA Lighting - As part of the 2019/20 Annual Business Plan community consultation process, Council was requested by Tennis SA to increase its Capital Renewal Program by \$100K to contribute to an upgrade of courts and lighting. Council was also advised that Tennis SA has applied for a grant to the Office for Recreation, Sport and Racing for the upgrade and will contribute \$55K towards the project. - In response to the request made by Tennis SA, the Administration recommended to Council not to increase the 2019/20 Budget and to seek clarity on scope of works and cost. Council adopted its Annual Business Plan at its June meeting and, whilst it has not allocated funding as requested by Tennis SA, if it receives the grant Council will consider allocating funding as part of a budget review.</p> <p>Croquet Club Building - Work will be undertaken to progress this project once the Goodwood Oval grandstand project has been completed. - The Liberal Party pre-election promise of committing funding of \$250k to the redevelopment of the facility has now been confirmed and a meeting will be held with the club to progress the matter.</p>	<p>Ongoing</p> <p>Ongoing</p>	
26/02/18	1102	<p>MOTION OF WHICH NOTICE HAS BEEN GIVEN</p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed, Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	<p>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>The Administration remains in contact with State Government and the Forestville Hockey Club regarding the redevelopment of the Women's Memorial Playing Fields.</p> <p>There is no further action that can be taken at this stage.</p>	Completed	

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/03/18	1116	<p>SHARED Street Opportunities</p> <p>1. The report be received.</p> <p>2. The criteria in Attachment 1 to Item 1116/18 (Council Meeting, 26/03/2018) be endorsed for use to assist with identification and prioritisation of streets that are suitable candidates for conversion to shared streets.</p> <p>3. Following the prioritisation of shared street opportunities, residents in prioritised streets be consulted. The results will then be used as a further criterion for determining which streets proceed to concept design and community engagement.</p> <p>4. Concept design and community engagement be undertaken in 2018/19 for one or more of the streets listed as 'priority' shared street conversion opportunities, with implementation to be considered as part of the 2019/20 budget process.</p>	GM City Development	<p>Consultation was undertaken regarding the pre-selected nine local streets in relation to the Shared Streets Program, and three streets [Maud Street (Rugby/Porter Street) Unley, Norman Terrace (Leah/Ethel Street) Forestville, Richards Terrace, Goodwood] were prioritised from a strategic assessment and the strength of community support for improvements.</p> <p>A workshop was held in May 2019 to co-design each of the three nominated streets with interested local residents. Community feedback has been sought on the preferred designs to determine a preferred Shared Street (Living Street) for the purpose of documentation and construction, and Administration is currently evaluating the results to determine one pilot project. .</p> <p>An allocation of \$70k has been made in the 2019/20 Budget for the delivery of the project.</p> <p>An Elected Members briefing was held on 5 August 2019, ahead of a report for Council consideration in August 2019 to summarise the engagement, shortlisting and co-design process, and to seek direction to proceed with the preferred concept design to construction.</p>	Completed
26/03/18	1117	<p>POCKET PARKS</p> <p>1. The report be received.</p> <p>2. Designs be prepared for up to two pocket parks in 2018/19 from the options contained within Attachment 1 "Potential Pocket Park Locations", (Item 1117/18, Council, 26/03/2018).</p>	GM City Development	<p>Community feedback is currently being sought for local support to transform existing road closures into pocket parks at five locations along Duthy Street. Following feedback from consultation, the Administration will then work with interested residents to develop design solutions for implementation of a pocket park. An allocation of \$70k has been made in the 2019/20 Budget for the delivery of this project.</p> <p>An Elected Members briefing was held on 5 August 2019 which introduced the approach to Pocket Parks, ahead of a report to be prepared for Council consideration in September 2019 to summarise the engagement, shortlisting and co-design process, and to seek direction to proceed with the preferred concept design to construction.</p>	September 2019

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2019						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
23/04/18	1136	<p>GOODWOOD OVAL GRANDSTAND REDEVELOPMENT – RESULTS OF COMMUNITY CONSULTATION</p> <p>1. The report be received and the results of the community engagement be noted.</p> <p>2. Council endorse the concept designs for the new two-storey grandstand facility at Goodwood Oval, incorporating the recommended amendments to be included as part of detailed design development and proceed to detail design development and tender.</p> <p>The recommended amendments, in response to community and stakeholder feedback include:</p> <p>1. External Appearance and Streetscape Interface:</p> <p>a. Material and colour selection of the building, in particular the Curzon Avenue frontage will be selected appropriate to the local neighbourhood character.</p> <p>b. Detail design will include the development of landscape plans that address the streetscape interface and the external spaces associated with the new Grandstand Facility.</p> <p>c. Where practical, all existing trees will be retained in the detail design.</p> <p>2. Footprint of the Grandstand:</p> <p>a. The final footprint of the grandstand structure is to remain, where practical, within the footprint of the existing building.</p> <p>3. Leasing and License arrangements of the Facility.</p> <p>a. Council staff to develop new agreements with both clubs, to meet the requirements of the new facility, as well as to explore</p> <p>4. Provision of external storage:</p> <p>a. The proposed storage facility on Fairfax Avenue not proceed.</p> <p>b. The detail design process further engage with the Goodwood Saints Football Club and the Goodwood Cricket Club to identify their storage needs, with a view to providing the required storage capacity within the Grandstand and/or adjacent ancillary buildings (including potential extension of an ancillary building).</p> <p>5. Provision of public toilets:</p> <p>a. Public toilet provisions are to remain incorporated in the footprint of the ground floor of the new facility, with way finding signage incorporated across the park to direct public to the new facilities.</p> <p>3. Residents be notified of Council's decision by letter, to the same catchment area as that of the community consultation, and a notice be placed at the existing grandstand as well as Council's web site.</p> <p>4. Following the completion of detailed design development and in the event of no major variation to the project scope or total cost, the project proceed to tender for construction.</p>	GM City Development	<p>The Council Assessment Panel (CAP) met on 26 February 2019, and approved the development with additional restricted hours of operation.</p> <p>A third party appeal was received and the project was placed on hold, pending the resolution of the ERD Court appeals process. The Council participated in the first conference session on 13 May 2019, and a second conference on 25 June 2019. Following the first conference, the project team has been exploring opportunities to appeal to the concerns of the appellants, without compromising the approved design requirements set by Council and included within the State Government funding deed. Consensus has been reached between all parties and documentation has been finalised. Council's CAP considered the matter at its meeting that was held on 20 August 2019 and approved the development. The ERD Court has listed the matter for a hearing to be held on 28 August 2019 at which it is expected that it will issue the Consent Order.</p> <p>The Office for Recreation, Sport and Racing has been notified of the delay to the project and the funding deed has been extended to December 2019 to accommodate for the ERD Court process.</p> <p>Following the conclusion of the ERD Court process detailed design will be completed in September 2019. The project will then proceed to tender for construction in October 2019.</p> <p>The Administration has sought additional funding in the amount of \$923,305 through the Office for Recreation, Sport and Racing 'Community Recreation and Sport Program'.</p>	Ongoing	
28/05/18	1174	<p>INCREASED USE OF SPORT AND RECREATION FACILITIES</p> <p>1. The report and attachments be received.</p> <p>2. A master plan for Ridge Park be developed in 2018/19 to establish a long-term vision for the park, considering:</p> <p>a. Football and cricket to suit female and junior participation, integrated into the existing amenity of the park.</p> <p>b. Informal recreation opportunities, trees and vegetation, biodiversity and the management of Glen Osmond Creek.</p> <p>c. Further consultation with selected City of Unley clubs as potential users of future upgraded facilities, including Goodwood Saints Football Club, Goodwood Cricket Club and Glen Osmond scouts, as well as consideration of the Open Space Survey findings.</p> <p>3. Continue to work with City of Unley based clubs, particularly those based at Goodwood Oval, to facilitate the increased use of Orphanage Park in order to reduce the overuse of Goodwood Oval and do not undertake any improvements to sports infrastructure at Orphanage Park until designs for Brownhill Keswick Creek in this park are finalised.</p> <p>4. Review lease and licence documents to investigate opportunities to increase facility use after club hours.</p> <p>5. Develop individual four year management plans for each surveyed park to integrate the findings of the Open Space Survey with asset renewal and maintenance programs. These plans will identify possible actions for consideration as part of the 2019/20 budget process.</p> <p>6. Repeat the Open Space Survey in four years to enable an evaluation of Council's initiatives.</p>	GM City Development	<p>Item 2 - Budget was not allocated in 2019/20 to develop a masterplan for Ridge Park. A Project Brief will be prepared to undertake these works for consideration as part of the 2020/21 budget process.</p> <p>Item 3 - The Administration provides ongoing liaison with all local sporting clubs to ensure the availability of sports facilities to suit local club needs across the City, including Goodwood Oval and Orphanage Park.</p> <p>Item 4 – The outcomes of the 2018 Club Survey will be considered in the review of individual lease and licences as they come up for renewal to increase use of local facilities where appropriate. The planned review of the Community Land Management Plans in 2019/20 will also consider the intent to increase facility use.</p> <p>Item 5 - The development of Management Plans for local parks across the City of Unley will be undertaken by the Administration in coordination with the annual asset renewal and maintenance programs. The Management Plans will provide strategic direction for future budget considerations.</p> <p>Item 6 – The Survey will be repeated in 2022.</p>	Ongoing	

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/07/18	1224	<p>MOTION ON NOTICE: GREER STREET, HYDE PARK / UNLEY PARK</p> <p>1. Staff prepares a report outlining possible options and associated costs to facilitate pedestrian and vehicle access and provide safety improvements for residents and visitors to Greer Street, Hyde Park/Unley Park.</p>	GM City Development	<p>There have been numerous reviews undertaken by the Administration regarding options to address the various issues within Greer Street. A report is to be presented to Council for its consideration in October 2019 outlining the reviews which have been undertaken and the results of consultation. In response to the original petition, Greer Street was included in the initial Living Streets Pilot Program, however, it was not selected as a preferred street for further design development as Greer Street did not meet the evaluation criteria compared to other streets. In particular, it did not provide greater strategic value, and would likely require a cost to address the local issues higher than the allocated budget could accommodate. From the 12 submissions received, the majority of feedback requested better parking solutions, better access to their driveways and improved traffic flow. In addition, there were requests to improve the footpath and tree removals to help with footpath movements and undergrounding electrical lines or new street lighting for poorly lit areas. In addition to the Living Streets consultation process, senior Council staff also met with concerned residents to discuss the following appropriate actions:</p> <p>Removal of Street Trees - Residents will prepare a petition to Council to formally request the removal of the existing street trees.</p> <p>Street Lighting - Council staff will undertake a lighting assessment once the LED lighting works are completed. A report will be presented to Council at its October 2019 meeting.</p> <p>On-Street Parking - Council staff are currently reviewing onstreet parking at a particular location of key concern to a resident to determine support for removal of one onstreet parking space to provide better access to the resident's property. Council staff have written to tenants and property owners regarding their support for the removal of onstreet parking spaces.</p>	October 2019
10/09/18	1292	<p>MOTION ON NOTICE – CHANGE TO COUNCIL RESOLUTION 1195/18: MILLSWOOD AREA – ON-STREET PARKING REVIEW</p> <p>That Council Resolution 1195 of the Council meeting of 25 June 2018 be varied as follows (<i>bold text to be inserted, strikethrough text to be deleted</i>):</p> <ol style="list-style-type: none"> The report be received. The implementation of Parking Controls (Stage 1) in Millswood and adjacent areas, as shown in Attachment 1 to this report (Item 1195/18, Council Meeting, 25/06/2018), and modified to include the area bounded by Allenby Avenue, Meredyth Avenue and Graham Avenue, be endorsed. At the conclusion of six months following the implementation of Stage 1 Parking Controls in Millswood and adjacent areas, a review of parking practices in the area be undertaken to inform a decision regarding the need for implementation of further parking controls, that is, Stage 2. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision. That residents in Meredyth Avenue and Graham Avenue be advised of the introduction of parking controls prior to implementation. Further correspondence be provided to residents in Meredyth Avenue and Graham Avenue, to advise of Councils decision to not introduce parking controls in those streets as part of the Millswood Stage 1 implementation. 	GM City Development	<p>The community was informed regarding change of Council decision. Parking signage has been installed.</p> <p>Parking occupancy data for both stage 1 and stage 2 areas has been received and is currently being analysed.</p> <p>Subject to the assessment of the data collated, consultation with the community is likely to be undertaken in August 2019, now that the completion of the LATM 3 consultation has concluded.</p> <p>Following the conclusion of the consultation, a report will be prepared for Council consideration regarding whether or not there is a need for further parking controls.</p>	October 2019

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2019						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
25/02/19	1399	UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT 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. 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. 4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.	Executive Manager OCEO & GM City Development	2. Completed 3. Bell Architects have been engaged to develop a Concept Design scope of works. Works will be progressed to support discussions with possible sources of external funding for the project. 4. A review of the Community Land Management Plan for Unley Oval will be undertaken as part of a whole of city review of the CLMP, scheduled to be undertaken in 2019/20.	Completed Commenced Ongoing	
25/03/19	1419	PETITION RE TRAFFIC MANAGEMENT ON QUEEN STREET, UNLEY The principal petitioner be advised that Council will undertake an investigation for the residents' request of potential parking management and traffic changes (one way streets) at Queen and Oak Streets.	GM City Development	The Administration has undertaken an investigation into the concerns which have been raised by the petitioners. Draft recommendations have been presented to the local residents to determine their support for change. Following the receipt of feedback, a report outlining the findings of the investigation and the level of community support regarding the draft recommendations will be presented to Council at the September meeting.	September 2019	
29/04/19	1450	CHILDREN CROSSINGS ADJACENT TO PARKSIDE PRIMARY SCHOOL 2. Installation of a Children's Crossing along Young Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 3. Installation of a Children's Crossing along Robsart Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 4. Installation of Kerb Extensions along Castle Street, Parkside, at its intersection with Robsart Street and as outlined in Attachment 2 of this Report (Item 1450, Council Meeting, 29/04/2019) be approved.	GM City Development	A Section 270 – Review of Council Decision was requested by local residents. This was undertaken by Council's lawyers and the results considered by Council at its meeting held on 8 July 2019. Following consideration of the matter, Council resolved to proceed with the installation of the crossing. The works have been tendered and a contractor has been engaged. Construction is to be completed by October 2019. The Fund My Neighbourhood funding expenditure has been extended to the end of December 2019.	Completed	
27/05/19	2.1	IMPROVED LIGHTING AT UNLEY OVAL 2. The principal petitioner be notified that a report will be prepared for consideration by Council identifying additional lighting times at Unley Oval during winter months that may be suitable to the community, and all costs associated with an increased lighting proposal.	GM City Development	The principal petitioner has been notified of Council's decision. A report will be presented to Council for its consideration in September 2019.	September 2019	
27/05/19	4.7	LEAH STREET RENEWAL 2. Enhancement to Leah Street / Nichols Street intersection and Leah St / Everard Tce intersection be undertaken in co-ordination with the required road reconstruction (deep lift) and Council endorse the re-allocation of up to \$134,000 savings to cover the additional streetscape works. 3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake enhancements at Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection as part of the Leah Street reconstruction, prior to commencement of construction. 4. Survey work be undertaken to determine changes in traffic volume and traffic speed on Leah Street, Nichols Street and Everard Terrace, prior to works being undertaken, within two months of works being complete and within six months of works being complete, with a report to return to Council regarding the impact (if any) of the changes, including identification of additional interventions that may be required if traffic patterns are observed to have adversely affected the surrounding streets.	GM City Development	Works on Leah Street will be completed by early September. All residents and those who responded to the consultation process were notified of Council's decision prior to the commencement of the works. Traffic counts will be undertaken as per Council's decisions and a report will be presented to Council in 2020 for its consideration of the findings of the counts to be undertaken. Residents were notified in August of the opportunity to apply for a one-off application to remove the dolomite along existing verges and replace with loam for local residents to plant as part of the renewal works. A plant palette for Leah Street has been proposed to give interested residents a consistent look for the street.	Completed	
22/07/19	4.1	PARKING SIGNS ON TORRENS AVENUE, FULLARTON 2. Subject to no objections being raised in response to the consultation process currently being undertaken by the Administration, the 2P parking controls located in Torrens Avenue, Fullarton (between house numbers 16 and 17 and the Fisher Street intersection), be removed. 3. Following the conclusion of the public consultation process, and subject to no objections being raised, the Principal Petitioner be formally advised that the 2P parking controls located in Torrens Avenue, Fullarton (between house numbers 16 and 17 and the Fisher Street intersection) will be removed.	GM City Development	The Administration has undertaken an investigation into the concerns which have been raised by the petitioners. Following the assessment, draft recommendations have been presented to the local residents to determine their support for change. If objections are received, a further report will be presented to Council at the September meeting.	September 2019	
22/07/19	4.5	5-YEAR CULTURAL PLAN 2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.	GM City Services	A draft plan for endorsement is proposed to be presented to Council in February 2020.	February 2020	

COUNCIL ACTION REPORTS - ACTIONS TO AUGUST 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
22/07/19	4.7	APPLICATION TO BECOME A TREE CITY OF THE WORLD 2. An application be submitted for City of Unley to join the Tree Cities of the World, a new international network dedicated to sharing and adopting the most successful approaches to managing urban trees and forests.	GM City Development	Application to be submitted in September 2019.	September 2019

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR DON PALMER RE STATE GOVERNMENT NORTH-SOUTH CORRIDOR
ITEM NUMBER:	5.1.1
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

Councillor Don Palmer has given notice of intention to move the following motion at the Council meeting to be held on 26 August 2019 .

MOTION

That:

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 work with, and assist the Government to:
 - 1.1 Provide the best possible design option; and
 - 1.2 Collaborate with residents and business owners on and adjacent to South Road in order to minimise disruption during the construction phase of the project.
 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.
-

Background

The last Council made overtures (from time to time) to the then State Government for Council to be informed of progress on the north-south corridor project in the lead up to design and construction work along Council's section of South Road. We have informally sought to work with the Government to provide the best possible outcomes for all, including obviously our community.

This has in part been prompted by concerns raised over time by our Residents and Business Owners along and adjacent South Road at Black Forest. I expect the Residents of Everard Park would be of similar mind.

Information has been scarce and lacking sufficiency to allay concerns and fears. The Government recently publicly announced a desire to provide a tunnel solution through our section of the north-south corridor. This is as much as we know.

Conversations I have had with councillors from our neighbouring councils lead me to believe each has a desire to work with the Government.

The City of Marion recently invited the Mayor of the City of Unley to participate in a joint Council "consultative committee". They also invited representatives from the City of West Torrens and the City of Mitcham to be part of this committee. The Mayor asked me to represent him on this committee.

The committee has met just the once at this stage. The conversation revealed to me that each of these councils has a positive attitude toward the north-south corridor. They demonstrated to me, a willingness to work with the Government focusing on the benefits of the tunnel option being proposed by the Government. They likewise, I believe, would appreciate the Government including the five councils in on their designs and, when construction commences, on assisting with engaging with and working with Residents and Business Owners to minimise disruption.

The members of the committee expressed a belief that their local knowledge of their section of the road is knowledge that would be of immense benefit to the Government. Both during design and most definitely during construction.

My motion seeks to ensure the Government is aware we are keen to work with them.

Officers Comment

It is prudent for Council to work collaboratively with the Department of Planning, Transport and Infrastructure (DPTI) regarding this critical project and how it may impact on the residents and business owners of the City of Unley. In progressing discussions and following the Mayor writing to the Minister and DPTI, the Administration will contact the appropriate representatives of DPTI to discuss and confirm the holding of a briefing with Elected Members to share the State Government's plans and proposals for the project with Council.

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR DON PALMER RE CONDITION OF PAGE PARK
ITEM NUMBER:	5.1.2
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

Councillor Don Palmer has given notice of intention to move the following motion at the Council meeting to be held on 26 August 2019 .

MOTION

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;
 - Possible solutions to rectifying disintegration.
-

Background

Page Park, like all of Council's parks, has been a well-used park.

We have seen families picnic under the trees, kids kicking (in the past) footballs, others shooting rings on the recently updated basketball ring. Members of the community have likewise taken advantage of the outdoor gym provided at this location. More recently (since the fencing off and the later provision of self-closing gates) it has become a favourite venue for exercising dogs.

Tennis is played at the adjacent bitumen paved public tennis courts.

Councillor J. Boisvert and I have attempted previously (during the life of the last Council) to extend the winter time off leash hours without success. Councillor J. Boisvert is re-introducing a similar motion to this Council.

Until the last two winters the turf and the general condition under foot has been no different to other parks in the City of Unley. The last two years, by my observation, the turf has deteriorated dramatically.

There are significant sections/areas with no turf. There are also a number of divots in the ground. If there is any presence of rain the affected areas are quite slippery. This combination presents in my opinion as a work health safety concern.

Council has been concerned for a few seasons now about the condition of nearby Goodwood Oval, due to a belief it is being overused. A current comparison however between the two facilities would suggest Goodwood Oval to be in very good condition, notwithstanding the pounding it would get from the sprigs of footballers.

The reason for the deterioration is not apparent, at least the absence of turf. The divots can probably be considered as the result of dogs digging.

Given the condition of this park is worse than Goodwood Oval and I consider it unsafe in wet conditions, if not generally as a result of the divots, I believe it timely to request an investigation and report.

Officers Comment

Subject to the motion being supported by Council, the Administration will undertake an investigation into the condition of the turf at Page Park as requested and a report outlining the findings of the investigation will be presented to Council for its consideration.

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR JENNIE BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER
ITEM NUMBER:	5.1.3
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

Councillor Jennie Boisvert has given notice of intention to move the following motion at the Council meeting to be held on 26 August 2019.

MOTION

That:

1. That Page Park be allowed to trial a 4pm start to the dogs off leash time in the winter months of June, July and August in 2020?
-

Background

In most parks where dogs are allowed off leash at certain times the time starts at 5pm. In the winter months the light is fading by this time leaving little time for dogs to be exercised. In the winter there is little apparent use of the park at this time.

Recently a petition was collected and presented to Council. While it was in the wrong format and was not included in the Agenda, the sentiment was very clear about the hours of use.

Council is in the process of developing a template by which to assess our parks and their best use. It is hoped that this trial will be able to provide valuable input into this document.

Officers Comment

It is recommended that formal community consultation be undertaken prior to the commencement of any trial of extension to off leash times for dogs as staff are aware of several stakeholders who regularly utilise this space, potentially having differing views.

A submission was received in July 2019 regarding extending the dog off-leash time in Page Park, however the submission did not meet the requirements of a petition and it was subsequently not included in the Council Agenda. The petitioner was notified, however no further petition has been received since this time.

The previous Council last considered this matter in October 2016, and following community consultation, Council decided not to proceed with any change or extension of times for dogs to be off-leash in prescribed parks.

We are currently reviewing our Community Land Management Plan (CLMP) which includes parks and reserves. This will include broader consultation with the community on the use of all our community spaces within the City of Unley, including appropriate use of spaces for dogs. Additionally, our Animal Management Plan is due to be reviewed and updated in 2020/21 and this will be informed by the findings of the CLMP and possibly include further consultation in respect to dog on/off leash times in local parks throughout the City of Unley.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR J. RUSSO RE. COUNCIL MEMBERSHIPS
ITEM NUMBER:	5.3.1
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

The following Question was asked at the July Council meeting by Councillor J. Russo and the question was taken on notice. The answers are now provided:

QUESTIONS

1. What organisations, linked to a policy position of Council, is Council a member of?

ANSWERS

1. Council has affiliations with a small number of professional bodies or associations that are linked to policy:

World Health Organisation Global Network for Age Friendly Cities and Communities

The WHO Global Network for Age-friendly Cities and Communities (the Network) was established to foster the exchange of experience and mutual learning between cities and communities worldwide in the active ageing area.

Welcoming Cities

Supporting local governments to advance communities where everyone can belong and participate in social, cultural, economic and civic life.

Welcoming Cities is part of a growing network of more than 135 municipalities around the world. The network is built around:

- Knowledge Sharing
- Celebrating Success
- Partnership Development
- Standard + Accreditation

Tree Cities of the World

The Tree Cities of the World programme is committed to inspiring cities and towns to care for and celebrate their urban tree canopy. Become part of this new global network of cities and achieve international recognition for your leadership in urban and community forestry.

ICLEI – Local Governments for Sustainability

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI seeks to influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Members work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The Australia Day Council of SA

The Australia Day Council of South Australia (ADCSA) is an independent, non-profit, membership-based association whose purpose is to celebrate the Australian identity and the values that unite all Australians, to illuminate the achievements of inspirational Australians and to promote a welcoming and inclusive society.

The ADCSA hosts major events and programs that focus on Australia Day and the stories that surround our National Day and provides assistance to Council in relation to Australia Day Awards and Citizenship Ceremonies.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR S. DEWING RE. COUNCIL OWNED PROPERTIES
ITEM NUMBER:	5.3.2
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	1. COUNCIL OWNED PROPERTIES 2019

The following Question on Notice has been received from Councillor S. Dewing and the answer is provided:

QUESTIONS

1. Council has purchased various properties over the years to benefit the community. Please provide a current list of council owned properties.

ANSWERS

1. Council has strategically purchased a variety of properties within the Council area over a period of years to meet the practical, cultural, social and economic needs of our residents and our growing and diverse community.

Council owns a total of 78 properties that are categorised by their primary use, with the list of properties comprising:

19 Commercial / Semi-commercial

24 Civic / Community

21 Sporting and Recreation Clubs

14 Public Toilets

The current list of council owned properties is provided as Attachment 1 to this report and provides details for each of the properties.

Attachment 1

Council Owned Properties 2019

Category	STREET	SUBURB	TYPE	SPECIFIC	SIZE - m2	CONDITION (as at 1/1/17) 1 = Poor 5 = Excellent	Utilisation	Community Land / Heritage	DESCRIPTION
Commercial	71 - 73 King William Road	Unley	Building	Shop 1	401	3	Lease 100%		Retail building of rendered construction with peaked Colorbond roofing and concrete flooring. The building comprises 3 separate tenancy areas along with common toilet facilities. The rear tenancy has 2 upstairs offices.
Commercial	72 - 73 King William Road	Unley	Building	Shop 2		3	Lease 100%		as above
Commercial	73 - 73 King William Road	Unley	Building	Shop3		3	Lease 100%		as above
Commercial	166 Unley Rd	Unley	Building	BarZaar	900	3	Lease 100%		Bar, Restaurant and gaming facility leased to UCSC
Commercial	18 Trimmer Tce	Unley	Building	Montessori School	900m2 usable space + 1050 external play space	5	\$100		Early Learning Centre Cottage, classromms and additional transportable style structure
Semi - Commercial	72 Edmund Avenue	Unley	Building	St John	215	3	Lease 100%		A brick constructed former residence with sandstone facade and side wall, corrugated galvanised iron roofing and timber flooring. The building comprises a hall with timber floorboards, 2 carpeted offices, kitchen, 1 internal and 2 public access toilets a
Semi - Commercial	74 Edmund Avenue	Unley	Building	Developing Alternate Solutions to Housing	194	3	Lease 100%		A painted brick villa with sandstone facade and gabled Colorbond roofing. The building has timber flooring and comprises 3 single and 1 double office, central
Semi - Commercial	76 Edmund Avenue	Unley	Building	Cancer Care Centre Inc	203	2.5	Lease 100%		Sandstone constructed building with corrugated galvanised iron roofing and timber flooring. The building comprises 5 individual offices, kitchen and toilet. A rear weatherboard extension with concrete flooring comprises a meeting room.
Semi - Commercial	78 Edmund Avenue	Unley	Building	Cottage	158	2.5	Lease 100%		Brick building with freestone facade and rear weatherboard extension. The building has timber flooring with corrugated galvanised iron roofing and concrete flooring in the rear section. It comprises 3 offices, store, kitchen, library and single toilet c
Semi - Commercial	84 Edmund Avenue	Unley	Building	Adelaide Potters Club	155	3	Lease 100%		Sandstone constructed former residence which comprises 3 display rooms, central passage, large kitchen, standard and disabled toilet cubicles and rear store. The building has timber flooring and hipped and gabled Colorbond roofing.
Semi - Commercial	84 Edmund Avenue	Unley	Building	Shed - 'The Mary Cummins Morphett Room'	20	2.5	Lease 100%		Colorbond shed with flat roofing, concrete floor and 2 double hinged doors for access. This shed is situated at the rear of the main building.
Semi - Commercial	84 Edmund Avenue	Unley	Building	Shed	40	2.5	Lease 100%		Corrugated galvanised iron shed with gabled corrugated galvanised iron roof and concrete floor. The shed has roller door access and an additional extension has been added to the front. This extension also has roller door access with perspex/ shadecloth
Semi - Commercial	47 Oxford Terrace	Unley	Building	Kindergarten	225	3	Lease 100%		A sandstone constructed former residence with hipped and gabled corrugated galvanised iron roofing, timber flooring and timber framed doors and windows. The building comprises a central passage with office, 2 single and 1 double play room, kitchen, toile
Semi - Commercial	47 Oxford Terrace	Unley	Building	Shed 1	23	3	Lease 100%		Colorbond shed with flat roofing, concrete floor, single side access door and roller door. This shed has steel framework and fluorescent lighting.
Semi - Commercial	47 Oxford Terrace	Unley	Building	Shed 2	10	3	Lease 100%		Colorbond shed with low pitch corrugated galvanised iron roof, concrete floor and single access door.

Council Owned Properties 2019

Category	STREET	SUBURB	TYPE	SPECIFIC	SIZE - m2	CONDITION (as at 1/1/17) 1 = Poor 5 = Excellent	Utilisation	Community Land / Heritage	DESCRIPTION
Semi - Commercial	39 Oxford Tce	Unley	Building	Sturt Football Club	1,349	3	Lease 100%		Cream brick constructed building with skillion metal deck roofing and concrete floor. The building is constructed over 2 levels and comprises 2 bar/ club areas, commercial kitchen, storage rooms, toilet facilities, offices and meeting rooms.
Semi - Commercial	31 Rosa Street	Goodwood	Building	Child Care Centre	398	3	Lease 100%		A stone and brick constructed former residence with bluestone facade, corrugated galvanised iron and metal deck roof and a combination of timber and concrete flooring. The building internally comprises a babies playroom and sleep room, 'big kids' room, t
Semi - Commercial	82 Maud Street	Unley	Building	Meals On Wheels	95	3	Lease 100%		Circa 1980 brick constructed building with tiled roofing and concrete flooring. Internally the building comprises a commercial kitchen, food storage area, male and female toilets, staff kitchenette/ office and cleaners store.
Semi - Commercial	82 Maud Street	Unley	Building	Tool Shed	5	3	Lease 100%		Colorbond tool shed with flat roofing, concrete flooring and single personal access door.
19									
Civic / Community	18 Arthur Street	Unley	Building	Senior Citizens Centre	775	3	TBD		Brick constructed building with flat metal deck roofing and concrete flooring. This building comprises a large hall with stage, entry foyer, offices, kitchen with coolroom, dining room, toilet facilities and various individual meeting rooms.
Civic / Community	Fern Avenue	Fullarton	Building	Straw Hut	72	3	Lease 100%	C	Hut of straw bail/rendered construction with hipped, corrugated iron and straw roofing, timber window frames on concrete base. Internally the hut has a workspace area and toilet to the rear.
Civic / Community	Fern Avenue	Fullarton	Building	Garden Shed	4	3	Lease 100%	C	Metal deck garden shed with gabled roofing, concrete base and single swing personal access door.
Civic / Community	Fern Avenue	Fullarton	Building	Storage Shed	2	3	Lease 100%	C	Metal deck storage shed with flat roof and single swing personal access door.
Civic / Community	411 Fullarton Road	Fullarton	Building	Community Centre	1,515	3	TBD	C / H	A bluestone constructed former residence with corrugated galvanised iron roofing and brick rear extension. The building has timber flooring to the front portion and concrete flooring to the rear.
Civic / Community	411 Fullarton Road	Fullarton	Building	Old Barn	110	3	TBD	C	Barn of red brick construction with gabled corrugated galvanised iron roofing. Two timber framed pergolas are attached.
Civic / Community	411 Fullarton Road	Fullarton	Building	Caretakers Cottage	98	3	TBD	C	Brick constructed building with hipped corrugated galvanised iron roofing and concrete floor. A timber framed pergola is attached and internally this building comprises meeting area, kitchen, laundry, storeroom, bathroom and 2 offices.
Civic / Community	101 - 103 Goodwood Road	Goodwood	Building	Community Centre	1,110	4	TBD		A large modern community centre of concrete block, brick and rendered construction. The building was constructed in 1999 as an extension to an older, much smaller existing building. Internally it comprises 2 large halls, reception/ administration areas,
Civic / Community	72 East Avenue	Black Forest	Building	Institute / Community Centre	811	3	TBD	H	Circa 1928 building of rendered brick construction with flat corrugated galvanised iron roofing and a mixture of timber and concrete flooring. Internally this building comprises an open hall and associated rooms along with a separately accessible child care centre

Council Owned Properties 2019

Category	STREET	SUBURB	TYPE	SPECIFIC	SIZE - m2	CONDITION (as at 1/1/17) 1 = Poor 5 = Excellent	Utilisation	Community Land / Heritage	DESCRIPTION
Sporting & Recreation Clubs	53a Fisher Street	Myrtle Bank	Building	Highgate Girl Guides	159	2.5	Lease 100%	C	Concrete block constructed hall with gabled corrugated galvanised iron roofing and concrete flooring. The building comprises a hall with rear partitioning providing a separate kitchen/ store area. A single toilet cubicle is located in the south west cor
Sporting & Recreation Clubs	53a Fisher Street	Myrtle Bank	Building	Fullarton Scout Hall	459	3	Lease 100%	C	Circa 1959 concrete block building with corrugated galvanised iron roofing and timber flooring. The building comprises a hall surrounded by several individual rooms including a kitchen, toilet facilities and office. The building also contains a rear mee
Sporting & Recreation Clubs	53a Fisher Street	Myrtle Bank	Building	Fullarton Scout Hall Shed	37	2.5	Lease 100%	C	Metal deck shed with gabled corrugated galvanised iron roof, concrete floor and hinged front access door.
Sporting & Recreation Clubs	269 Fullarton Road	Parkside	Building	Broughton Arts Society	141	2.5	Lease 100%	C	Timber framed corrugated galvanised iron clad building with gabled corrugated galvanised iron roofing. The main hall has timber flooring and windows line each side whilst the rear storerooms and toilet are of lower clearance with concrete floor.
Sporting & Recreation Clubs	Trimmer Terrace	Unley	Building	Sturt Bowling Club	391	3	Lease 100%	C	Brick constructed clubrooms with concrete flooring and a mixture of corrugated galvanised iron and metal deck roofing. The building appears to have been constructed in stages and comprises a club area with bar, male and female toilets, office, locker room
Sporting & Recreation Clubs	Trimmer Terrace	Unley	Building	Sturt Lawn Tennis Club	107	2.5	Lease 100%	C	Brick constructed building which has been constructed in 2 stages. The rear older portion has hipped and gabled corrugated galvanised iron roofing whilst the newer front portion has flat corrugated galvanised iron roofing. The whole building has concret
Sporting & Recreation Clubs	Trimmer Terrace	Unley	Buildings	Oval grandstands etc		3	TBD	C / H (McLay Stand)	McKay and Oatey Stands, ticket office, scoreboard and timeclock facility and associated outbuildings
Sporting & Recreation Clubs	8 Northgate Street	Unley Park	Building	Bowling Club	506	3	Lease 100%	C	Clubrooms of red brick construction with tiled hipped and gabled roofing and timber flooring. The building comprises an open club area with bar, office, kitchen, first aid room, store and male and female toilet facilities.
Sporting & Recreation Clubs	8 Northgate Street	Unley Park	Building	Tennis / Croquet Club	39	3	Lease 100%	C	Small concrete block building with skillion metal deck roofing and concrete floor. The building comprises a single room with kitchenette along with an attached single toilet cubicle.
Sporting & Recreation Clubs	Glen Osmond Road	Myrtle Bank	Building	Glen Osmond Scout Hall	274	3	Lease 100%	C	Brick constructed hall with timber flooring and low pitch gabled asbestos roofing. The building was constructed circa 1970 and comprises an open hall, kitchen, storage areas, toilet facilities and several individual dens.
Sporting & Recreation Clubs	1 Chelmsford Avenue	Millswood	Building	Goodwood Saints Football Club & Goodwood Cricket Club	442	3	Lease 100%	C	A red brick grandstand with skillion corrugated galvanised iron roofing and a seating capacity of 415 people. Clubroom and changeroom facilities are located under the grandstand structure. Internally the building comprises a club area with bar, kitchen,
Sporting & Recreation Clubs	1 Chelmsford Avenue	Millswood	Building	Forestville Hockey Club	166	3	Lease 100%	C	Brick constructed building with asbestos fibre sheet constructed upper level. The building has skillion corrugated galvanised iron roofing and concrete floor. A small club is located on the upper level whilst changerooms, toilets and storage areas are o
Sporting & Recreation Clubs	Millswood Crescent	Millswood	Building	Bowling Club Shed	35	3	Lease 100%	C	Colorbond constructed shed with gabled roofing and concrete flooring. This shed has sliding access doors.

Council Owned Properties 2019

Category	STREET	SUBURB	TYPE	SPECIFIC	SIZE - m2	CONDITION (as at 1/1/17) 1 = Poor 5 = Excellent	Utilisation	Community Land / Heritage	DESCRIPTION
Sporting & Recreation Clubs	1 Chelmsford Avenue	Millswood	Building	Hardcourt Tennis Club	326	3	Lease 100%	C	Clubroom building of brick and rendered concrete block construction with timber and concrete flooring and gabled corrugated galvanised iron roof. The building internally comprises an open club area, office and storeroom, male and female toilet facilities
Sporting & Recreation Clubs	1 Chelmsford Avenue	Millswood	Building	Tennis SA	28	3	Lease 100%	C	Concrete brick building with gabled corrugated galvanised iron roof and concrete floor. This building comprises a single room with windows overlooking the tennis courts and has a single personal access door.
Sporting & Recreation Clubs	Millswood Crescent	Millswood	Building	Bowling Club	356	3	Lease 100%	C	Bowling clubrooms of red brick construction with hipped and gabled imitation tiled roofing and timber flooring. The building internally comprises an open club area with bar, kitchen, meeting room, male and female toilets and an office. A large verandah
Sporting & Recreation Clubs	Millswood Crescent	Millswood	Building	Tennis Club	131	3	Lease 100%	C	Brick constructed clubroom building with tiled roof and concrete floor. The building comprises an open club area with kitchen at one end along with separate storeroom and toilet facilities. A verandah lines the front of the building.
Sporting & Recreation Clubs	18b Millswood Crescent	Millswood	Building	Workshop	700	3	Lease 100%	C	Assorted workshops and restricted access public facilities
Sporting & Recreation Clubs	Millswood Crescent	Millswood	Building	Croquet Club	101	3	Lease 100%	C	A corrugated galvanised iron clad building with gabled corrugated galvanised iron roofing and concrete flooring. The building comprises a club area, kitchen and 2 toilet cubicles. A verandah lines one side.
Sporting & Recreation Clubs	360a Cross Road	Clarence Park	Building	Fairmont Tennis Club	112	3			Timber framed clubroom with particleboard cladding, skillion corrugated galvanised iron roofing and concrete flooring. The building internally comprises a single room with kitchenette and windows lining the front wall. Three verandahs are attached.
Sporting & Recreation Clubs	360a Cross Road	Clarence Park	Building	Fairmont Tennis Club	58	3	100%	C	Concrete constructed club rooms with skillion corrugated galvanised iron roof and external steel frame pergola
21									
Public Toilet	237 Young Street	Unley	Building	Toilet Block	23	3	100%	C	Brick constructed toilet block with timber panelled external walls, concrete floor and gabled corrugated galvanised iron roof. The building comprises separate male and female facilities along with a central storeroom.
Public Toilet	Trimmer Terrace	Unley	Building	Toilet Block & Ticket Office	100	3	100%	C	Brick constructed toilet block with flat metal deck roofing and concrete flooring. The building is of an irregular shape and comprises separate male and female facilities along with a disabled cubicle, storeroom and ticket booth.
Public Toilet	226 Unley Road	Unley	Building	Toilet Block & Store Shed	97	3	100%	C	Brick constructed toilet block comprising separate male and female facilities along with storeroom. The building has flat metal deck roof, concrete floor and attached verandah. This building is attached to the side of a larger retail complex.
Public Toilet	Northgate Street	Unley Park	Building	Toilet Block	60	3	100%	C	A stone constructed toilet block with concrete flooring, flat concrete roofing and internally comprising separate male and female toilet facilities along with a MAR pump and plan room
Public Toilet	411 Fullarton Road	Fullarton	Building	Toilet Block	44	3	100%	C	Toilet block of cement brick construction with red brick quoins, gabled corrugated galvanised iron roofing and concrete floor. Internally this building comprises separate male and female facilities along with a toxic chemicals store. Minor internal upgrade in 2014
Public Toilet	53a Fisher Street	Myrtle Bank	Building	Toilet Block	9	5	100%	C	Pre-fab toilet building with corrugated galvanised iron roofing and concrete flooring. The building was installed in 2014

Council Owned Properties 2019

Category	STREET	SUBURB	TYPE	SPECIFIC	SIZE - m2	CONDITION (as at 1/1/17) 1 = Poor 5 = Excellent	Utilisation	Community Land / Heritage	DESCRIPTION
Public Toilet	Glen Osmond Road	Myrtle Bank	Building	Toilet Block	70	5	100%	C	Brick constructed toilet block with skillion Colorbond deck roofing and concrete flooring. This building is of an irregular shape and comprises 2 x unisex accessible toilets along with a MAR pump and plant room. Rebuilt 2013/14
Public Toilet	Churchill Avenue	Clarence Park	Building	Toilet Block	29	4	100%	C	Painted brick toilet block with low pitched gabled metal deck roof and concrete floor. This building has front and side verandahs and comprises a service area, single male and single female cubicle.
Public Toilet	Africaine Avenue	Everard Park	Building	Toilet Block	36	3	100%	C	Toilet block of rendered concrete construction with peaked Colorbond roof, concrete base and internally comprises a toilet, baby change room and a storage room. A paved verandah is located to the front and side of the toilet along with a medium sized pool
Public Toilet	55 Albert Street	Goodwood	Building	Toilet Block	41	3	100%	C	Toilet block of rendered construction with gabled corrugated galvanised iron roof and concrete flooring. The building comprises separate male and female facilities with a central disabled cubicle and front verandah.
Public Toilet	181 Goodwood Road	Millswood	Building	Change Rooms/ Toilet Block	87	3.5	100%	C	Red brick toilet building with gabled corrugated galvanised iron roofing and concrete flooring. This building comprises a large female area and separate male area - both of which are internally partitioned to provide 2 female areas and 2 male areas. The
Public Toilet	Byron Road	Black Forest	Building	Toilet Block	50	.	100%	C	Rendered masonry toilet block with steel framed peaked Colorbond roofing. This building has non-slip tiled flooring, floor to ceiling tiled walls and plasterboard lined ceiling. It comprises a female section with 2 cubicles and male section with single
Public Toilet	360a Cross Road	Clarence Park	Building	Toilet Block	26	4.5	100%	C	Concrete constructed toilet block with concrete floor and skillion corrugated galvanised iron roof. Photovoltaic panels atop
Public Toilet	Fullarton Rd	Fullarton	Building	Toilet Block	25	4	100%	C	Concrete constructed toilet block with concrete floor and corrugated galvanised iron roof.
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QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR J. RUSSO RE. ELECTED MEMBER FOOD AND BEVERAGE EXPENDITURE
ITEM NUMBER:	5.3.3
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

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

QUESTIONS

1. What is the City of Unley's current annual expenditure on food and beverage for Council Meetings, Workshops and Briefings?
2. What is considered reasonable and fair expenditure for the cost of food and beverage provision for Council Meetings, Workshops and Briefings?
3. Is there an opportunity to make any cost savings regarding this expenditure?

ANSWERS

1. Expenditure on food and beverage items for Council Meetings, Workshops and Briefings for the period 1 July 2018 to 30 June 2019 was:

The total number of Meetings/Briefings/ Functions:	Catering Costs July 2018-July 2019	Average Cost per Meeting	Average Cost per Person (Based upon the standard catering number of 17*)
54	\$18,922.48	\$ 350.45	\$20.61

* 13 Elected Members, 4 staff

2. What is considered reasonable and fair expenditure for the cost of food and beverage provision for Council Meetings, Workshops and Briefings?

There is no definitive measure for 'reasonable and fair' expenditure relating to food/beverage provision. By way of reference the Australian Taxation Office, in its "Reasonable amounts for domestic travel expenses" indicates that for an employee with an annual salary of \$122,040 and below, who travels to Adelaide, the following allowances are considered 'reasonable':

- Breakfast: \$27.55
- Lunch: \$31.00
- Dinner: \$52.80

3. Is there an opportunity to make any cost savings regarding this expenditure?

Staff make every effort to effectively manage expenditure on food and beverage for Council meetings, workshops etc. Should Council consider cost savings are required, direction should be provided regarding the approach to catering for council activities.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR S. DEWING RE HOMELESSNESS IN CITY OF UNLEY
ITEM NUMBER:	5.3.4
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

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

PREAMBLE

Over the past 12 months I have noticed increased signs of homelessness in the vicinity of Unley Oval and Unley Central. I would like to ask the following questions of Council staff:

QUESTIONS

1. What is the level of homelessness in The City of Unley?
2. Has the level of homelessness in The City of Unley increased over the last 5-10 years? If yes, do we know the reasons why?
3. What assistance is offered to the homeless in The City of Unley?
4. If homelessness is becoming an issue within The City of Unley should we be considering offering more assistance?

ANSWERS

1. What is the level of homelessness in The City of Unley?

Housing SA Homelessness team have advised that data is not available on the number of homeless / people sleeping rough outside of the Adelaide CBD area.

Research conducted by the Don Dunston Foundation revealed that approximately 160 people a month have slept rough in the CBD over the last year, with the peak being in the winter months where numbers exceed 200 a month. (Source: Adelaide Zero Project).

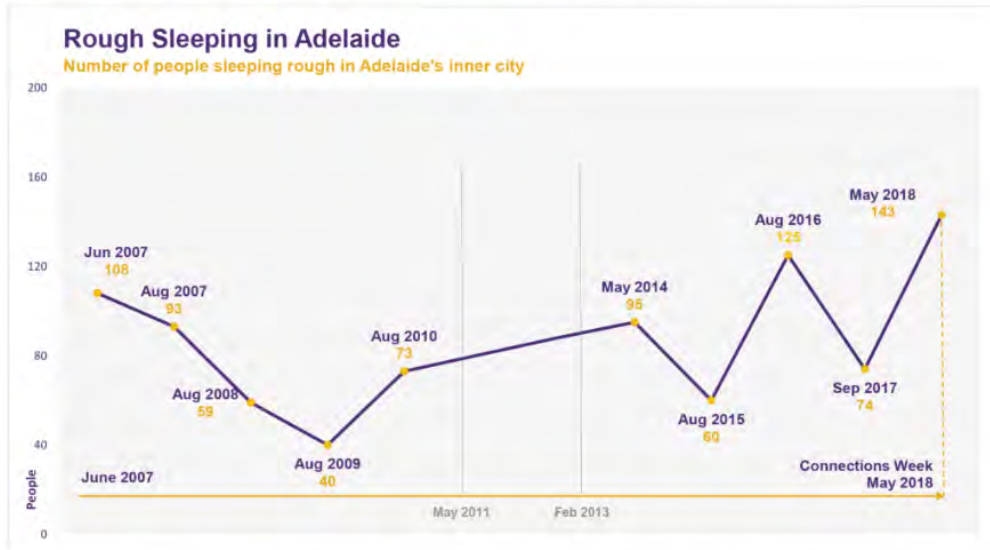
2. Has the level of homelessness in The City of Unley increased over the last 5-10 years? If yes, do we know the reasons why?

As data is not available on Homelessness in the City of Unley, we cannot speculate as to whether rates of homelessness are increasing in our area.

Anecdotal feedback from community centres and some community services in the City of Unley has indicated that there has been no significant increase in the number of homeless people using their services, and those that do are often itinerant from month to month.

Trends over the past 11 years for the Adelaide CBD can be seen in the graph below, compiled using a combination of data sources (Source: Adelaide Zero Project).

People sleeping rough in the city from June 2007 to May 2018 (Connections Week)



The dashed vertical line marks Adelaide's first Connections Week and baseline data for the Adelaide Zero Project. Figures from June 2007 – September 2017 are Inner City Rough Sleeper Street Counts (Source: Housing SA). Fewer people were approached during the Street Count in September 2017 (136 people) than in May 2017 (225 people). Given the lower numbers of people approached to participate in the September 2017 Street Count, the apparent reduction in people sleeping rough at that time should be interpreted with caution. The vertical lines in May 2011 and February 2013 also reflect methodology changes to the Inner City Street Count.

3. What assistance is offered to the homeless in The City of Unley?

When the City of Unley becomes aware of people sleeping rough in the City of Unley area, Council General Inspectors will visit the person to provide support and referrals to services.

The General Inspectors aim is to gain sufficient information so as to direct the person in need to the appropriate location for support, which in most cases is the Hutt Street Centre.

The Unley Salvation Army on Marion Street in Unley provides a shower van every Monday. Feedback is that demand for this service has not recently been increasing, with around 1-2 people utilising the van each week. The Unley Salvation Army also advised that they have distributed 78 hampers this year to date within the Unley area.

4. If homelessness is becoming an issue within The City of Unley should we be considering offering more assistance?

There is no evidence to suggest an increase in homelessness in the City of Unley, however staff will continue to monitor this situation and ensure that service information is readily available at our Civic Centre and Community Centres.

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QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR S. DEWING RE: UNLEY RESIDENTS ASSOCIATION
ITEM NUMBER:	5.3.5
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor Sue Dewing and the answers are provided:

QUESTIONS

In response to recent media commentary from the Unley Residents Association President Mr Mark Clisby I would like to ask the following questions:

1. What is the status of the Unley Residents Association, including membership numbers, office holders and registered address?
2. Are there copies of any minutes of meetings held including AGM of the Unley Residents Association?
3. What level of interaction has the Unley Residents Association had with Council over the last 5-10 years?
4. Does the Unley Residents Association participate in the consultation process for Council's Annual Business Plan and Budget?
5. Did the Unley Residents Association participate in the community engagement process for the King William Road project? If yes, what was the feedback they provided in relation to the project?

ANSWERS

1. **What is the status of the Unley Residents Association, including membership numbers, office holders and registered address?**

The Unley Residents Association (URA) is an Incorporated Association in accordance with the *Associations Incorporation Act 1985*. It is registered with Consumer and Business Services, registration number A05046.

Information on the CBS website indicates that:

A not-for-profit group can incorporate to set up a legal identity separate from its members.

Features of an incorporated association include:

- *Lodged documents are kept on a public register*
- *It can sue and be sued – giving some protection for individual members*
- *It can enter into contracts*
- *Affairs are usually run by a committee.*

Incorporated associations that are prescribed – i.e. gross receipts of more than \$500,000 per year – need to lodge annual financial records with either Consumer and Business Services or the Australian Charities and Not-for-profit Commission – if they are a registered charity.

The URA is not required to submit Periodic Returns, so there is limited detail available on the public record in relation to membership etc for the association.

CBS records indicate that the Public Officer for the URA is Mr Mark Clisby. The originally registered Constitution for the URA indicates the following:

Registered Address: 30 Mitchell Street, Millswood

Purpose: The Association is established for the purpose of promoting the interests of all residents and ratepayers within the Unley Council area in a united public forum.

Membership of the Association: Any person who is a resident and/or ratepayer within the Unley Council area who applies for membership of the Association is eligible to be a member.

CBS does not have any details of membership on record, and indicated that this information could be requested directly from the URA.

In communication with the City of Unley, and in publications or radio interviews Mr Clisby has variously indicated the level of membership as being “a couple of hundred, 1000, and as high as 2000 members”. In a recent Messenger Community News article (“*Unley councillors and mayor defend King William Rd revamp saying it will save — and not kill — the street*”, July 2, 2109, East & Hills Messenger by Craig Cook), Mr Clisby said the Association “has about 100 members but no website”.

2. **Are there copies of any minutes of meetings held including AGM of the Unley Residents Association?**

The URA is not required to lodge documents with CBS relating to the conduct of meetings. The Constitution contains a provision relating to Meetings of the URA, which indicates that the first annual general meeting of the URA shall be held within eighteen months after the incorporation of the Association and thereafter within five months after the end of its financial year. The Constitution also indicates that a quorum for a meeting of the URA is ten members present personally or by proxy and that minutes of all proceedings of the URA shall be entered into the minute book within one month after the relevant meeting.

CBS have advised that any member of the Association may request copies of minutes of meetings.

3. **What level of interaction has the Unley Residents Association had with Council over the last 5-10 years?**

The following is a summary of contacts from Mr Clisby as President of the URA to Council, not including the King William Road project, dating back to 2010:

April 2019

Letter expressing concern about the lack of proper irrigation of eastern oval of Orphanage Park and requesting info on aquifer recharge scheme at Orphanage Park.

March 2019

Letter regarding City of Unley breaching its duty of care by not removing 2 street trees in Percy St. (Following Arborist assessment that the trees need not be removed)

Letter regarding inadequate notification from Contractor associated with footpath replacement works in Percy St.

February 2019

Letter highlighting footpath repairs required outside 1 Percy St because of street tree roots lifting footpath. Requests removal of 2 street trees.

May 2018

Letter opposing proposed artwork on shed in Orphanage Park. Reiterates view opposing the introduction of any man-made structures at Orphanage Park.

February 2018

Letter expressing concern about proposed Dogapalooza event in Orphanage Park, the number of attendees and traffic /parking controls required.

November 2017

Letter expressing concern about proposed 'Fork on the Road' event in Orphanage Park, the lack of community consultation about holding the event, anticipated large number of people attending, anticipated noise levels (music) and potential parking/traffic issues.

Correspondence opposing any "private social" functions on Orphanage Park. on the basis that the park is a public park and should not be used by attendees of private functions, many of whom reside outside the Council area.

September 2015

Correspondence received in relation to the Brownhill and Keswick Creek Stormwater Management Project. Response provided supports the construction of a dam in Mitcham or the do-nothing option. Reiterates view that no creek works should be undertaken in Orphanage Park, raises concerns about the consultation process and legality of the project. Reiterates view that no trees be removed and the creek remain in its natural state.

July 2015

Letter expressing concern about footpath in Percy St and requesting removal of 2 street trees in Percy St.

January 2012

Letter expressing concerns about the number of events held in Orphanage Park and associated traffic / parking controls required.

Requests that number of private 'events'/bookings be reduced and that events have no music.

February/ March 2010

Correspondence received regarding the proposed Orphanage Park upgrade. Raises concerns around location of playground and playground equipment as well as Basketball Court. Questions the consultation process and reiterates the view that the creek be retained in its existing state and not be laid back. All trees should be retained and not removed along the creek.

4. Does the Unley Residents Association participate in the consultation process for Council's Annual Business Plan and Budget?

A search of Council's record keeping system did not identify a formal submission to the 2019/20 Annual Business Plan and Budget consultation process from either the Unley Residents Association or Mr Mark Clisby.

Similarly, formal submissions to prior years Annual Business Plan and Budget Consultation processes were not located.

5. Did the Unley Residents Association participate in the community engagement process for the King William Road project? If yes, what was the feedback they provided in relation to the project?

A search of community engagement information related to the King William Road project did not identify a formal submission from the URA and/or Mr Mark Clisby.

It is noted that as part of the shop front consultation process, while general details of participants were recorded, e.g. age, feedback provided, it was not mandatory for participants to provide a name, address or other contact details.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR JENNIE BOISVERT RE: HERITAGE PROTECTION ZONES
ITEM NUMBER:	5.3.6
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor Jennie Boisvert and the answers are provided:

QUESTIONS

Following attendance at a meeting organised by the National Trust on 15 August it seems that the Heritage Protection Zones are at greatest risk of losing protection with the new planning code. While each contributory house in a zone makes the area worthy of protection very few dwellings would gain individual protection as Local Heritage items. In light of this I would like to ask the following questions:

1. The Unley zones have listed only the non-contributory houses while other councils have listed contributory items. Has this now put the zones at greater disadvantage?
2. Is it possible to change this now?
3. What is planned to raise awareness of our residents?
4. What measures are needed, if any, to prevent the loss of demolition currently afforded in these zones?

ANSWERS

1. **The Unley zones have listed only the non-contributory houses while other councils have listed contributory items. Has this now put the zones at greater disadvantage?**

It is not believed so.

While Contributory Items are identified by exclusion, it is made clear all properties not so identified are Contributory Items. This approach was undertaken pursuant to the direction of Department of Planning Transport and Infrastructure (DPTI) and the Minister for Planning as the 'model' in 2008/09.

Under the Planning Reforms and the new Planning and Design Code it has been proposed there will be no Contributory Items individually listed (even those identified now). The proposed values of the area will be identified and upon each Development Application what meets those values will need assessment.

2. Is it possible to change this now?

No.

Council cannot change planning zoning or policy without the support and approval of the Minister for Planning. The option for a Development Plan Amendment (DPA) at this time is not being supported with the imminent introduction of the Planning and Design Code.

A report on this matter was presented to the 24 June 2019 Council meeting.

3. What is planned to raise awareness of our residents?

The exact content and timing of the Planning and Design Code is not available, other than for previous higher-level Discussion and Position Papers that have been commented upon and an indication community consultation could commence in October 2019.

For some time, advice of the impending change has been periodically highlighted in the Eastern Courier Messenger (ECM) Unley Life column, in the Unley Life magazine and on the Council web-site.

More opportunities; eg advertisements in ECM, flyer in next quarterly Rates Notice to ratepayers; will be explored when more detailed information becomes available.

4. What measures are needed, if any, to prevent the loss of demolition currently afforded in these zones?

All opportunities to make submissions on published material and to liaise with the State Planning Commission (SPC) and DPTI staff have been pursued to reinforce current, desired and appropriate outcomes. During the impending community consultation further critique and submissions on the proposed policy can be contemplated.

The new Planning and Design Code is a state-wide consistent simplified code to be managed by the SPC and subject to the approval of the Minister for Planning. Any requested change to proposed policy will be considered in that state-wide code context.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR JENNIE BOISVERT RE: BROWN HILL KESWICK CREEK
ITEM NUMBER:	5.3.7
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor Jennie Boisvert.

Whilst the questions were submitted in time for inclusion in the August 26 2019 Council Meeting Agenda, there was not sufficient time to prepare the responses given the detail sought in the questions.

The questions and answers will be included in the September Council Meeting Agenda.

QUESTIONS

Following from my questions on the June Council Agenda in relation to Brown Hill Keswick Creek, I would like to ask the following questions:

1. What is the number of residential and commercial properties in Unley that are presently at risk by flooding from a 1:100 ARI rain event in the Brown Hill Creek catchment?
 2. Can an estimate of how many people would be effected by such an event be provided?
 3. What is the number of private properties that all, or a portion, of will have to be acquired to fully implement the proposed Brown Hill Creek channel widening and associated works?
 4. How much is currently budgeted for:
 - 4.1 property acquisitions?
 - 4.2 legal fees?
 - 4.3 and contingency amounts in case of legal challenges by owners?
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MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF AUGUST
ITEM NUMBER: 6.1.1
DATE OF MEETING: 26 AUGUST 2019
ATTACHMENTS: NIL

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	Some Functions/Event Description	Type
18-July	King William Road Traders' Meeting	Host
18-July	National Trust – Heritage Meeting	Host
21-July	Sturt v West Adelaide football game – Youth Volunteers Thank You Event	Host
23-July	Local Government Reform Reference Group	Representative
23-July	King William Road Trader's Meeting	Host
23-July	Naval & Military Club – networking event	Chair
24-July	Friends of the Unley Museum AGM	Attendee
25-July	Citizenship Ceremony	Mayor
28-July	Eagles v Sturt football game – networking event at Woodville South	Attendee
1-August	End of Year Information Session	Mayor
2-4-August	Captain Harry Butler 100 th Anniversary of Flight to Minlaton	Mayor
5-August	King William Road Opening	Attendee
6-August	Unley Business Breakfast	Attendee

Date	Some Functions/Event Description	Type
7-August	Western Front Tour Launch Unley Concert Band	Attendee
10-August	Exhibition Launch of "Worth the Waite: Contemporary Art at Urrbrae House"	Attendee
11-August	Sturt v Norwood	
13-August	Rotary five clubs meeting	Mayor
17-August	Goodwood Saints Football Club Indigenous Match against Pt Districts Football Club	Attendee
18-August	Sturt v Pt Adelaide football game – networking event at Sturt	Attendee
18-August	FOCUS Group – Heritage at Risk Tour	Attendee
	Radio Interviews	
28-July	1079 Life FM Sunday Night With Lynn Arnold	Interview
5-August	891 Radio – King William Road Opening	Interview
12-August	891 Unley Road High Rise	Interview

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF AUGUST
ITEM NUMBER: 6.2.1
DATE OF MEETING: 26 AUGUST 2019
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

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

Date	Function/Event Description
17 th July	Attended the opening of the first SALA exhibition in Unley for 2019 at Dare Hair. The Artist, Maggie Cecchin, is an Unley resident and a finalist in the City of Unley's SALA Active Ageing Award.
21 st July	Attended the Sturt Football Club match at Unley Oval and helped host Council's guests at half time in the Sturt Bowling Clubrooms.
25 th July	Visited Artist Chris Webb's Studio in Moana to inspect his work and to assist my preparations to open his upcoming exhibition in the Hughes Gallery.
26 th July	Attended the Official launch of SALA 2019 at the Art Gallery.
30 th July	Participated in the final meeting of the CEO Performance Review Panel.
1 st August	Attended Council's End of Year whole staff meeting.
1 st August	Attended the opening of the Living Choice SALA exhibition.
2 nd August	Opened Chris Webb's exhibition at the Hughes Gallery. Chris was the winner of Council's 2018 SALA Active Ageing Award and the use of our Gallery for the duration of SALA was part of his prize.
4 th August	Attended the opening of Colleen Duff's exhibition at the Bridgewater Inn. Colleen won Council's Royal Show Prize in 2018 in the category of 'Studies of Urban Life – Capturing the characteristics of human life and human interaction in metropolitan areas.'

Date	Function/Event Description
4 th August	Attended the opening of Helen Sherriff's exhibition at St Stephen's Church Hall, Waymouth Street. Helen has twice been a finalist in Council's 'All Connections to Unley Prize.'
6 th August	Attended the Goodwood Road Traders' SALA opening at Ginger's.
9 th August	Attended the opening of Anthea Jones' exhibition at the Rob Gutteridge School of Classical Realism in Whitmore Square. Anthea is an emerging artist from Myrtle Bank.
10 th August	Picked up Tom Gleghorn, renowned Australian painter and volunteer judge in Council's SALA Active Ageing Award, and took him to the St Ignatius College exhibition where, together with Matthew Ives, we further assessed one of the finalist's entries 'in situ'.
18 th August	Visited an Artist's Studio at Normanville to further assess another finalist's work in our SALA Active Ageing Award.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	6.3.1
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. COUNCILLOR M. BRONIECKI2. COUNCILLOR M. RABBITT3. COUNCILLOR D. PALMER4. COUNCILLOR J. RUSSO

Council to note attached reports from Members:

1. Councillor M. Broniecki
 2. Councillor M. Rabbitt
 3. Councillor D. Palmer
 4. Councillor J. Russo
-

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR M. BRONIECKI**Functions attended** (up to the time of writing this report)

Date	Function/Event Description
16/07/2019	Council Assessment Panel
22/07/2019	Council Meeting
23/07/2019	Meeting with David Sutton (UBUG) re heritage bike tour on 2/8/2019
24/07/2019	Active Aged Care Alliance meeting
24/07/2019	Friends of the Unley Museum meeting
25/07/2019	Citizenship Ceremony
26/07/2019	Planet Ark National Tree Day for Schools – tree planting with Parkside Primary school children
26/07/2019	Meeting with Michael Rabbitt regarding Unley Park Ward matters
26/07/2019	'Returning Home' research presentation by Sandra Kearney, Unley Town Hall, followed by Unley Museum exhibition
29/07/2019	Elected Member Briefing, Vision Statement & Rules of Engagement
31/07/2019	Meeting with David Sutton (Unley Bicycle User Group (UBUG)) re bike ride on Saturday
1/08/2019	End of year information session for staff
2/08/2019	SALA Exhibition, Goodwood Community Centre
3/08/2019	UBUG heritage ride Unley Park ward
5/08/2019	Elected Member Briefing regarding Tour Down Under
6/08/2019	SALA opening at Ginger's Coffee Studio, Goodwood Road Traders Association
9/08/2019	Meeting with Peter Tsokas
12/08/2019	Elected Member Briefing
13/08/2019	Friends of the Unley Museum meeting
15/08/2019	Heritage Lecture by Adelaide University

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR M. RABBITT**Functions attended – 16 July to 18 August**

Date	Function/Event Description
19 July	Buddies at Breakfast
19 July	100 Year Anniversary Commemoration Ceremony – Alexandra Avenue & Prescott Terrace (City of Burnside) Avenues of Honour
21 July	Sturt v West Adelaide Football Match at Unley Oval and Youth Volunteer event at Sturt Bowling Club
23 July	Meeting with CEO and Cr Russo re EM Workshop
23 July	Farewell to Laurent Pointud, Director of Alliance Française d'Adélaïde
24 July	Active Ageing Alliance
24 July	Friends of the Unley Museum AGM
25 July	Meeting with Cr Russo re EM Workshop
25 July	Citizenship Ceremony
26 July	Buddies at Breakfast
26 July	Parkside Primary School students – tree planting of 250 seedlings for Planet Ark National Schools Tree Day
26 July	Meeting with Cr Broniecki on King William Road to discuss Ward issues
26 July	Unley's Own Returning Home – Research discussion with Sandra Kearney

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR D. PALMER**Functions attended** (from 21 July up to the time of writing this report)

Date	Function/Event Description
21 July	Sturt v West Adelaide SANFL, volunteers recognition at half time
22 July	Council meeting
23 July	Consultative Group on North-South Corridor. Inaugural Meeting
24 July	Active Ageing Alliance meeting
	Unley Museum AGM
	Clarence Park Community Centre Board of Management meeting
25 July	Citizenship Ceremony
26 July	Buddies Breakfast
	Parkside Primary School tree planting in Robsart Street pocket park
	Research Discussion on the thesis Unley's Own Returning Home
	Goodwood Saints U18 Girls 2 nd Semi Final
29 July	EM Briefing
30 July	LATM3 Drop In
1 Aug	Coffee catch with CEO
	End of Year Staff Information Session
3 Aug	Goodwood Saints v Rostrevor OC
5 Aug	EM Briefing
6 Aug	Unley Business Breakfast
	SALA in the heart of Goodwood
9 Aug	Goodwood Saints U18 Girls Grand Final v Golden Grove: 4.3 to 1.2
12 Aug	EM Briefing
16 Aug	Catch up with Mayor & Cr Boisvert
17 Aug	Community Coffee (with Cr Boisvert) at Rise & Grind
	Goodwood Saints v Port District Heritage Round. Part of Welcome to Country prior to first bounce
19 Aug	Elected Members Leadership session at LGA House
Various	Regular visits to King William Road, and to Leah Street.

In addition I had many meetings with rate payers with various concerns and met with some elected members, one on one.

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR RUSSO

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

Date	Function/Event Description
22 July 2019	Council Meeting
23 July 2019	Meeting with CEO & Cr Rabbitt on EM Vision & Rules
24 July 2019	Meeting with Kristie Beatson on 125 th Women's Suffrage Library Event
25 July 2019	Meeting with Cr Rabbitt on EM Presentation
25 July 2019	Citizenship Ceremony
29 July 2019	EM Briefing on Public Interest Disclosure Act & EM Vision & Rules
30 July 2019	Meeting with Traders Association on KWR
30 July 2019	Property, Infrastructure & Asset Management Forum
30 July 2019	CEO Performance Review Committee Meeting
31 July 2019	Meeting with Megan Berghuis & Mandy Smith – Welcoming Cities
1 August 2019	Meeting with CEO
1 August 2019	Attended City of Unley's End of Year Information Session
1 August 2019	Attended Mitcham Council CAP
2 August 2019	Invited to attend 64 Art Exhibition – SALA Event
5 August 2019	KWR 6am Opening & Photos
5 August 2019	EM Briefing – Tour Down Under/Gala and Living Streets Program
6 August 2019	Attended Unley Business Breakfast – Speaker Amanda Grocock
6 August 2019	Attended SALA in the Heart of Goodwood Official Opening
8 August 2019	Meeting with Mayor
12 August 2019	Attended Local Truth Telling Workshop
12 August 2019	EM Briefing on Arthur/Mary St Project and Website Design Workshop
13 August 2019	Meeting with Traders Association on KWR
15 August 2019	Attended Heritage Trust SA Briefing
20 August 2019	Meeting with Denise George, 125 th Anniversary Suffrage Event
21 August 2019	Attending 125 th Anniversary of Women's Suffrage Panel Event
21 August 2019	Meeting with Paul Weymouth, Briefing on Cremorne Plaza

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CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	26 AUGUST 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. AUSTRALIA DAY COUNCIL OF SA BOARD OF MANAGEMENT APPOINTEE2. LOCAL GOVERNMENT MINISTERIAL ADVISORY COMMITTEE APPOINTEE3. PLANNING REFORMS, PLANNING AND DESIGN CODE, HERITAGE AND CHARACTER IN THE NEW PLANNING SYSTEM4. 100TH ANNIVERSARY OF CAPTAIN HARRY BUTLER'S FLIGHT TO MINLATON5. APPOINTMENT OF MS. MEGAN BERGHUIS TO THE LIBRARIES BOARD OF SOUTH AUSTRALIA6. AUTHORISATION OF STATEMENT OF INTENT FOR NORMAN TERRACE EVERARD PARK REGENERATION DEVELOPMENT PLAN AMENDMENT7. MANAGEMENT OF HERITAGE AND CHARACTER IN THE NEW PLANNING SYSTEM8. 100TH ANNIVERSARY OF CAPTAIN HARRY BUTLER'S FLIGHT TO MINLATON

The correspondence from:

- Local Government Association of SA – re. Australia Day Council of SA Board of Management Appointee
- Local Government Association of SA – re. Local Government Ministerial Advisory Committee Appointee
- State Planning Commission – re. Planning Reforms, Planning and Design Code, Heritage and Character in the New Planning System
- Mayor Darren Braund, Yorke Peninsula Council – re. 100th Anniversary of Captain Harry Butler's Flight to Minlaton

- Local Government Association of SA – re. Appointment of Ms. Megan Berghuis to the Libraries Board of South Australia
- Minister Stephan Knoll – re. Authorisation of Statement of Intent for Norman Terrace Everard Park Regeneration Development Plan Amendment
- Minister Stephan Knoll – re. Management of Heritage and Character in the New Planning System

The correspondence to:

- Mayor Darren Braund, Yorke Peninsula Council – re. 100th Anniversary of Captain Harry Butler's Flight to Minlaton

be noted.



The voice of local government.

In reply please quote our reference: ECM 684541 LB/JLM

30 July 2019

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
Unley SA 5061

Emailed: pobox1@unley.sa.gov.au

Dear Mr Tsokas

Australia Day Council of SA Board of Management

At its meeting on 18 July 2019 the LGA Board of Directors resolved to appoint Cr Brandon Reynolds (City of West Torrens) as Member to the Australia Day Council of SA Board of Management.

Thank you for your Council's nomination. Would you kindly notify Cr Dodd of the outcome.

If you have any queries in relation to this matter please contact me on my details below.

Yours sincerely

A handwritten signature in black ink that reads 'Lea Bacon'.

Lea Bacon

Director Policy

Telephone: 8224 2025

Email: lea.bacon@lga.sa.gov.au



Local Government Association
of South Australia

The voice of local government.

In reply please quote our reference: ECM 684300 SPS/JLM

26 July 2019

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
Unley SA 5061

Emailed: pobox1@unley.sa.gov.au

Dear Mr Tsokas

Local Government Ministerial Advisory Committee

Further to our letter of 3 April 2019 the LGA has now been formally advised by the Minister for Planning that Ms Shanti Ditter (City of Adelaide) has been appointed to the Local Government Ministerial Advisory Committee for the period July 2019 to July 2020.

Would you kindly notify Cr Palmer of the outcome.

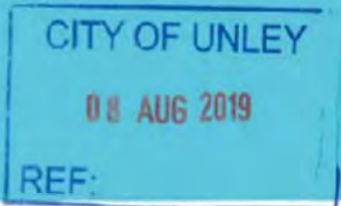
If you have any queries in relation to this matter please contact me on 8224 2055 or email stephen.smith@lga.sa.gov.au.

Yours sincerely

Stephen Smith
Director Policy

Telephone: (08) 8224 2055

Email: stephen.smith@lga.sa.gov.au



2 August 2019

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
UNLEY SA 5061

State Planning Commission

Level 5
50 Flinders Street
Adelaide SA 5000

GPO Box 1815
Adelaide SA 5001

08 7109 7466

Dear Mr Tsokas *Peter,*

**PLANNING REFORMS – PLANNING and DESIGN CODE
HERITAGE AND CHARACTER IN THE NEW PLANNING SYSTEM**

Thank you for your letter dated 26 June 2019 regarding the State Planning Commission’s proposed position on heritage and character in the new planning system.

I acknowledge Unley Council’s position regarding the status, protection and transition of current Historic (Conservation) Zone, Streetscape (Built Form) zone and Streetscape (Landscape) Zone into the new planning system.

The content of the Overlays for state heritage, local heritage and character areas are currently in development and will be released for public consultation as part of the Planning and Design Code in October. I acknowledge Unley Council’s suggestion that these overlays should reflect a Local Heritage Area, Local Character Protection Area (within Local Heritage Area) and Local Character Management Area. I understand that officers from the Department of Planning, Transport and Infrastructure have contacted Mr David Brown from your team regarding the opportunity to work collaboratively in testing the draft policy modules prior to releasing them for public consultation. I look forward to seeing the outcomes of this collaboration.

The Commission is also cognisant of the inquiry into heritage by the Environment Resources and Development Committee of State Parliament and is considering the report’s recommendations and any implications for the Code in transitioning national, state and local heritage items.

The Commission recognises that heritage and character is a big part of what makes Adelaide and some of regional towns unique. The introduction of a new Planning and Design Code provides the chance to identify best practice regarding heritage and character and embed it across the state using new tools. The Code is required to be in place across the whole of South Australia by July 2020.

The State Planning Commission is currently preparing the Code and as part of its preparation, we have proposed a policy position that ensures heritage and character places and spaces receive the protections they deserve, with better, more consistent guidance as to how these places, and the look and feel of these areas can be retained and improved over time.

#14248375

saplanningcommission.sa.gov.au

Document Set ID: 4789106
Version: 1. Version Date: 08/08/2019



Government of South Australia
Department of Planning,
Transport and Infrastructure

The Commission has clearly stated that all state and local heritage areas and places will be transitioned into the Code. Historic conservation zones and character areas will also be transitioned albeit using slightly different language to create greater consistency across the state.

It is anticipated that the draft Code will be released in October for community consultation.

Should you have any further questions, I encourage you to contact me via email at saplanningcommission@sa.gov.au.

Yours sincerely

A handwritten signature in blue ink that reads "Michael Lennon". The signature is written in a cursive style with a horizontal line underlining the name.

Michael Lennon
Chair

YORKE PENINSULA COUNCIL

CITY OF UNLEY

12 AUG 2019

REF:

PRINCIPAL OFFICE:

8 Elizabeth Street, Maitland

ALL CORRESPONDENCE TO:

PO Box 57, MAITLAND, SA 5573

Telephone (08) 8832 0000

Email: admin@yorke.sa.gov.au

Website: www.yorke.sa.gov.au



4 August 2019

Mayor Michael Hewitson AM
The City of Unley
PO Box 1
UNLEY SA 5061

Dear Michael

Harry Butler Centenary Event

As the Mayor of Yorke Peninsula Council I am honoured to provide this correspondence for the historic re-enactment for the 100th anniversary of Captain Harry Butler's flight on 4 August 2019. This re-enactment will commemorate the first airmail flight delivery undertaken over water in the Southern Hemisphere.

I am aware the Mayor of Unley in 1919, Mr WM Langham was a friend and strong supporter of Captain Butler, who was born and raised in Minlaton and later moved to the Unley area.

At a time now, where it is possible to fly non-stop from Australia on one side of the world, to the other side in approximately 17 hours, air travel has become a quite normal form of transport, highly accessible to most people.

However, when Captain Butler landed at Minlaton, after a flight in quite difficult conditions, most of the crowd of 6,000 people who were there to greet him had never seen a plane before.

As the Mayor I am delighted to welcome our dignitaries and special visitors to the Yorke Peninsula region to participate in this most memorable historic event. I am quite sure if Captain Butler were able to attend, he himself would be amazed at the myriad of significant inventions and achievements that have occurred during the past 100 years.

The local community of Yorke Peninsula and Captain Butler's family, friends and supporters are thrilled with the opportunity to recognise his pioneering achievements from long ago at this the centenary of this Airmail flight delivery from 1919.

Yours sincerely

Darren Braund
MAYOR

BRANCH OFFICES

**MINLATON
YORKETOWN**



The voice of local government.

In reply please quote our reference: ECM 685292: KR/JLM

14 August 2019

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
Unley SA 5061

Emailed: ptsokas@unley.sa.gov.au

Dear Mr Tsokas

Libraries Board of South Australia

Further to our letter of 11 July 2019, I write to advise that the following appointments to the Libraries Board of South Australia have now been gazetted for the period 1 August 2019 to 31 July 2022:

- Mayor Jillian Whittaker (Campbelltown City Council)
- Ms Megan Berghuis (City of Unley)
- Cr Bronwyn Lewis (Alexandrina Council).

These appointments were proclaimed by His Excellency, the Governor, in the SA Government Gazette on 1 August 2019.

I will also be writing to Ms Berghuis to congratulate her on her appointment and invite her to meet with me about her role and the LGA.

If you have any queries in relation to this matter please contact Katherine Russell on 8224 2067 or email katherine.russell@lga.sa.gov.au.

Yours sincerely

A handwritten signature in black ink that reads 'L. Bacon'.

Lea Bacon

Director Policy

Telephone: (08) 8224 2025

Email: lea.bacon@lga.sa.gov.au



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

2019/08006/T01

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
UNLEY SA 5061

Attention: Mr David Brown, Principal Policy Planner

Dear Mr Tsokas

I write in response to Council's request seeking my authorisation of a Statement of Intent (SOI) in relation to the Norman Terrace Everard Park Regeneration Development Plan Amendment (DPA).

I support the proposed intent of the SOI and I consider that the SOI forms an appropriate basis for the preparation of a DPA pursuant to section 25(1) of the *Development Act 1993* (the Act). A copy of the endorsed SOI is attached.

As Council is aware, the Planning and Design Code (the Code) will be deployed in three phases, and Unley Council will form a part of the Phase 3 transition. It is expected that this Phase of the Code consultation will commence in late 2019, and be spatially applied to the Council area by July 2020. I consider that Council should have sufficient time to complete this DPA separate to the work required for the above transition process.

To that end, and noting that along with the transition to the Code there is likely to be a number of discussions with the community in regards to finalising DPA matters, I request that this DPA should have completed consultation by no later than February 2020, and be lodged for final approval by no later than 31 March 2020. I consider that this will minimise the risk of confusion in the community, and will also ensure sufficient time is available to capture the rezoning in the final Phase 3 Code transition.

As part of the development of the new planning system it has also been determined that Concept Plans will not form part of the Code. I therefore request that Council seek to incorporate any desired development outcomes within Objectives and Principles of Development Control for the relevant Zone/Policy Area.

Minister for Transport, Infrastructure and Local Government
Minister for Planning

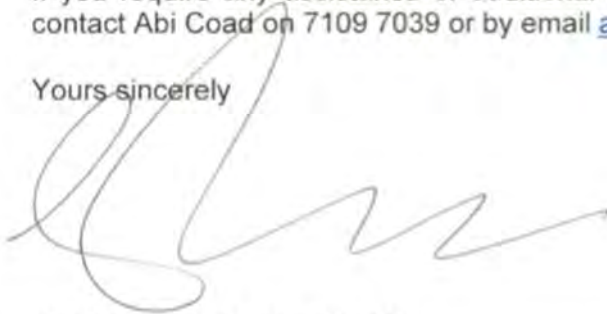
Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



To assist in the management of this process, it is also requested that Council work closely with the Department of Planning, Transport and Infrastructure in preparing this DPA. This will ensure that the policy framework is consistent with the policy being developed for the Code.

If you require any assistance or additional information please do not hesitate to contact Abi Coad on 7109 7039 or by email abi.coad@sa.gov.au.

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

6/18/2019

Att. SOI

Statement of Intent

By the Council

Unley Council Development Plan

Norman Terrace Everard Park Regeneration

Statement of Intent


by the City of Unley

24 June 2019

Pursuant to section 25 (1) of the *Development Act 1993* this Statement of Intent forms the agreed basis for the preparation of the proposed Development Plan Amendment.


Peter Tsokas
CHIEF EXECUTIVE OFFICER

Date: 26 June 2019


Stephan Knoll
MINISTER FOR PLANNING

Date: 6/8/19

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Everard Park Regeneration Statement of Intent
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1. Introduction

1.1 Statement of Intent

Pursuant to section 25(1) of the Development Act 1993 (the Act) the Unley Council (the Council) has reached agreement with the Minister on this Statement of Intent (SOI) prepared by the Council in accordance with the Development Regulations 2008 (the Regulations).

The SOI details the scope, relevant strategic / policy considerations, nature of investigations to be carried out, the consultation process and timeframes to be followed in preparing the DPA.

1.2 Chief Executive Statement

The Chief Executive Officer of the Council confirms the following:

- The proposed DPA will assist in implementing the Planning Strategy.
- The proposed DPA has been endorsed by Council.
- All procedures, documentation and mapping will accord with relevant statutory requirements of the Act and Regulations.
- Sufficient Council resources will be devoted to completing the DPA within the agreed timeframe. Council acknowledges that the Minister can lapse the DPA if key timeframes are not met by Council pursuant to section 25(19) of the Act.
- Council may use the outcome of investigations and other information produced by external sources which will be reviewed by a qualified, independent professional advisor (pursuant to section 25(4) of the Act).

1.2.1 Council Contact Person

The key Council contact person who will be responsible for managing the DPA process and who will receive all official documents relating to the DPA is:

- David Brown, Principal Policy Planner, dbrown@unley.sa.gov.au

1.2.2 Developer Supported DPA

Council will retain full control over the DPA process and decision-making responsibilities in accordance with the *Development Act 1993*.

The DPA process will be fully funded by:

- Life Care
- Attention: Allen Candy
Level 1, 128 Greenhill Road
UNLEY SA 5061

Holmes Dyer Pty Ltd will prepare the DPA on behalf of Life Care.

Everard Park Regeneration Statement of Intent
2 Scope of the Proposed DPA

2. Scope of the Proposed DPA

2.1 Need for the Amendment

2.1.1 Rationale

The subject land is in the suburb of Everard Park in the western area of the City of Unley and is in near proximity of South Road and Unley's boundary with the City of West Torrens.

Much of the land is associated with the existing Parkrose Village assisted living facility owned and operated by Life Care at 34-36 Norman Terrace, Everard Park. Life Care has activity sought to consolidate its land holding and is also the owner of 28, 29 and 30 Norman Terrace, 24 Fourth Avenue, and 1 Ross Street, Everard Park.

The subject land is zoned for residential uses pursuant to the City of Unley Development Plan consolidated 19 December 2017), and is bisected by a zone boundary, as follows:

- Residential B350 Zone: the land is predominantly (western three quarters of the site) in the Residential B350 Zone. No policy area is applicable to this portion of the land.
- Residential Streetscape (Built Form) Zone: the eastern quarter of the land (near Fourth Avenue) is in the Residential Streetscape (Built Form) Zone. Policy Area 9 – Spacious, and Precinct 9.2 Everard Park and Forestville (East), also applies to this part of the zone.



Figure 1 Current Zoning and Policy Areas

Everard Park Regeneration Statement of Intent
2. Scope of the Proposed DPA

The Residential B350 Zone contains one Objective, which states:

- Obj 1: Provision for a range of dwelling types of up to two storeys compatible in form, scale and design with the existing positive elements of the character of the area.*

While envisaged density and height is low, the Desired Character of the zone envisages infill development through aggregation of larger sites and that areas close to railway stations may offer better opportunities for new higher density development.

Retirement villages, nursing homes and rest homes are on-merit uses in the zone.

That portion of the subject land that falls within the Residential B350 Zone is identified on Residential Code Map Un/7 (Unley Council) as a Determined Area for the purposes of Schedule 4 – Complying development, Clause 2B – New dwellings pursuant to the Development Regulations 2008.

The Residential Streetscape (Built Form) Zone contains four Objectives. Objective 3 seeks the retention and refurbishment of buildings, including the sensitive adaptation of large and non-residential buildings, as appropriate for supported care. The Objectives state (emphasis added):

- Obj 1: Enhancement of the desired character of areas of distinctive and primarily coherent streetscapes by retaining and complementing the siting, form and key elements as expressed in the respective policy areas and precincts.*
- Obj 2: A residential zone for primarily street-fronting dwellings, together with the use of existing non-residential buildings and sites for small-scale local businesses and community facilities.*
- Obj 3: Retention and refurbishment of buildings including the sensitive adaptation of large and non-residential buildings as appropriate for supported care or small households.**
- Obj 4: Replacement of buildings and sites at variance with the desired character to contribute positively to the streetscape.

The Desired Character for the zone includes the following statements:

Sites greater than 5000 square metres will be developed in an efficient and co-ordinated manner to increase housing choice by providing dwellings, supported accommodation or institutional housing facilities at densities higher than, but compatible with, adjoining residential development.

Sites for existing or proposed aged care housing, supported accommodation or institutional housing may include minor ancillary non-residential services providing that the development interface is compatible with adjoining residential development.

The zone seeks predominantly single storey, street facing development. This is reinforced through the provisions contained in Policy Area 9 – Spacious of the Residential Streetscape (Built Form) Zone which seeks low scale building development.

Some forms of aged care accommodation could be acceptable across both zones based on land use pursuant to the Development Plan. However, current zoning does not adequately contemplate or support (re)development of the subject land to deliver contemporary residential aged care accommodation and services.

The current policy framework is not considered to appropriately contemplate the concentration of population along the existing City to Glenelg tram line and the strategic potential for transit-oriented development associated with the Norman Terrace tram stop.

Everard Park Regeneration Statement of Intent
2 Scope of the Proposed DPA

It would therefore appear appropriate for the subject land to be rezoned to be compatible with both community expectation for high quality aged care accommodation and services, and highly favourable locational attributes for increased density.

The readily identifiable consequences of maintaining the existing split zoning of Residential B350 Zone (majority) and Residential Streetscape (Built Form) Zone include:

- The existing zone boundary through the subject land creates a level of uncertainty and complication for redevelopment of the site as a whole;
- Given both zones contemplate low density dwellings at heights of one and two storeys, this could result in the land being underutilised; and
- The strategic potential for transit-oriented development associated with the Norman Terrace tram stop will likely continue to be unrealised.

The potential implications of a single zone that provides for contemporary aged care accommodation and services include:

- Provides impetus to redevelop the site;
- Provides consistency with the government policy agenda for infill development within locations close to services and public transport;
- Provides greater opportunity for strategic urban growth and housing diversity;
- A large consolidated site provides scope for sensitive urban design including managing the interface to existing low density residential development and concentration of density and height toward the Norman Terrace frontage; and
- Opportunities for small scale non-residential uses would be contained to those permitted within residential zoning.

Life Care formally approached Council in 2019 requesting to undertake a privately funded DPA for the site.

The subject land comprises twelve separate titles and represents a sizeable parcel(s) of land for which the proponent has completed a high-level concept plan. The concept plan confirms the ability to achieve a coordinated aged care development outcome that may include a combination of Residential Aged Care (RAC) beds; Assisted Living Apartments (ALAs); Independent Living Apartments (ILAs); and Independent living Units (ILUs).

The proposed rezoning provides an opportunity to investigate a mix of aged care accommodation types that represent an expansion of existing provision on the subject land.

The rezoning proposal forms part of Life Care's targeted program based around its 'live every day' model, which will deliver expanded accommodation services and improved services and facilities for its residents and in-home patrons. The expansion program includes increased service provision to and interaction with local communities.

Further, design quality is increasingly important to infill development to ensure the enjoyment, amenity and sustainability of the community. The proponents' vision is for a high-quality design outcome including in the siting of built form, connectivity through the site and to surrounding areas, use of green space and deep root zones for the establishment of tree canopy, and sensitive interface with the established residential area (generally to the north and north-east corner of the subject land).

To this end, a Statement of Justification was presented to the City Strategy and Development Policy Committee on 11 June 2019 and Council on 24 June 2019.

In considering the request for a privately funded DPA, the Council notes the subject land was included in the Council initiated Village Living and Desirable Neighbourhoods Development Plan Amendment (DPA) Program. - Stage 2 Residential Character, Growth Areas and Council Wide Residential Policy. Consultation was undertaken on the DPA in 2014 and reviewed by Council in 2015 before final approval of (Part 1 East) in 2017. Part 2 (West) was the focus of representations and was split from

Everard Park Regeneration Statement of Intent
2. Scope of the Proposed DPA

the DPA to enable a focus on the introduction of the new Planning and Design Code (scheduled for 2020). That DPA proposed the subject land be rezoned to Residential Regeneration Zone with low to medium-rise development of four storeys with a transition to two storeys at the interface with existing low-rise residential uses. At that time, the subject land formed part of a broader area for rezoning consideration.

Council ultimately decided to split its DPA process and continue with part 1 of the original DPA. Part 2 of the DPA (of which the subject land formed a part) has not been pursued, among other reasons, because there has been some uncertainty for Council regarding DPA processes given the impending introduction of the Planning and Design Code in 2020. This situation is now addressed by Regulation which provides transitional arrangements for DPAs.

The Council and proponent have executed a Deed of Agreement for the privately funded DPA, following a resolution on the matter by Council on the 24 June 2019.

Council's (Community Plan 2033) A Community of Possibilities

The proposed rezoning has strong alignment with Council's Community Plan 2033.

The Community Plan 2033 is aligned with the State Planning Strategy and includes a commitment by Council to be an Age Friendly City, including a goal to create a city for people of all ages and abilities. The Plan recognises that people 85 years and over is significant in Unley, double the figure for Australia and almost double the level for South Australia.

'Community Living' is one of four themes in the Plan with the following goal: 'People value our City with its enviable lifestyle, activities, facilities and services.' A key strategy within this theme is the 'City meets the needs of all generations'.

Implementation of the Community Plan 2033 is via the City of Unley Four Year Delivery Plan 2017 – 2021. The Delivery Plan identifies Council will continue to advocate for improved planning policy for housing diversity and deliver on its Active Ageing Strategy.

The rezoning proposal is consistent with Council's strategic objectives and focus on providing for older members of its community. The rezoning proposal also responds more broadly to key matters of importance to the community identified in the Plan such as providing development with green space and a minimum of 15% deep soil and tree canopy cover.

The City of Unley has endorsed an Active Ageing Strategy as part of its commitment to the World Health Organisation's Global Network of Age Friendly Cities and Communities (signatory in 2012). A key guiding principle of the Strategy is the right to age in place, so people can remain in Unley for as long as they wish.

The Strategy encourages a service alliance which includes strengthening the network of key health and support service providers to partner with the City of Unley in implementing the actions in the Strategy and identifying challenges and opportunities to better meet the needs of residents as they age.

Housing is a key focus area of the Strategy (focus area 3) with a goal that affordable and accessible housing is available to meet the needs of residents throughout their lives. The Strategy notes Council's role in promoting and advocating for the provision of modern models of residential aged care in Unley.

This rezoning proposal seeks to facilitate the provision of a contemporary model of aged care and improve the quality of service provision for residents.

The issues to be addressed as part of this DPA are discussed in Section 2.1.3.

Everard Park Regeneration Statement of Intent
2 Scope of the Proposed DPA

2.1.2 Affected Area

The area affected by the proposed DPA is shown on Figure 2 and is described as:

- Allotment 76 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5804 Folio 30);
- Allotment 75 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5804 Folio 31);
- Allotment 150 in Deposited Plan 63587 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5922 Folio 145);
- Allotment 77 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5729 Folio 732);
- Allotment 71 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5922 Folio 144);
- Allotment 70 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5674 Folio 218);
- Allotment 69 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5675 Folio 381);
- Allotment 68 in Filed Plan 6522 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5804 Folio 32);
- Allotment 6 in Deposited Plan 2440 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5649 Folio 292);
- Allotment 5 in Deposited Plan 2440 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5129 Folio 286);
- Allotment 4 in Deposited Plan 2440 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5786 Folio 274); and
- Allotment 3 in Deposited Plan 2440 in the area named Everard Park in the Hundred of Adelaide (Certificate of Title Volume 5187 Folio 224).



Figure 2 Affected Map Area

The arrangement of Certificates of Title is shown in Figure 3 below.



Figure 3 Arrangement of Certificates of Title

Certificates of Title show that the land is subject to the Retirement Villages Act 1987 (now Retirement Villages Act 2016). There are no easements or other notations listed on the titles.

The subject land is in Everard Park. The subject land comprises approximately 1.9ha with three road frontages; north of Norman Terrace (approximate road frontage of 176m), west of Fourth Avenue (approximate road frontage of 83m), and south of Ross Street (approximate road frontage of 134m).

Most of the site is commonly known as Parkrose Village and is currently developed with single storey accommodation providing for independent and residential living. Life Care has activity sought to consolidate its land holding as part of planned expansion and owns residential properties contiguous with Parkrose Village that form part of this proposal.

2.1.3 Potential Issues

The subject land is currently bisected by a zone boundary. Both zones contemplate low density dwellings at heights of one and two storeys.

The form of development being contemplated by the proponent, although appropriate to the site and locality and surrounding land uses, is nonetheless likely to be of a scale greater than that contemplated by existing planning policy.

Parkrose Village was predominantly established in the early 1960's and while the facility is well maintained and has been subject to upgrades, the built form is tired and would benefit from redevelopment to a contemporary aged care facility.

As part of the proposed rezoning of the land there are a range of potential issues that will need to be investigated and addressed to ensure an appropriate policy framework is formulated to facilitate a high-quality residential development while respecting existing residential interfaces.

Everard Park Regeneration Statement of Intent
2 Scope of the Proposed DPA

In response, the proponent has completed conceptual planning for the site to consider the range of opportunities and constraints that exist. Much of this initial investigation work is contained in the Statement of Justification prepared by Holmes Dyer Pty Ltd. A short summary of the analysis is provided below.

- Market research indicates growth in demand for a mix of aged care accommodation that can be provided on the subject land such as Residential Aged Care beds, Assisted Living Apartments, Independent Living Apartments, and Independent Living Units. An expanded facility also provides opportunity to increase aged care service provision including community and allied health uses.
- Low rise street-facing development can be designed to interface with existing residences along Fourth Avenue and Ross Street and an increase in development intensity in the centre of the subject land and toward the Norman Terrace frontage.
- Height and bulk can be managed via appropriate setbacks, building envelope and landscaping to the perimeter of the subject land.
- The rezoning proposal provides for a logical transition in built form and density toward the South Road corridor including:
 - Existing two storey residential development predominantly abutting the western site boundary;
 - Existing three storey residential development (Housing SA); and
 - Aveo Ackland Park Retirement Living Village.
- Access to the site can be managed with the main access via Norman Terrace, provision of on-site car parking, and consolidated domestic-scale access via Ross Street and Fourth Avenue.
- Immediately opposite the site on Norman Terrace is the Black Forest tram stop for the City to Glenelg tram and the Mike Turtur bikeway. These facilities result in the subject land being easily accessible for residents, visitors and employees.
- Services in the form of commercial development, shops, Post Office, fitness, bakery, early learning centre, primary school, open space, oval, tennis club and swimming pool are within ease of access of the subject land by multiple travel modes.
- Existing civil infrastructure within the built-up area, noting overhead powerlines along Norman Terrace adjacent the subject land.
- The subject land is largely devoid of large trees and vegetation with more recent landscaping to parts of the subject land and further opportunity to increase green cover including for medium to large trees.

The locality is characterised by residentially zoned land with increased densities associated with the South Road corridor. A wide range of housing types is evident in the area including detached dwellings, villas and bungalows. Residential flat buildings of 1970's and '80s era are also present.

The subject land has favourable attributes for increased density including existing medium density development and access to multiple transport modes.

Everard Park Regeneration Statement of Intent
2. Scope of the Proposed DPA



Figure 4 Local context map

Potential issues associated with the proposed rezoning of the subject land include:

- Interface and integration with the adjacent residential area generally to the north and east of the subject land.
- Relationship with land to the west of the affected area toward the South Road corridor.
- Traffic generation, site access, public transport and car parking requirements, including consideration of:
 - staff, visitor, service, delivery and waste vehicles; and
 - limiting and consolidating access points.
- Civil infrastructure assessment and servicing requirements, including consideration of overhead powerlines along Norman Terrace (northern side).
- Possibility of accommodating other land uses.
- Site context and existing planning policy including consideration of the transition to the Planning and Design Code.
- Inclusion of generous green space and a minimum of 15% deep soil and tree canopy cover.
- Operation of the tram (noting the subject land is not identified as a designated area for noise and air emissions (Un/1 Overlay 3a)).

There are no State or local heritage listed places associated with the subject land. The closest heritage place in proximity of the subject land is at 631 South Road, Everard Park associated with the Aveo Ackland Park Retirement Living Village.

Everard Park Regeneration Statement of Intent
3. Strategic and Policy Considerations

3. Strategic and Policy Considerations

3.1 The Planning Strategy

3.1.1 Targets

The DPA will support the relevant volume of the Planning Strategy (or draft Strategy) by implementing the following targets:

Target	How the target will be implemented:
The 30 Year Plan for Greater Adelaide 2017 Update	
1.1 85% of all new housing in metropolitan Adelaide will be built in established urban areas by 2045.	The subject land is located within an established urban area. In accordance with the intent of this target, the DPA will investigate the potential for additional housing and accommodation options on the subject land.
2 60% of all new housing in metropolitan Adelaide will be built within close proximity to current and proposed fixed line (rail, tram, O-Bahn and bus) and high frequency bus routes by 2045.	The subject land is located immediately opposite the Black Forest tram stop for the City to Glenelg tram. The DPA will investigate the potential for a greater intensity of development to support the public transport network.
3 Increase the share of work trips made by active transport modes by residents of Inner, Middle and Outer Adelaide by 30% by 2045.	The Mike Turtur bikeway runs past the subject land along Norman Terrace. The DPA will investigate opportunities to expand aged care facilities on the subject land which in turn will support direct and indirect employment from the subject land.
4 Increase the percentage of residents living in walkable neighbourhoods in Inner, Middle and Outer Metropolitan Adelaide by 25% by 2045.	The DPA will support infill opportunities with ease of walking access to a range of local shopping and services, including improving access and pedestrian permeability through the subject land.
5 Urban green cover is increased by 20% in metropolitan Adelaide by 2045.	The DPA will consider the role of the subject land in supporting this target by investigating policies that support deep root zones and tree canopy cover on the subject land (minimum of 15%).
6 Increase housing choice by 25% to meet changing household needs in Greater Adelaide by 2045.	The DPA will investigate housing diversity to identify opportunities for a range of housing types and tenures such as dependent accommodation, assisted living accommodation, age-specific accommodation and apartments.

Everard Park Regeneration Statement of Intent
3.Strategic and Policy Considerations

3.3.2 Policies

The DPA will support the relevant volume of the Planning Strategy (or draft Strategy) by implementing the following policies:

Policy	How the policy will be implemented:
Transit corridors, growth areas and activity centres	
<p>P1. Deliver a more compact urban form by locating the majority of Greater Adelaide's urban growth within existing built-up areas by increasing density at strategic locations close to public transport. (Map 2).</p> <p>P2. Increase residential and mixed use development in the walking catchment of:</p> <ul style="list-style-type: none"> • strategic activity centres • appropriate transit corridors • strategic railway stations. 	<p>The DPA will consider the site's role in delivering a more compact urban form by exploring potential for infill residential (aged care) development within the existing built-up area of Everard Park. The subject land is adequately serviced by infrastructure and has ease of access to public transport (tram).</p>
<p>P4. Ensure that the bulk of new residential development in Greater Adelaide is low to medium rise with high rise limited to the CBD, parts of the Park Lands frame, significant urban boulevards, and other strategic locations where the interface with lower rise areas can be managed</p>	<p>The DPA will investigate appropriate height, density and built form in the context of:</p> <ul style="list-style-type: none"> • site characteristics • neighbourhood form and amenity • height and scale of adjoining residential development • the Norman Terrace frontage.
<p>A4. Rezone strategic sites to unlock infill growth opportunities that directly support public transport infrastructure investment.</p>	<p>The DPA proposes to assess the potential of the subject land to facilitate infill development and formulate a policy framework. Access to public transport (and future investment opportunities) will be considered as part of the investigations.</p>
Design quality	
<p>P25. Encourage urban renewal projects that take an all-inclusive approach to development by including streetscapes, public realm, public art and infrastructure that supports the community and responds to climate change.</p> <p>P29. Encourage development that positively contributes to the public realm by ensuring compatibility with its surrounding context and provides active interfaces with streets and public open spaces.</p> <p>P30. Support the characteristics and identities of different neighbourhoods, suburbs and precincts by ensuring development considers context, location and place.</p>	<p>The DPA will seek to provide policy that ensures existing interfaces are appropriately managed and that the subject land makes a positive contribution to the public realm, including consideration of:</p> <ul style="list-style-type: none"> • quality design and built form • active streetscapes • existing residential context • connectivity and permeability of the subject land. <p>The DPA will investigate the potential to limit and consolidate vehicle access points to focus access and vehicle movements toward the Norman Terrace frontage.</p>
<p>P26. Develop and promote a distinctive and innovative range of building typologies for residential housing which responds to metropolitan Adelaide's changing housing</p>	<p>The DPA will seek to provide policy to facilitate a range of contemporary housing types that meet the needs of the current and future population and specifically contribute to housing diversity and a range of price</p>

Everard Park Regeneration Statement of Intent
3. *Strategic and Policy Considerations*

Policy	How the policy will be implemented:
needs, reflects its character and climate, and provides a diversity of price points.	points for older persons accommodation, including an ability to 'age-in-place.'
P27. Provide for transitions between higher density and multi-storey, mixed-use developments in activity centres, corridors and existing detached housing precincts.	The DPA provides an opportunity to transition policy from the South Road Corridor along Norman Terrace to provide a vibrant precinct in proximity of the City to Glenelg tram.
P32. Encourage higher density housing to include plantable space for trees and other vegetation where possible.	The DPA will investigate policy to facilitate zones for deep root planting, tree canopy (minimum of 15%) and appropriate landscaping.
Housing mix, affordability and competitiveness	
<p>P36. Increase housing supply near jobs, services and public transport to improve affordability and provide opportunities for people to reduce their transport costs.</p> <p>P42. Provide for the integration of affordable housing with other housing to help build social capital.</p> <p>P45. Promote affordable housing in well located areas close to public transport and which offers a housing mix (type and tenure) and quality built form that is well integrated into the community.</p>	The DPA will investigate potential for housing in proximity to key employment locations and with ease of access to employment by active travel and public transport.
<p>P37. Facilitate a diverse range of housing types and tenures (including affordable housing) through increased policy flexibility in residential and mixed-use areas, including:</p> <ul style="list-style-type: none"> • ancillary dwellings such as granny flats, laneway and mews housing • dependent accommodation such as nursing homes • assisted living accommodation • aged-specific accommodation such as retirement villages • small lot housing types • in-fill housing and renewal opportunities. 	<p>The DPA will investigate policy options to facilitate a range of housing types to meet the demands of a changing age structure and household profiles including opportunities for:</p> <ul style="list-style-type: none"> • dependent accommodation • assisted living accommodation • aged-specific accommodation.
<p>P39. Promote universal and adaptable housing principles in new housing stock to support changing needs over a lifetime, including the needs of those who are less mobile.</p> <p>A27. Develop a policy framework to support projects that provide for aged care and retirement accommodation to meet growing demand.</p>	The DPA will investigate a policy framework to encourage a range of housing to be provided on the subject land that facilitates accommodation for persons as their needs dictate.

Everard Park Regeneration Statement of Intent
3.Strategic and Policy Considerations

Policy	How the policy will be implemented:
<p>A22. Provide mechanisms to support the development of larger sites to regenerate neighbourhoods, including:</p> <ul style="list-style-type: none"> • developing a model (in collaboration with councils and developers) for providing incentives for landowners to amalgamate neighbouring sites • preparing guidelines on options and incentives for the renewal of larger sites to increase development yield in return for contributions to the local neighbourhood. 	<p>The DPA will respond in part to the active consolidation of a land holding to enable a planned expansion of an existing aged care facility (and services). The DPA will investigate opportunities for additional community services.</p>
Health, wellbeing and inclusion	
<p>P47. Plan future suburbs and regenerate and renew existing ones to be healthy neighbourhoods that include:</p> <ul style="list-style-type: none"> • diverse housing options that support affordability • access to local shops, community services and facilities • access to fresh food and a range of food services • safe cycling and pedestrian-friendly streets that are tree-lined for comfort and amenity • diverse areas of quality public open space (including local parks, community gardens and playgrounds) • sporting and recreation facilities • walkable connections to public transport and community infrastructure. 	<p>The subject land is within an established urban area that offers potential for residential infill that provides for housing choice to support the current and future population.</p> <p>The site has ease of access to a range of local shops, services and community facilities and is adequately serviced with public transport.</p> <p>The DPA will seek to ensure that policy contributes to the amenity and function of the public realm including amenity and connectivity that support active travel such as walking and cycling.</p>
<p>P49. Encourage more trees (including productive trees) and water sensitive urban landscaping in the private and public realm, reinforcing neighbourhood character and creating cooler, shady and walkable neighbourhoods and access to nature.</p> <p>(Infrastructure) P86. Ensure that new urban infill and fringe and township development are aligned with the provision of appropriate community and green infrastructure, including:</p> <ul style="list-style-type: none"> • walking and cycling paths and facilities • local stormwater and flood management including water sensitive urban design • public open space • sports facilities • street trees • community facilities, such as child care centres, schools, community hubs and libraries. 	<p>The DPA will investigate policy options to encourage tree canopy (minimum 15%), mitigation of urban heat effects, connectivity through the site and to surrounding areas and opportunities for activation.</p>

Everard Park Regeneration Statement of Intent
 3. Strategic and Policy Considerations

Policy	How the policy will be implemented:
Transport	
P77. Ensure that new housing (and other sensitive land uses) permitted in locations adjacent to airports and under flight paths or near major transport routes (road, rail and tram) mitigates the impact of noise and air emissions.	<p>The DPA will investigate local traffic movement, patterns and implications for management to ensure that policy appropriately contributes to future function and amenity of the neighbourhood.</p> <p>The DPA will review the adequacy of existing planning policy in the context of the site's proximity to the City to Glenelg tram and South Road.</p> <p>The subject land is in Zone C in relation to Airport Building Heights which requires all proposed structures exceeding 15 metres above ground level to be referred to the relevant body for direction (in relation to a development assessment decision).</p>

3.2 Council Policies

3.2.1 Council's Strategic Directions (Section 30) Report

- The City of Unley Community Plan 2033, A Community of Possibilities fulfills the requirements of Section 30 of the Development Act 1993. However, the Plan does not specifically identify a schedule of Development Plan amendments.
- The subject land was previously included in the Council initiated Village Living and Desirable Neighbourhoods Development Plan Amendment (DPA) Program. - Stage 2 Residential Character, Growth Areas and Council Wide Residential Policy commenced in 2014. That DPA proposed the subject land be rezoned to Residential Regeneration Zone with low to medium-rise development of four storeys with a transition to two storeys at the interface with existing low-rise residential uses.
- At that time, the subject land formed part of a broader area for rezoning consideration. Council ultimately agreed to split its DPA process to allow it to continue with Part 1 of the original DPA. Part 2 of the DPA (of which the subject land formed a part) has not been pursued, among other reasons, due to uncertainty regarding SA planning reforms and the interaction between DPAs with the introduction of the Planning and Design Code. There is now greater certainty (by Regulation) regarding the ability to transition DPAs into the planning reform program.
- The Planning, Development and Infrastructure (Transitional Provisions) (Code) Variation Regulations 2019 that will come into operation on 1 July 2019 under the Planning, Development and Infrastructure Act 2016 provide for transitional arrangements in relation to a DPA (Development Plan Amendment under section 25 of the Development Act 1993). Regulation 8 allows for a DPA prepared by a Council that has completed public consultation to be considered by the Minister (subject to application to the Minister by Council), and after consultation with the State Planning Commission either adopted, altered or declined. A Council may not make an application under this regulation more than 3 months after the date on which the Development Plan to which the DPA relates has been revoked by the Minister. The new Planning and Design Code is scheduled to take effect from 1 July 2020.
- The opportunity afforded by the proponent's request for a DPA is timely in that it progresses earlier Council work in relation to amending the policy framework over the subject land; and given the subject land is in single ownership represents a process that can be appropriately managed and completed prior to the transition to the Planning and Design Code.

3.2.2 Infrastructure Planning

The proposed amendment will be consistent with current infrastructure planning (both social and physical) identified in council's strategic directions report, by the Minister or by a relevant government agency.

The proposed amendment seeks policy changes to facilitate urban renewal and improve the capacity for aged care accommodation in an inner metropolitan location where there is evidence of demand for residential housing suited to an ageing population.

The DPA provides an opportunity to support existing investments in South Road, the City to Glenelg tram and the Mike Turtur bikeway; and to investigate other opportunities for investment in the community.

3.2.3 Other Policies or Local Issues

The policies of this DPA will be consistent with the policies in:

The Council-wide section of the Development Plan

- Community Facilities
- Crime Prevention
- Design and Appearance
- Form of Development
- Energy Efficiency
- Hazards
- Interface between Land Uses
- Land Division
- Landscaping
- Medium and High Rise Development (3 or More Storeys)
- Natural Resources
- Outdoor Advertisements
- Open Space and Recreation
- Orderly and Sustainable Development
- Regulated and Significant Trees
- Residential Development
- Transportation
- Waste

Council's Current DPAs

- Nil

The Development Plans of adjoining areas

- Burnside Council
- Adelaide City
- Marion Council
- Mitcham Council
- West Torrens Council

Everard Park Regeneration Statement of Intent
3. Strategic and Policy Considerations

Schedule 4 of the Regulations

- The DPA will investigate whether there is a need for the Minister to amend the existing determined areas for the purposes of Schedule 4-Complying development, clause 2B-New dwellings to include that portion of the subject land that is currently not designated.

3.3 Minister's Policies

3.3.1 Planning Policy Library

The DPA will draw on the following SA Planning Policy Library modules:

- Residential
- Residential Regeneration
- General Section – Landscaping, Fences and Walls
- General Section – Residential Development
- General Section – Medium and High Rise Development (3 or More Storeys)

Council will use the latest version of the Planning Policy Library with an eye to the transition to the Planning and Design Code.

Council does not anticipate that the DPA will involve the introduction of local additions or variation to the Planning Policy Library, however, should the investigations identify that this form of policy amendment is necessary, eg minimum 15% deep soil and tree canopy - justification will be provided in the DPA.

3.3.2 Existing Ministerial Policies (Section 25(5), 26 and Section 29)

The following Ministerial policies introduced through section 25(5), 26 or 29 of the Act may be amended by this DPA:

- Not Applicable

Any amendment to these policies will be justified in the DPA and Council confirms that the policies will only be changed in a way that ensures consistency with the Planning Strategy.

3.3.3 Ministerial DPAs

The policies of this DPA will be consistent with and not contradict the policies proposed in the following relevant Ministerial DPA's:

- Not Applicable

4. Investigations and Consultation

4.1 Investigations

4.1.1 Investigations Previously Undertaken

Investigations previously undertaken by Council (prior to the preparation of this SOI) that will inform this DPA include the following:

- Village Living and Desirable Neighbourhoods Development Plan Amendment (DPA) Program. – Stage 2 Residential Character, Growth Areas and Council Wide Residential Policy.

The subject land was considered as part of this DPA. The Summary of Consultation and Proposed Amendment (SCPA) Report included a series of images that show Council's previous thinking in relation to the subject land. The ultimate recommendation was to pursue Option 1 (shown in Figure 6). Throughout the process, the subject land was shown as Residential Regeneration (Main Roads Policy Area). The subject land (and surrounding area) was removed from the DPA with the intention to pursue a rezoning later. Previous work can inform this DPA.

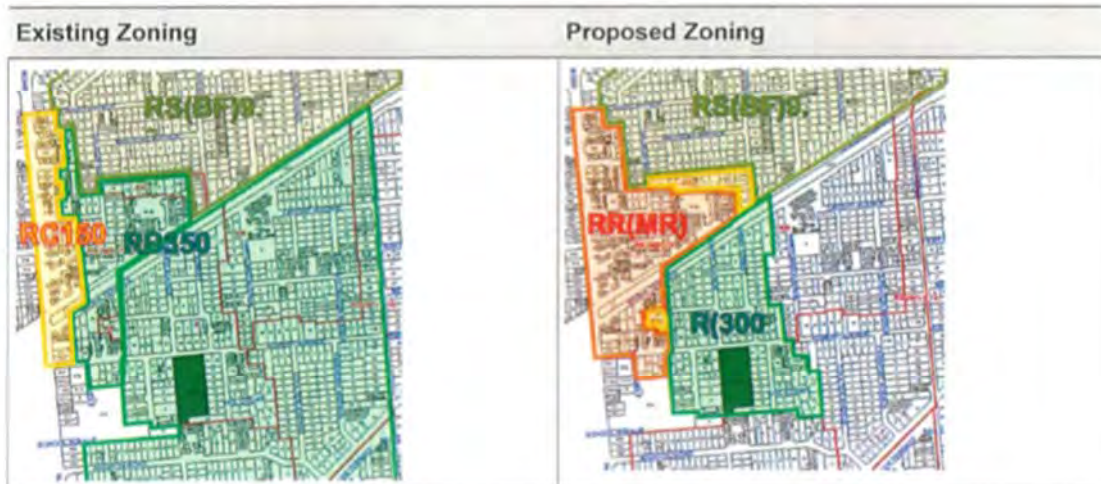


Figure 5 Zoning considerations prior to consultation

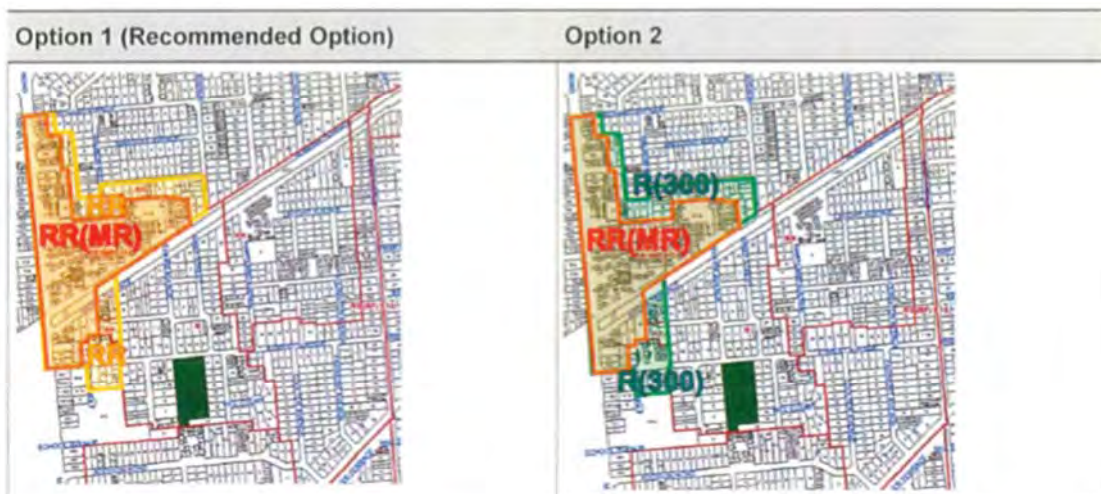


Figure 6 Zoning considerations SCPA report – post consultation

Everard Park Regeneration Statement of Intent

4. Investigations and Consultation

4.1.2 Investigations Initiated to Inform this DPA

Investigations (including those arising from issues not addressed in the Planning Policy Modules) to inform this DPA will include the following:

- Consideration, justification and analysis of the application of the Residential Zone or Residential Regeneration Zone and potential insertion of Policy Area in the Unley Council Development Plan.
- Investigate and develop a suitable design framework for the treatment of streetscapes, public realm and the interface between public and private realm.
- Review of the capacity of existing social infrastructure as it relates to aged care and opportunity for services and facilities to meet expected demand from this proposed rezoning.
- Transport investigation and assessment to:
 - Identify the traffic impact of future land uses and identify required traffic control and management to connect to existing road network for safe and efficient operation.
 - Identify opportunities for public transport and walking/cycling to and from the site and connectivity to existing networks around the site.
- Review existing stormwater disposal network and identify augmentation, detention/retention or other upgrade works, where required.
- Capacity of existing electricity supply, gas supply and mains water and sewer supply having regard to projected nature of future development likely to occur.
- Identification of tree health and retention status.
- Review of Desired Character Statement(s) and specific policy for the site to address issues such as desired land uses, built form, interfaces, traffic movements and access and minimum 15% deep soil and tree canopy.
- Prepare where necessary, concept plan(s) to guide future development.

4.2 Consultation

The following key stakeholders will be consulted during the investigations stage for input into the proposed DPA:

- Department of Planning, Transport and Infrastructure, Planning Division
- Department of Planning, Transport and Infrastructure, Transport Division

The following agencies, State Members of Parliament, interested parties, individuals and Councils will be consulted during the consultation stage of the DPA:

- Department of Human Services
- Department for Environment and Water
- Department for Health and Wellbeing
- Metropolitan Fire Services
- Department of Planning, Transport and Infrastructure
- Department of the Premier and Cabinet
- Department of Primary Industries and Regions
- Department of the Treasury and Finance
- Department for Innovation and Skills
- Environment Protection Authority
- SA Power Networks

Everard Park Regeneration Statement of Intent
4 Investigations and Consultation

- APA Group
- SA Water
- State Emergency Services
- Renewal SA
- Office of Local Government
- Office for Design and Architecture SA
- Adelaide Airport Limited

Federal Members of Parliament

- Steve Georganas MP Member for Adelaide
- Nicolle Flint MP Member for Boothby

State Members of Parliament

- Hon David Pisoni, Member for Unley
- Ms Jayne Stinson, Member for Badcoe

Councils

- Burnside Council
- Marion Council
- Adelaide City Council
- Mitcham Council
- West Torrens Council

Organisations

- FOCUS (Friends of the City of Unley)
- Real Estate Institute
- Housing Industry Association
- Planning Institute of Australia (SA)
- Urban Development Institute (SA)
- Property Council of Australia

Consultation with the public will be undertaken in accordance with the requirements of the Act and Regulations, and Council expectations. This will include:

- A notice in the Government Gazette.
- A notice on the Advertiser newspaper.
- A notice in Eastern Courier Messenger Newspaper; advice in 'Unley Matters' column in Eastern Courier Messenger.
- The scheduling of a Public Meeting at which any interest person may appear to make representations on the proposed amendment.
- Council website; explanatory brochure and fact sheets to elaborate and explain proposals; and feedback sheets.
- Letters and information direct to the owners or occupiers surrounding the affected area (approximately 300m radius).

Everard Park Regeneration Statement of Intent
5 Proposed DPA Process

5. Proposed DPA Process

5.1 DPA Process

Council intends to undertake the following DPA process:

Process A

Agencies will be consulted on a draft version of the DPA for a period of 6 weeks. A copy of the DPA, and copies and a summary of agency submissions, will then be sent to the Minister for approval to release the DPA for public consultation.

Process B1 (with consultation approval)

A copy of the DPA will be sent to the Minister for approval to release it for concurrent agency and public consultation (not more than 8 weeks for agency comment and not less than 8 weeks for public comment).

Process B2 (consultation approval not required)

A copy of the DPA will be released for concurrent agency and public consultation (not more than 8 weeks for agency comment and not less than 8 weeks for public comment).

Process C

A copy of the DPA will be released for concurrent agency and public consultation (not more than 4 weeks for agency comment and not less than 4 weeks for public comment). Landowners and occupiers identified in the SOI will receive direct notification of the DPA.

6. Professional Advice and Document Production

6.1 Professional Advice

The professional advice required will be provided by:

- David Brown MPIA, Principal Policy Planner, City of Unley, email: dbrown@unley.sa.gov.au or phone: 8372 5185
- Sarah Gilmour MPIA, Senior Consultant, Holmes Dyer Pty Ltd

These persons satisfy the professional advice requirements of the Act and Regulations and will provide advice to the council prior to the preparation of the DPA.

Mr Brown is not considered to have a conflict of interest or perceived conflict of interest in the DPA.

Holmes Dyer Pty Ltd is preparing the DPA on behalf of Life Care, the owner of the land and funder of the DPA.

6.2 Document Production

The DPA (including the structure, amendment instructions and mapping) will be prepared in accordance with the Technical Guide to Development Plan Amendments issued by the Department for Planning, Transport and Infrastructure (the Department) and any templates, except as mutually agreed.

To ensure certainty as to the correct version of the DPA, the DPA will contain a date in the footer (eg version 1 October 2019). The footer will be located on every page of the DPA, including the proposed amendments (including mapping).

The Chief Executive Officer of the council will ensure that the policies implement the Planning Strategy, all procedures have been completed within the statutory requirements, and that mapping is correct prior to issuing a certificate in accordance with the Act. If this is not the case, the council will take responsibility for the DPA until the matter has been resolved.

6.3 Mapping

Council will obtain electronic copies of all the affected maps and/or figures from the Department prior to the commencement of mapping amendments to ensure all mapping is amended based on current map bases.

Amendments to maps will be provided in the required format to the Planning Division of the Department. Mapping amendments for this DPA will be undertaken by:

- Matt Pistor, Graphica

7. Proposed DPA Timetable

Process B2 (consultation approval not required) Timetable

The following timetable is proposed for this DPA based on the selected process. Council will take steps to update this timetable if it appears at any stage that Council will require an extension to complete a task.

Steps	Responsibility	Agreed Timeframe from Minister's Approval
Development Plan Amendment (DPA)		
Investigations conducted; DPA prepared	Council	10 weeks SOI agreement – DPA commences consultation
Agency and public consultation concludes	Council	8 weeks
Summary of Consultation and Proposed Amendment (SCPA)		
Public Meeting held; submissions summarised; DPA amended in accordance with Council's assessment of submissions; SCPA prepared and lodged with the Department	Council	8 weeks Public consultation closes – SCPA lodged with the Department
SCPA assessed and report on DPA prepared for Minister	Department	7 weeks
Minister considers report on DPA and makes decision	Minister	4 weeks
Approved amendment gazetted	Department	2 weeks

Following Ministerial approval of the proposed amendment, it is forwarded to the Environment, Resources and Development Committee of Parliament for review.



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

19MPL0568

Mr Peter Tsokas
Chief Executive Officer
City of Unley
PO Box 1
UNLEY SA 5061


Dear Mr Tsokas

Thank you for your letter regarding the policy papers released by the State Planning Commission (the Commission) and in particular, the management of heritage and character in the new planning system.

I note your concerns in relation to this matter, and Council's support for the recommendations made as part of the Environment, Resources and Development Committee of Parliament Heritage Inquiry.

I understand you have written directly to the Commission regarding these issues and given their role in the preparation of the Code, it is appropriate that they respond to the matters raised.

I have been advised that the Commission will consider your recommendations as part of developing the Planning and Design Code.

Yours sincerely


HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

14/8/2019

cc: State Planning Commission
Hon David Pisoni MP, Member for Unley
Ms Jayne Stinson MP, Member for Badcoo

Minister for Transport, Infrastructure and Local Government
Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



MAYOR'S OFFICE



4 August 2019

Mayor Darren Braund
Yorke Peninsula Council
8 Elizabeth Street
MAITLAND SA 5573

Dear Darren

The City of Unley is delighted to participate in the historic occasion of the 100th anniversary of Captain Harry Butler's flight commemorating the first airmail flight undertaken over water in the Southern Hemisphere.

In an age where it is possible to fly non-stop from Australia to London in 17 hours, we tend to take the miracle of flight for granted. However, on 6 August 1919, when Harry Butler landed at Minlaton after a flight in very difficult conditions, most of the excited crowd of over 6,000 who were there to greet him had never seen a plane before. For Harry, who had pioneered the concept of airmail deliveries when he dropped messages to the frontline during World War 1, making that airmail delivery to his home town of Minlaton was a great thrill.

The Mayor of Unley in 1919, W M Langham was a friend and strong supporter of Captain Butler, who was born and raised at Minlaton and later lived in the Unley Council area. On the 6 August 1919 Mayor Langham wrote to Mrs Butler:

"Your good son, the airman, has made many friends in this City. His forthcoming exhibition of flying in our midst is eagerly awaited. On this, his initial flight across to the Peninsula, I take the opportunity of congratulating you and your husband on his safe return. To few is it given to receive back their sons from the air like some giant bird of the skies."

In the past 100 years many other marvels have changed mankind and the way we live. The courage of pioneers of every age and their achievements are magnificent things to remember.

Mayor Michael and Mayoress Rosslyn Hewitson have great pleasure in attending and staying over the weekend in Minlaton to celebrate this significant historic event with the people of Minlaton.

Yours sincerely

Michael Hewitson AM
Mayor

CITY of VILLAGES

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CONFIDENTIAL DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
APPOINTMENT OF MEMBERS TO THE
BROWN HILL KESWICK CREEK
STORMWATER BOARD

ITEM NUMBER: 7.1

DATE OF MEETING: 26 AUGUST 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO

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)(a) 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:
 - would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) and would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to make an informed decision in relation to appointment of Members to the Brown Hill Keswick Creek Stormwater Subsidiary without unnecessarily disclosing personal affairs of the applicants before the decision is made.

On that basis, the public's interest is best served by not disclosing Item 7.2 – Appointment of Members to the Brown Hill Keswick Creek Stormwater Board 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.
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ITEM 7.2

Confidential – removed from the public agenda – pages 237-246

CONFIDENTIAL DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE ITEM 7.2 - APPOINTMENT OF MEMBERS TO THE BROWN HILL KESWICK CREEK STORMWATER BOARD

ITEM NUMBER: 7.3

DATE OF MEETING: 26 AUGUST 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*:
 - 1.1 The following elements of Item 7.2 – Appointment of Members to the Brown Hill Keswick Creek Stormwater Board, considered at the Council Meeting on 26 August 2019:
 - Attachmentsremain confidential for the period of the Member’s appointment to the Board, and not available for public inspection until the cessation of that period.
 - 1.2 The report and the names of the candidate is to be released following endorsement of appointment by the five (5) Constituent Councils to the Brown Hill and Keswick Creeks Stormwater Subsidiary.
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.

CONFIDENTIAL DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.5
- CEO 2018/19 PERFORMANCE REVIEW

ITEM NUMBER: 7.4

DATE OF MEETING: 26 AUGUST 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

ATTACHMENTS: NIL

1. **EXECUTIVE SUMMARY**

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.

2. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(a) 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:
 - Would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
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 make an informed decision regarding CEO remuneration and performance assessment without unreasonably disclosing information relating to the personal affairs of the CEO.

On that basis, the public's interest is best served by not disclosing Item 7.5 – CEO 2018/19 Performance 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 Ms T Norman, Executive Manager Office of the CEO, Ms L Jones, Executive Assistant Office of the CEO and Mr Richard Altmann, Consultant assisting the CEO Review Panel.

ITEM 7.5

Confidential – removed from the public agenda – pages 251-258

CONFIDENTIAL DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE ITEM 7.5 - CEO 2018/19
PERFORMANCE REVIEW

ITEM NUMBER: 7.6

DATE OF MEETING: 26 AUGUST 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

ATTACHMENTS: NIL

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 – CEO 2018/19 Performance, considered at the Council Meeting on 26 August 2019:

- Report
- Attachment

remain confidential for the duration of the employment of the CEO, 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.