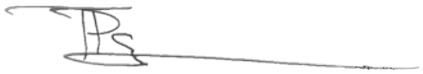
COUNCIL AGENDA

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 24 June 2024 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”

KAURNA ACKNOWLEDGEMENT

Ngadlurlu tampinthi, ngadlu Kaurna yartangka inparrinthi. Ngadlurlu parnuku tuwila yartangka tampinthi.

*Ngadlurlu Kaurna Miyurna yaitya yarta-mathanya Wama Tarntanyaku tampinthi. Parnuku yailtya, parnuku tapa purruna yalarra puru purruna.**

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.

*Kaurna Translation provided by Kaurna Warra Karrpanthi

PRAYER AND SERVICE ACKNOWLEDGEMENT

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

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

Lest We Forget.

WELCOME

ORDER OF BUSINESS

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, 27 May 2024

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

2.1 Deputation Re: Unley Central 7

2.2 Deputation Re: Greer Street Infrastructure 11

3. REPORTS OF COMMITTEES

Nil

4. REPORTS OF OFFICERS

4.1 Greer Street, Hyde Park – Renewal of Existing Infrastructure 15

4.2 Unley Oval Perimeter Fencing Investigation - Proposed Approach 29

4.3 RecycleSmart Scheme 63

4.4 Stage 5 Wood-Weller Bikeway Consultation Outcomes and Next Steps 72

4.5 Community Consultation - Australia Day 2025 125

4.6 Adoption of the 2024-25 Annual Business Plan and Budget 132

4.7 Adoption of the 2024-25 to 2033-34 Long-Term Financial Plan 221

4.8 Proposed 2024-25 Fees and Charges 285

4.9 CEO's Proposed Key Performance Indicators 2024/25 329

4.10 Code of Practice - Access to Council and Committee Meetings and Documents - Review for Adoption 339

4.11 Asset Management Policy Review for Adoption 363

4.12 Disposal of Surplus Non-Community Land Policy Review for Adoption 375

4.13 Naming of Roads & Council Assets Policy Review for Adoption 387

4.14 Conservation Grants Policy Review For Adoption 403

4.15 Order Making Policy Review for Adoption 422

4.16 Volunteer Management Policy Review for Adoption 438

4.17 Council Action Records 453

5. MOTIONS AND QUESTIONS

5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

5.1.1 Notice of Motion from Councillor G Hart Re: Domestic Violence Awareness Training 458

5.2 MOTIONS WITHOUT NOTICE

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

5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

5.3.1 Questions on Notice from Councillor C Crabbe Re: Significant Tree Loss at Unley Central Development Site 463

5.3.2 Questions on Notice from Councillor G Hart Re: Electric Vehicle (EV) Charging Stations 466

5.3.3 Questions on Notice from Councillor G Hart Re: Unley Oval 467

5.4 QUESTIONS WITHOUT NOTICE

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

6. MEMBER'S COMMUNICATION

6.1 MAYOR'S REPORT

6.1.1 Mayor's Report for Month of June 2024 471

6.2 DEPUTY MAYOR'S REPORT

6.2.1 Deputy Mayor's Report for Month of June 2024 473

6.3 ELECTED MEMBERS' REPORTS

6.3.1 Reports of Members for June 2024 474

6.4 CORRESPONDENCE

6.4.1 Correspondence 476

7. CONFIDENTIAL ITEMS

7.1 Confidentiality Motion for Item 7.2 - Centennial Park Cemetery Authority Draft 2024-25 Budget 498

7.2 Centennial Park Cemetery Authority Draft 2024-25 Budget 499

7.3 Confidentiality Motion to remain in confidence for Item 7.2 - Centennial Park Cemetery Authority Draft 2024-25 Budget 519

SUGGESTED ITEMS FOR NEXT AGENDA

Railway Terrace South Streetscape Improvements DIT Agreement
Community Renewables Energy Program
Reflect Reconciliation Action Plan
Discretionary Rate Rebate Applications
CEO KPIs 2023/34 Update
Hire of Community Centres & Town Hall Fee Discount Policy Review for Adoption
Compliance Policy Review for Adoption
Customer Complaint Policy Review for Adoption
Audit and Risk Committee Presiding Member's Report

NEXT MEETING

Monday 22 July 2024 – 7:00pm

Council Chambers, 181 Unley Road Unley

DEPUTATION

REPORT TITLE:	DEPUTATION RE: UNLEY CENTRAL
ITEM NUMBER:	2.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	1. DEPUTATION REQUEST FORM - JUNE 2024 MARY KOLUSNIEWSKI

1. Mary Kolusniewski, Goodwood
   Re: Unley Central

THE CITY of Unley

DEPUTATION REQUEST FORM

*Please complete this request and return to the City of Unley at least **three (3) clear days** prior to the Council meeting at which you wish to be heard.*

To: The Chief Executive Officer

I/We hereby **request to be heard at a Council meeting of the City of Unley**

Representor Name: MARY KOLUSNIEWSKI

Telephone Number: 8272 4434

Email: Lawsonbill320@gmail.com.au

Address: 3 ADA ST
GOODWOOD 5034

I will be speaking:

On my behalf: ☑

As a Spokesperson: ☑ Group: UNLEY RESIDENTS

If the group has a set of Rules by which the group is governed, please provide a copy of these.

Representor 2 Name:

Telephone Number:

Email:

Address:

Representor 3 Name:

Telephone Number:

Email:

Address:

This Deputation relates to the following subject matter:

(Please give sufficient details of the matter to enable consideration of your request for a deputation)

The proposal by property developer CATCORP and Patrick Ho to erect an 8 storey building on Unley Road / Arthur St corner must be vigorously opposed by Unley Council, not supported.

This over-sized development is totally at odds with the heritage value at Unley Rd and nearby streets. Council must act to support local heritage areas.

Please Note: If you wish to distribute information as part of your deputation, this material must be provided to Administration prior to the meeting at which your deputation occurs. Please ensure you discuss any information you wish to be distributed or options for presenting your deputation with Administration when you receive confirmation that your Deputation Request has been approved.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the requirements.

Signed: M.J. Kolusniewski

Date: 14 / 6 / 2024

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email pobox1@unley.sa.gov.au

Please advise me a.s.a.p. if permission is granted

[redacted]

DEPUTATION

REPORT TITLE:	DEPUTATION RE: GREER STREET INFRASTRUCTURE
ITEM NUMBER:	2.2
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	1. DEPUTATION REQUEST FORM - JUNE 2024 GEOFF SAUER AND MIKE COONEY

1. Geoff Sauer, Unley Park & Mike Cooney, Hyde Park
   Re. Greer Street Infrastructure

THE CITY of Unley

DEPUTATION REQUEST FORM

*Please complete this request and return to the City of Unley at least **three (3) clear days** prior to the Council meeting at which you wish to be heard.*

To: The Chief Executive Officer

I/We hereby request to be heard at a Council meeting of the City of Unley

Representor Name: GEOFF SAUER

Telephone Number: 0412 125 010

Email: gsauer@bigpond.net.au

Address: 4/17 GREER STREET
UNLEY PARK SA 5061

I will be speaking:

On my behalf: [X]

As a Spokesperson: [ ] Group:

If the group has a set of Rules by which the group is governed, please provide a copy of these.

Representor 2 Name: MIKE COONEY

Telephone Number: 0419 834 381

Email: mc251256@bigpond.com

Address: 12 GREER STREET
HYDE PARK SA 5061

Representor 3 Name:

Telephone Number:

Email:

Address:

This Deputation relates to the following subject matter:

(Please give sufficient details of the matter to enable consideration of your request for a deputation)

The proposed remediation of infrastructure in the east - west / west - east section of Greer Street Hyde Park / Unley Park. In particular it relates to the footpaths - detailed reasons will be provided as to why these are not fit for purposes and constructive suggestions will be provided for an alternative solution. The suggestions do not necessitate the removal of any trees.

Please Note: If you wish to distribute information as part of your deputation, this material must be provided to Administration prior to the meeting at which your deputation occurs. Please ensure you discuss any information you wish to be distributed or options for presenting your deputation with Administration when you receive confirmation that your Deputation Request has been approved.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the requirements.

Signed: [redacted]

Date: 18 / 6 / 24

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email pobox1@unley.sa.gov.au

[redacted]

DECISION REPORT

REPORT TITLE:	GREER STREET, HYDE PARK – RENEWAL OF EXISTING INFRASTRUCTURE
ITEM NUMBER:	4.1
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	AARON WOOD, MANAGER ASSETS AND OPERATIONS
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. CONSULTATION LETTER AND FEEDBACK FORM 2. SUMMARY OF FEEDBACK RECEIVED

1. PURPOSE

This report presents to Council for its consideration, a summary of consultation feedback received from residents of Greer Street, Hyde Park regarding the renewal of existing infrastructure within the street and seeks a decision regarding the way forward.

2. RECOMMENDATION

That:

1. The report be received.

2. *This matter is for Council to determine.*

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

1. Community Living
1.3 Our City meets the needs of all generations.

4. BACKGROUND

Greer Street is a U-shaped residential street located south of Commercial Road and comprises of three sections. It is a narrow street with very narrow footpaths and large mature trees resulting in pedestrians being unable to walk along the footpaths in certain sections of the street. The existing infrastructure located within the street (i.e. road surface, kerb and water table and footpaths) are considered to be at the end of their useful lives and as such, Council allocated funding in its 2023/24 Renewal Program to replace these assets.

Some residents have expressed the view that the proposed renewal of these assets is an opportunity to address in a sustainable manner, the ongoing challenges with the existing narrow footpaths in the street and are requesting Council to implement a practical solution.

The Administration has undertaken consultation with all residents and property owners of Greer Street, to determine their support or otherwise for significant changes to the existing layout and now seeks a decision from Council regarding the way forward.

The Administration understands a deputation is to be made at its meeting at which this report is to be considered.

5. DISCUSSION

Existing Layout

There are three sections which make up the U-shaped Greer Street, namely a north-south section at the eastern end, an east-west midblock section, and a north-south section to the west. It is a residential street which accommodates access to residents and their visitors. The existing layout in Greer Street is outlined in Table 1.

TABLE 1: EXISTING LAYOUT IN GREER STREET

Road Section	Existing Layout
Section 1 North-South Direction (Eastern Side)	Length: 85m Carriageway Width: 8m Footpath Width: 1.5m West 1.8m East Traffic Flow: 2-way On-Street Parking: Both sides No. of Properties: 8
Section 2 East-West Direction (Midblock)	Length: 135m Carriageway Width: 5.9m Footpath Width: 1.4m-1.5m (less adjacent trees) Traffic Flow: 2-way On-Street Parking: Both sides No. of Properties: 23
Section 3 North-South Direction (Western Side)	Length: 85m Carriageway Width: 5.5m Footpath Width: 1.2m West 1.6m East (less adjacent trees) Traffic Flow: 2-way On-Street Parking: Both sides No. of Properties: 14

Greer Street is carrying approximately 115 vehicles per day (2-way traffic) with an 85th Percentile Speed of 33.3km/hr. This is according to the latest traffic count undertaken in December 2022, outside no. 12 Greer Street which is midblock of the east-west section.

Proposed Asset Renewal and Opportunity

All existing assets (i.e., road surface, kerb and water table and footpaths) located within all three sections of Greer Street are considered to have come to the end of their useful lives. As such, Council has allocated funding in its 2023/24 Annual Business Plan and Budget, for the renewal of these assets.

Currently, there are footpaths on both sides of the street along all three sections which are quite narrow and with the existence of large trees, it is challenging for pedestrians to use the footpaths. Without significant changes being made, be that the removal of trees or on-street parking from one side of the street, the existing challenges currently being experienced cannot be resolved. In this respect, the Administration's intent was to replace the existing infrastructure without making changes to the existing layout. In other words, undertake a 'like-for-like' replacement.

Prior to the commencement of the proposed works, two residents contacted the Administration seeking to address the ongoing challenges. A site meeting was held, and it was subsequently decided not to proceed with the proposed works until consultation was undertaken with residents and property owners to determine their views regarding making significant changes to the existing layout.

Consultation Undertaken & Summary of Feedback Received

On 30 November 2023, the Administration wrote to all residents and property owners. A letter outlining the proposed renewal of existing infrastructure and a feedback form were provided to all residents and property owners to submit their feedback. Four weeks were provided to do so. A copy of the letter and feedback form are contained in Attachment 1.

Attachment 1

Within the letter, residents and property owners were informed that in respect to the existing trees, whilst there are challenges, Council has no intention to undertake wholesale removal as part of the proposed works. If, however, as part of this consultation process, the residents and property owners have a different view, then this feedback will be considered, and that the removal of existing trees would be subject to Council formally considering the matter and deciding on the way forward.

Residents and property owners were also informed that the proposed works are currently on hold pending consultation. If a majority (i.e. 51% or more) of residents and property owners were to agree to significant changes being made, the proposed works would be postponed to 2024/25 and a design process would be undertaken with residents. If, however, a majority of residents did not support significant changes being made, then Council would proceed with a 'like-for-like' replacement of the existing infrastructure layout.

It should be noted that it was clearly articulated within the letter that in the event residents or property owners did not complete a feedback form, it would be deemed that they do not support any significant changes being made to the existing layout within the street and support a ‘like-for-like’ replacement.

The feedback form asked six questions as summarised below:

1. ***Question 1*** *- Do you believe there are any existing issues in Greer Street which need to be addressed?*
2. ***Question 2*** *- What do you believe to be the existing issues in Greer Street which need to be addressed?*
3. ***Question 3*** *- Do you support removal of trees from one side of Greer Street to provide a wider accessible footpath and the planting of replacement trees in suitable locations on the road?*
4. ***Question 4*** *- Do you support removal of on-street parking from one side of Greer Street to provide a wider accessible footpath?*
5. ***Question 5*** *- Do you believe there are no existing issues in Greer Street which need to be addressed and support a ‘like-for-like’ replacement layout of infrastructure?*
6. ***Question 6*** *- Is there any other feedback you would like to provide?*

A total of 51 letters and feedback forms were sent out to all residents and property owners of Greer Street. In response, a total of 24 completed feedback forms were received. A summary of the feedback received, is contained in Attachment 2.

Attachment 2

The key elements of the feedback received are summarised as follows:

- ***Question 1*** - Residents who felt there are issues within the street which need to be addressed (18) whilst no issues (6).
- ***Question 2*** - The biggest issues raised by residents were:
    - existing trees causing footpath accessibility issues (9)
    - existing trees are not to be removed (4)
    - parking is a concern (4)
- ***Question 3*** - Regarding removal of trees from one side of the street in support (9), not in support (13) and did not answer (2).
- ***Question 4*** - Regarding removal of parking from one side of the street in support (13), not in support (8) and did not answer (3).
- ***Question 5*** - Regarding replacing existing layout on a ‘like-for-like’ basis in support (6), not in support (16) and did not answer (2).
- ***Question 6*** - The highest other feedback matters were:
    - Open to new ideas/alternatives (3)
    - Do not support the removal of existing trees (3)

Although in response to the 51 invitations for feedback, a total of 18 submissions were received, it could be considered that the remainder of residents are satisfied with the status quo. That aside, in considering the feedback received, it is evident that there is no consensus regarding the way forward for Greer Street. In this respect, the matter is now brought to Council for a decision.

What is clear is that if Council were to undertake renewal works in the traditional manner, then there will need to be some changes either to the existing trees or on street parking arrangements.

An alternative approach might be possible whereby Greer Street is looked at from a "Living Street" perspective like other streets investigated and implemented by Council. This would include creating a low-speed environment integrating pedestrian, cyclist, and vehicle movements. Should Council wish to undertake this option, then a co-design approach would be undertaken in 2024/25 to explore the feasibility of this concept.

Next Steps

On 6 May 2024, a letter and summary of the feedback (as contained in Attachment 2) were sent to all residents and property owners of Greer Street. They were informed that a report would be presented to Council at its meeting to be held in June 2024 at which time, a decision will be made by Council regarding the way forward.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Funding of approximately $400,000 is currently allocated in the 2023/24 Annual Business Plan and Budget, for the renewal of the existing infrastructure in Greer Street.
- This funding will be carried forward to the 2024/25 financial year to enable Council to decide on this matter and for the works to be undertaken accordingly.

6.2 Risk Management (identification and mitigation)

- The existing footpath widths do not comply with Australian Standards, and it is an expectation (within reason) for compliance to be achieved when renewing such infrastructure. However, this is not possible without significant changes being made in the form of removal of on-street parking or trees from one side of the street to enable a compliant design to be achieved.
- Greer Street is a minor residential street which caters for the immediate needs of residents and their visitors. In this respect, it is not incumbent upon Council to achieve compliance with the relevant standards and could decide to replace the infrastructure within a similar layout to what is currently existing.

6.3 Staffing/Work Plans/Additional Resource Impact

- Should Council decide to undertake a design solution to address the existing challenges within Greer Street and develop a new layout for the street, this will need to be undertaken by an external consultant. The cost of this will need to be met from the existing budget provisions allocated for the renewal of the existing infrastructure.
- The project management aspects of developing a design or delivering a 'like-for-like' replacement of existing infrastructure will be managed by Council staff within existing resources.

6.4 Climate/Environmental Impact

- There is no justification from an arboricultural point of view to remove existing trees from one side of the street albeit that Council can make that decision to improve the overall accessibility and usability of the street. The removal of any existing trees will impact on Council's tree canopy policy.

6.5 Social/Economic

- There is no question that some residents of Greer Street would like to see changes made to the street to address the accessibility issues which the existing trees are causing. However, it is clear that the loss of on-street parking or removal of trees is not widely supported and as such, this matter is at an impasse and requires a Council decision to confirm the way forward.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. Having considered the summary of the feedback received from residents and property owners of Greer Street, Hyde Park, Council does not support making any significant changes to the existing layout of infrastructure within the street.

3. The Administration proceed with replacing the existing layout of infrastructure within the street with a similar layout.

4. Council notes that the funds which are currently allocated in the 2023/24 Annual Business Plan and Budget to renew the existing infrastructure within the street will be carried forward to the 2024/25 financial year to enable the works to proceed.

5. All residents and property owners of the street be informed of Council's decision regarding this matter.

Under this option, Council would decide that no significant changes are to be made to Greer Street and to proceed with the renewal of the existing infrastructure layout with a similar one.

Option 2 –

1. The report be received.

2. Council forms the opinion that the existing infrastructure layout in Greer Street, Hyde Park cannot be reinstated in undertaking the proposed renewal works.

3. Council authorises the Administration to commence a co-design process, in consultation with residents of Greer Street, Hyde Park, to address the existing challenges within the street.

4. Council notes that the funds which are currently allocated in the 2023/24 Annual Business Plan and Budget to renew the existing infrastructure within the street will be carried forward to the 2024/25 financial year, noting that additional funding may be required to implement the outcomes from any co-design process to be delivered.

5. A further report be presented to Council outlining the details of the co-design approach and results of consultation with residents and property owners of the street, to enable Council to make a final determination.

6. All residents and property owners of the street be informed of Council's decision regarding this matter.

Under this option, Council would decide that the existing infrastructure layout within Greer Street should not be retained and that a new layout should be developed through a co-design process, including consultation with residents and property owners of Greer Street.

A workshop will be held with Elected Members on 8 July 2024, regarding community consultation for Accessible Streets. The Greer Street co-design process will be included in this workshop, should Council decide to undertake this option. At that time, the parameters of the co-design and consultation processes will be outlined prior to commencement. A further report will be presented to Council following the completion of these processes to outline the key elements of the co-design as well as the results of the consultation to be undertaken so that Council can make an informed decision.

Should Council decide on this option, it is likely that the co-design and consultation processes will be delivered in 2024/25 with the on-ground works being delivered in 2025/26. However, the existing budget provisions should be carried forward to the 2024/25 financial year for now. There may also need to be further funds allocated to this project depending on what the co-design outcomes are.

Option 3 –

1. The report be received.

2. Having considered the information contained in this report, Council is to undertake the following in respect to the existing infrastructure within Greer Street, Hyde Park:

   - *[Council is to articulate its course of action.]*

3. All residents and property owners of the street be informed of Council's decision regarding this matter.

Council may wish to take a different course of action regarding this matter. This option enables Council to do so and to articulate what this course of action shall be. All residents and property owners will then be informed of Council's decision regarding this matter accordingly.

8. RECOMMENDED OPTION

This matter is for Council to determine.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

30 November 2023

<<Name>>
<<Address>>
<<Suburb>> SA <<Post Code>>

Dear <<Name>>

Consultation – Proposed Upgrade of Infrastructure in Greer Street

I advise that as part of the 2023/24 Capital Works Program, Council is proposing to replace the existing infrastructure in Greer Street. The proposed works consist of resealing the road and reconstructing all existing footpaths and kerbing.

Currently, there are footpaths on both sides of the street which are quite narrow in sections and with the existence of large trees, it is challenging for pedestrians to use these sections of the footpaths. Without significant changes being made in these sections to the layout, the challenges currently being experienced cannot be resolved. In this respect, the intent is to replace the existing infrastructure on a 'like-for-like' basis.

As a resident of Greer Street, you would have received a written notification from Council informing you of the proposed works. Following this, I was contacted by two residents of the street who wanted to discuss the possibility of addressing the existing challenges. I met with the residents onsite and committed to not proceeding with the proposed works until we have consulted with all residents and property owners of Greer Street regarding their support or otherwise to make significant changes.

In respect to the narrow width of section of the footpaths, the reality of the situation is that unless a significant change is made (e.g. removal of trees or one footpath), there is little that can be done to address the existing challenges. In order to effect such a change, residents would have to be willing to compromise on either the provision of a footpath on both sides of the street or the provision of on-street parking on both sides or removal of trees.

In respect to the existing trees, whilst there are challenges Council has no intention to undertake wholesale removal as part of the proposed works. If, however, as part of this consultation process the residents and property owners have a different view, then this feedback will be considered. I wish to point out that the removal of existing trees would be subject to Council formally considering the matter and deciding on the way forward.

The proposed works are currently on hold pending consultation with residents and property owners regarding whether you support significant changes being made within the street. In the event that a majority (i.e. 51% or more) of residents and property

owners agree to significant changes being made, the proposed works will be postponed to 2024/25 and a design process will be undertaken with residents. If, however, a majority of residents do not support significant changes being made then Council will proceed with a 'like-for-like' replacement of existing infrastructure layout.

You are invited to submit your feedback and comments by completing the enclosed Feedback Form and returning it to Council via email (refer to details below).

Please note that should you not return a completed Feedback Form by the due date then it will be considered that you **do not support** any significant changes being made to Greer Street as part of the proposed works and that you support a 'like-for-like' replacement of existing infrastructure layout.

Completed Feedback Forms are to be returned via email to:

Russell King
Assets & Engineering Lead
rking@unley.sa.gov.au
by no later than 5pm on Friday 22 December 2023

In essence, at this time, we are seeking to determine if the majority of residents and property owners in Greer Street support significant changes to be made as part of the proposed works. If this is the case, a design process will be initiated in consultation with you. If not, we will proceed as planned.

Thank you and we look forward to receiving your feedback on this important matter.

If you require further information regarding this matter or have any questions regarding the consultation being undertaken, please contact Russell King via email.

Yours sincerely

Claude Malak
General Manager City Development

Cc Cr Michael Rabbitt
Cr Monica Broniecki

Encl. Feedback Form

Feedback Form | Help Shape Your Street

Proposed Works - Greer Street, Hyde Park

Invitation for Feedback

The City of Unley is proposing to replace the existing infrastructure within Greer Street, Hyde Park. The proposed works consist of resealing the road and reconstructing all footpaths and kerbing.

Currently, there are footpaths on both sides of the street which are quite narrow in sections and with the existence of large trees, it is challenging for pedestrians to use many sections of the footpaths.

Without significant changes being made to these sections of Greer Street, the challenges currently being experienced cannot be resolved.

Prior to a final determination being made regarding the proposed works and layout your feedback as residents and property owners of Greer Street is invited.

Completed Feedback Forms must be submitted to:

Russell King
Senior Assets & Engineering Lead
by 5pm Friday 22 December 2023
via email rking@unley.sa.gov.au

Full Name

Address

Email

Phone Number (Optional)

Please note that if you do not submit a completed Feedback Form by the due date, it will be considered that you do not support any changes being made to Greer Street as part of the proposed works and are happy for the existing infrastructure to be replaced on a 'like-for-like' layout.

Have Your Say

1. **Do you believe there are any existing issues in Greer Street which need to be addressed?**

☐ Yes ☐ No

2. **What do you believe to be the existing issues in Greer Street which need to be addressed?**

3. **Do you support removal of trees from one side of Greer Street to provide a wider accessible footpath and the planting of replacement trees in suitable locations on the road?**

☐ Yes ☐ No

4. **Do you support removal of on-street parking from one side of Greer Street to provide a wider accessible footpath?**

☐ Yes ☐ No

5. **Do you believe there are no existing issues in Greer Street which need to be addressed and support a 'like-for-like' replacement layout of infrastructure?**

☐ Yes ☐ No

6. **Is there any other feedback you would like to provide?** (Additional comments can be submitted via email)

A majority of residents (i.e. 51% or more) must submit a completed Feedback Form by the due date supporting changes to be made to Greet Street in order for this to be considered. If this is not the case, the proposed works will proceed with a 'like-for-like' replacement.

SUMMARY OF FEEDBACK RECEIVED | GREER STREET RESIDENTS & PROPERTY OWNERS CONSULTATION

Question 1 *Do you believe there are any existing issues in Greer Street which need to be addressed?*	A total of 24 completed feedback forms received: • Yes (18) • No (6)
Question 2 *What do you believe to be the existing issues in Greer Street which need to be addressed?*	The key elements raised in the 24 completed feedback forms received are summarised as follows: • Parking (4) • Remove parking • Existing trees causing footpath accessibility issues (9) • Existing footpaths are poor quality • Existing footpaths are narrow (2) • Only one footpath needed • Ugly stobie poles detracting from western side landscaping • Existing tree canopy should be reduced (2) • Tree leaf / debris (2) • Stormwater issues which need to be addressed (2) • Exiting trees are not to be removed (4) • Existing trees need to be removed and replaced (2) • Some trees need to be removed (2) • Tree damage to footpaths and kerbing (2) • Overplanting of inappropriate trees/some tree removal • Insufficient lighting (2) • Poor road condition • Street looks messy • Issues with bin pickup It is important to note that not every question or section within every completed feedback form was filled in or responded to.
Question 3 *Do you support removal of trees from one side of Greer Street to provide a wider accessible footpath and the planting of replacement trees in suitable locations on the road?*	A total of 24 completed feedback forms were received: • Yes (9) • No (13) • Did not answer the question (2)

Question 4 *Do you support removal of on-street parking from one side of Greer Street to provide a wider accessible footpath?*	A total of 24 completed feedback forms received: • Yes (13) • No (8) • Did not answer the question (3)
Question 5 *Do you believe there are no existing issues in Greer Street which need to be addressed and support a 'like-for-like' replacement layout of infrastructure?*	A total of 24 completed feedback forms received: • Yes (6) • No (16) • Did not answer the question (2)
Question 6 *Is there any other feedback you would like to provide?*	The key elements raised in the 24 completed feedback forms received are summarised as follows: • Open to new ideas/alternatives (3) • Existing footpaths are adequate as they are • Return existing kerbline and pavement may be most viable option but make road shared between pedestrians/vehicles • Safety is critical and should not be walking on the road • Should trees be removed due to natural causes adjacent residents should be consulted on replacements • Undertake more regular cleaning of street • Keep existing tree canopy • Do not replace all yellow lines post works as a trial to allow more parking • Install rubber matting adjacent trees • Eastern part of Greer Street is adequate width. Difficult to drive caravan throughout the street • Council should consider itself lucky has not been sued over tree trip hazards • Existing trees cause trip hazards • Exiting trees prevent people for walking on footpaths • Do not support loss of parking and retaining 2-way traffic is important • Walking along the road is not an issue as case with many other streets in the area • Remove existing kerbing and extend footpaths into the street (2) • Do not support the removal of trees (3) • Remove parking from one side of the street and make into one-way • Consider myself very lucky to live in Unley thank you for all your communication and your genuine efforts with residents

Notes:

1. Not every question was answered by every person who submitted a completed feedback form.
2. A total of 3 completed feedback forms were received from a single property and were each counted as separate submission.
3. The summary outlined in this document will be provided to Elected Members as part of the documentation of the report to be presented to Council for its consideration.
4. Council staff propose to present their report for Council's consideration at its meeting to be held on 24 June 2024.
5. Council staff understand a petition is to be presented to Council by a resident(s) to be considered at the same meeting at which Council will consider the staff report and that a deputation(s) will be made to Council by a resident(s) on the night.

DECISION REPORT

REPORT TITLE:	UNLEY OVAL PERIMETER FENCING INVESTIGATION - PROPOSED APPROACH
ITEM NUMBER:	4.2
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	BEN WILLSMORE, MANAGER CITY DESIGN
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. COUNCIL BRIEFING INFORMATION 170624

1. PURPOSE

This report seeks Council's endorsement of the proposed approach and timeline to investigate a permanent perimeter fence with appropriate public access for Unley Oval.

2. RECOMMENDATION

That:

1. The report be received.

2. The proposed approach and timeline as set out in Attachment 1 to this report (Item 4.2, Council Meeting 24 June 2024) is endorsed.

3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required to finalise the endorsed approach and timeline regarding this matter.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

1. Community Living
1.1 Our Community is active, healthy and feels safe.

4. BACKGROUND

The Unley Oval is a Regional open space and sports facility. The precinct combines several established sporting clubs (AFL, cricket, lawn tennis and lawn bowls), with a range of community open spaces, park amenities (seating, BBQ, drink fountains, bike racks, picnic settings and shelters) and recreation facilities (playgrounds, playing surface, grassed mounds) for all ages.

At the Council meeting held on 22 April 2024, Council resolved that:

1. *The Administration develop a concept design and confirm cost for the installation of a permanent perimeter fence with appropriate public access for Unley Oval for Council's consideration.*

2. *The concept design to be developed is to be undertaken as part of the proposed redevelopment of the existing public toilet facilities located at Unley Oval, on the corner Frederick Street and Langham Terrace.*

3. *Elected Member briefings are to be held for the purpose of:*
   - *Confirming the scope of the concept design to be developed.*
   - *Presenting the draft concept design and costs once known.*
   - *Confirming community engagement on the draft concept design.*

4. *The final concept design is to be decided and endorsed by Council.*

Resolution No. *C0001/24*

A permanent perimeter fence, with public access openings, is understood to extend between the existing grandstand building on Trimmer Terrace, along Frederick Street, and connect to the lawn tennis facilities on Langham Terrace. The concept would consider the existing cricket nets, arbor structure, playgrounds, and mounding, as well as the distribution of seating, tables, barbecues, and other amenities.

5. DISCUSSION

Investigation Approach

The Administration is proposing a staged approach to facilitate Council's considerations of this matter and has developed a program that seeks to align with its 2025/26 budget consideration process, if required.

A summary of the proposed approach is shown in Figure 1.

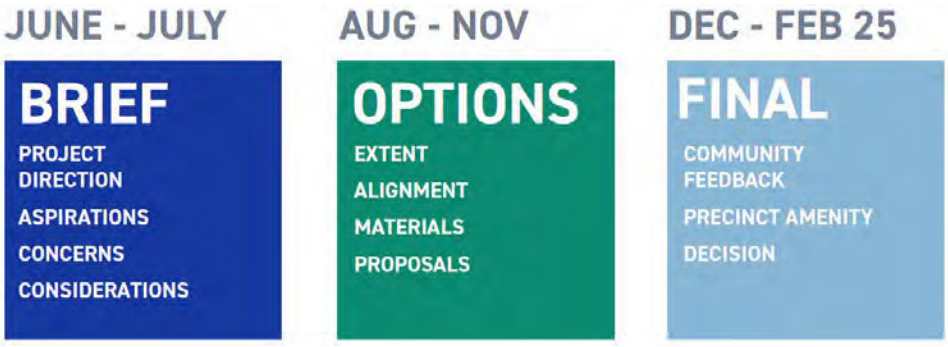


Figure 1: Proposed approach to investigation

It is important to note from the outset that at each stage of this process, Council will be presented with the option to either proceed to the next stage or cease consideration of the matter altogether.

Community Engagement

Council's Community Engagement Toolkit contains three means of community engagement. For the purpose of investigating this matter, it is proposed for Council to take an 'Active Participation' approach and work with the community to understand concerns and aspirations.

Active Participation recognises that while the final decision ultimately rests with Council, the community is actively involved in identifying alternatives and the preferred solutions.

In this respect, the community will have the opportunity to engage in this project at two key stages of the investigation.

Stage 1: July 2024
Initial engagement will seek to understand the community's appreciation of the character of Unley Oval and if it is to be fenced, what criteria is important for Council to consider.

This consideration will be in the context of:

- Position of the fencing and openings.
- Design of the fencing and openings.
- Operation of the fencing and openings.

Feedback from the first stage of community engagement will inform the development of the perimeter fence design brief.

Stage 2: November 2024
The second stage of engagement will test community preferences towards a preferred option and to understand why. Additional comments will be sought from the community to understand what further design changes could be considered to achieve greater community support.
Consultation for both community engagement stages will be undertaken via online survey (YourSay Unley) as the primary source and supported with stand-alone information displays set up at Council's Civic Centre, Goodwood Library and Unley Library.

In addition to online engagement, Council will also host in-person drop-in sessions at the Oval. These sessions will be timed to maximise opportunities to engage with the diversity of the Oval's users and will include weekdays (mid-morning and early evening) as well as weekend times. The drop-in sessions will be set up at the corner of Langham Street/Frederick Street, with easy access to parking and oval amenities.

Efforts will be made through the consultation material to understand the user-profile of each individual submission, including their association with the oval and if they are living in proximity to the oval, within the City of Unley or from outside the Council area.

A summary of the proposed investigation timeline is shown in Figure 2.

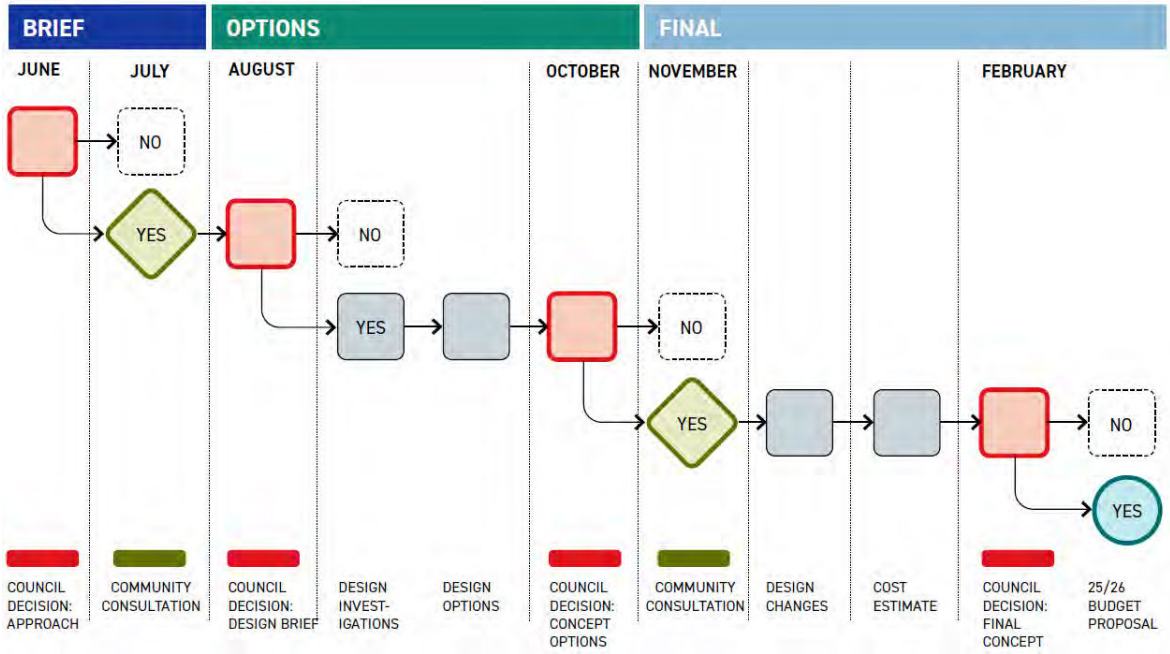


Figure 2: Proposed timeline to investigation

Initial Elected Member Briefing and Ongoing Reporting to Council

A Briefing was held on 17 June 2024 for Elected Members which was open to the public. At the briefing, the Administration presented an overview of the proposed approach and timelines associated with this matter.

Attachment 1

The information presented at the briefing was well received by Elected Members and the feedback provided has guided this report. In addition to the content presented, it was agreed that the consultation would also seek the community's support for investigating a new southern entry from Edmund Avenue into the Oval Precinct.

In respect to reporting to Council regarding this matter, a Council decision to advance the investigation will be sought at the following stages:

- Consultation approach and program (June 2024)
- Design brief / scope (August 2024)
- Design options for consultation (October 2024)
- Final design and costings (February 2025)

Subject to Council endorsement of each step, the final design information is intended to be completed to inform Council's 2025/26 Annual Business Plan and Budget considerations. However, this is an indicative 9 month program, and the process will not be rushed to meet this timeframe. Should the level of community engagement require additional time to consider each step, the program will be extended to ensure the most appropriate outcome.

At each step of the process, Council will be presented with the option to either proceed to the next step or to cease considerations altogether regarding this matter.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Council has allocated funding in the amount of $100,000 in its draft 2024/25 Annual Business Plan and Budget for the redevelopment of the existing public toilet facilities located at Unley Oval.
- A concept plan has recently been completed for these works and is intended to commence the detailed design of the upgrade, being the next step in the delivery of the project, in the 2024-25 financial year. The scope of these works could expand to incorporate the development of a concept plan for the provision of a permanent perimeter fence at Unley Oval.
- Should Council decide to proceed to the development of the design brief, indicative budget allocation for design consultants will be provided in the Council Report.
- The investigation will include the establishment of first-order cost estimates for the concept design options to assist in Council's deliberations.

6.2 Risk Management (identification and mitigation)

- A staged consultation approach will engage with the community and interested stakeholder through the investigation process and ensure that Council is aware of all views prior to making any decisions.
- The development of a concept design will be prepared in accordance with the necessary and required standards, codes, and guidelines to ensure that Council meets the appropriate legislative requirements and mitigates its risks accordingly.
- The investigation is estimated to take approximately 9 months. However should the level of community engagement require additional time to consider each step, the program will be extended to ensure the most appropriate outcome.

6.3 Staffing/Work Plans/Additional Resource Impact

- Staff work plans currently being developed to deliver the outcomes of Council's 2024/25 Annual Business Plan and Budget will include undertaking community engagement for this project, management of

an external design consultants as required, and preparation of the required Council reports associated with each stage of the approach.

- The Administration will engage an external design consultant to develop the concept design options and associated costs.

6.4 Climate/Environmental Impact

- The development of concept designs as part of the investigation will consider Council's Environmental Design Guidelines (ESD) for New Council Buildings and Minor Works and Refurbishments.

6.5 Social/Economic

- The proposed approach and program seek early engagement with the community to inform the investigation of a perimeter fencing with appropriate public access for Unley Oval.
- The approach proposes the 'Active Participation' engagement model as contained within Council's Community Engagement Toolkit. It proposes a staged engagement approach to inform the investigation and will be accessible online and onsite to maximise opportunities for the diversity of users and views regarding Unley Oval.

7. ANALYSIS OF OPTIONS

Option 1 -

1. The report be received.

2. The proposed approach and timeline as set out in Attachment 1 to this report (Item 4.2, Council Meeting 24 June 2024) is endorsed.

3. The Chief Executive Officer be authorised to make minor editorial or formatting amendments as required to finalise the endorsed approach and timeline regarding this matter.

Under this option, Council would endorse the proposed approach and timeline for this project and proceed with the first stage of community engagement which would commence in early July 2024.

The CEO would be authorised by Council to make minor editorial changes, if required, to finalise the endorsed approach and timeline prior to commencement of the community engagement process.

Option 2 –

1. The report be received.

2. Subject to the following amendments, the proposed approach and timeline as set out in Attachment 1 to this report (Item 4.2, Council Meeting 24 June 2024) is endorsed.
   - *[Amendments requested to be inserted here]*

Council may wish to make amendments to the proposed approach and timeline prior to commencement of the project. If this is the case, the amendments should be articulated as part of the resolution and this option provides the relevant wording to enable Council to do so. These changes will be incorporated prior to the commencement of the community engagement process without the need to come back to Council.

Option 3 –

1. The report be received.

2. The proposed approach and timeline as set out in Attachment 1 to this report (Item 4.2, Council Meeting, 24 June 2024) be further amended as outlined below and returned to Council for review, prior to the commencement of a community engagement process:
   - *[Summary of amendments required to be inserted here]*

Council may wish to request significant amendments to the proposed approach and timeline which would then need to come back for Council for its consideration prior to the commencement of the community engagement process. If this is the case, direction regarding the significant amendments should be articulated as part of the resolution. This option provides the relevant wording to enable Council to do so, and to resolve that these changes be incorporated and brought back to Council.

Option 4 –

1. The report be received.

This option allows Council to simply receive this report but not endorse the investigation approach or timelines and hence decide not to progress with this matter any further.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

CITY DEVELOPMENT

CITY OF UNLEY

UNLEY OVAL PERIMETER FENCING INVESTIGATION

PROPOSED APPROACH

June 2024

THE CITY of Unley

CITY DEVELOPMENT

ACKNOWLEDGMENT OF COUNTRY

We acknowledge the City of Unley is located on the traditional lands for the Kaurna people and we respect their spiritual relationship with their country.

We 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.

THE CITY of Unley

CITY DEVELOPMENT

PURPOSE

Outline the proposed approach to investigate a permanent perimeter fence with appropriate public access for Unley Oval

APPROACH

1. Understanding Unley Oval, its existing assets and perimeter conditions
2. Active Participation - lessons from past community engagement approaches
3. Proposed methodology for engagement and investigation

Feedback on the approach will inform a Report to Council for the June Council Meeting

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J RUSSO RE: INVESTIGATION OF A PERMANENT FENCE WITH PUBLIC ACCESS FOR UNLEY OVAL
ITEM NUMBER:	
DATE OF MEETING:	22 APRIL 2024
ATTACHMENTS:	NIL

Councillor J Russo has given notice of intention to move the following motion at the Council meeting to be held on 22 April 2024.

MOTION

That:

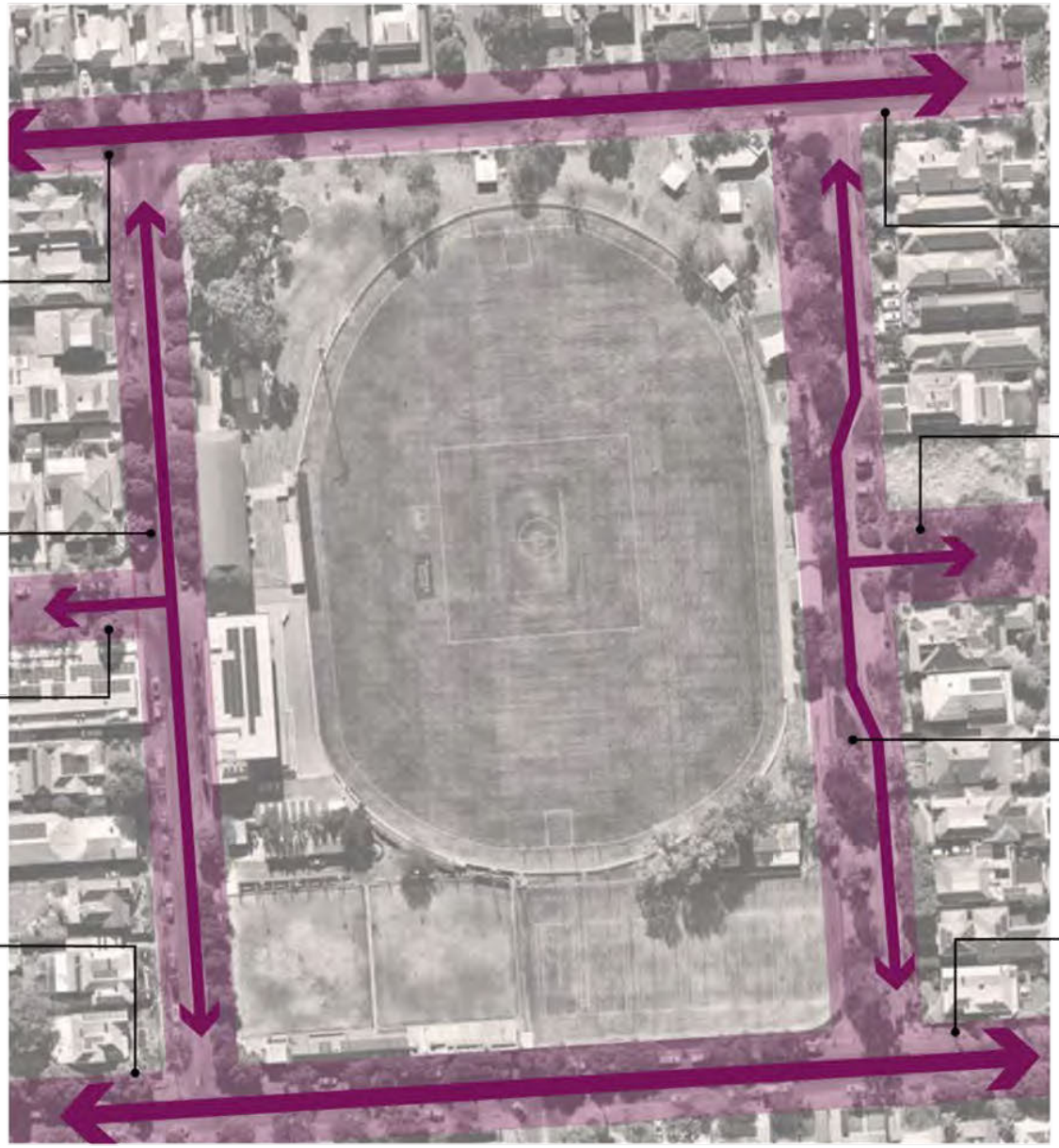
1. The Administration develop a concept design and confirm cost for the installation of a permanent perimeter fence with appropriate public access for Unley Oval for Council's consideration.
2. The concept design to be developed is to be undertaken as part of the proposed redevelopment of the existing public toilet facilities located at Unley Oval, on the corner Frederick Street and Langham Terrace.
3. Elected Member briefings are to be held for the purpose of:
   - Confirming the scope of the concept design to be developed.
   - Presenting the draft concept design and costs once known.
   - Confirming community engagement on the draft concept design.
4. The final concept design is to be decided and endorsed by Council.

Background

The time is now for Council to consider the installation of permanent fencing around Unley Oval. This has been considered controversial because there are varied views on having a permanent fence as there is a perception that a fence will shut out the community and those who will benefit from having this are the Sturt Football Club. Oval users include Sturt Bowling Club, Sturt Lawn Tennis Club, Sturt Cricket Club and Sturt Football Club and other users in the Unley community, not just those who border the Oval.

CITY DEVELOPMENT

OVAL EDGES



FREDERICK STREET TO UNLEY ROAD

TRIMMER TERRACE

OXFORD TERRACE TO UNLEY ROAD

EDMUND AVENUE TO UNLEY ROAD

FREDERICK STREET TO DUTHY STREET

OXFORD TERRACE ROAD CLOSURE

LANGHAM TERRACE STREETSCAPE

EDMUND AVENUE TO DUTHY STREET

CITY DEVELOPMENT

OVAL SPACES



CITY DEVELOPMENT

OVAL AMENITY



MEMORIAL AND SEATING

2 BIKE RACKS

2 SEATS
PICNIC SETTING
BIN

SHELTER
PICNIC SETTING
BBQ
DOUBLE BIN
PATHWAY
LIGHTING

PUBLIC TOILETS
3 SHELTER
4 PICNIC SETTING
3 SEATS
3 BBQ
3 DOUBLE BIN
DRINKING
FOUNTAIN + DOG
BOWL

3 PICNIC
SETTINGS
3 SEATS
DOUBLE BBQ
NOTICE BOARD
2 BIKE RACKS

2 SEATS
2 PICNIC
SETTINGS
SHELTER
BBQ
DRINK FOUNTAIN
+ DOG BOWL

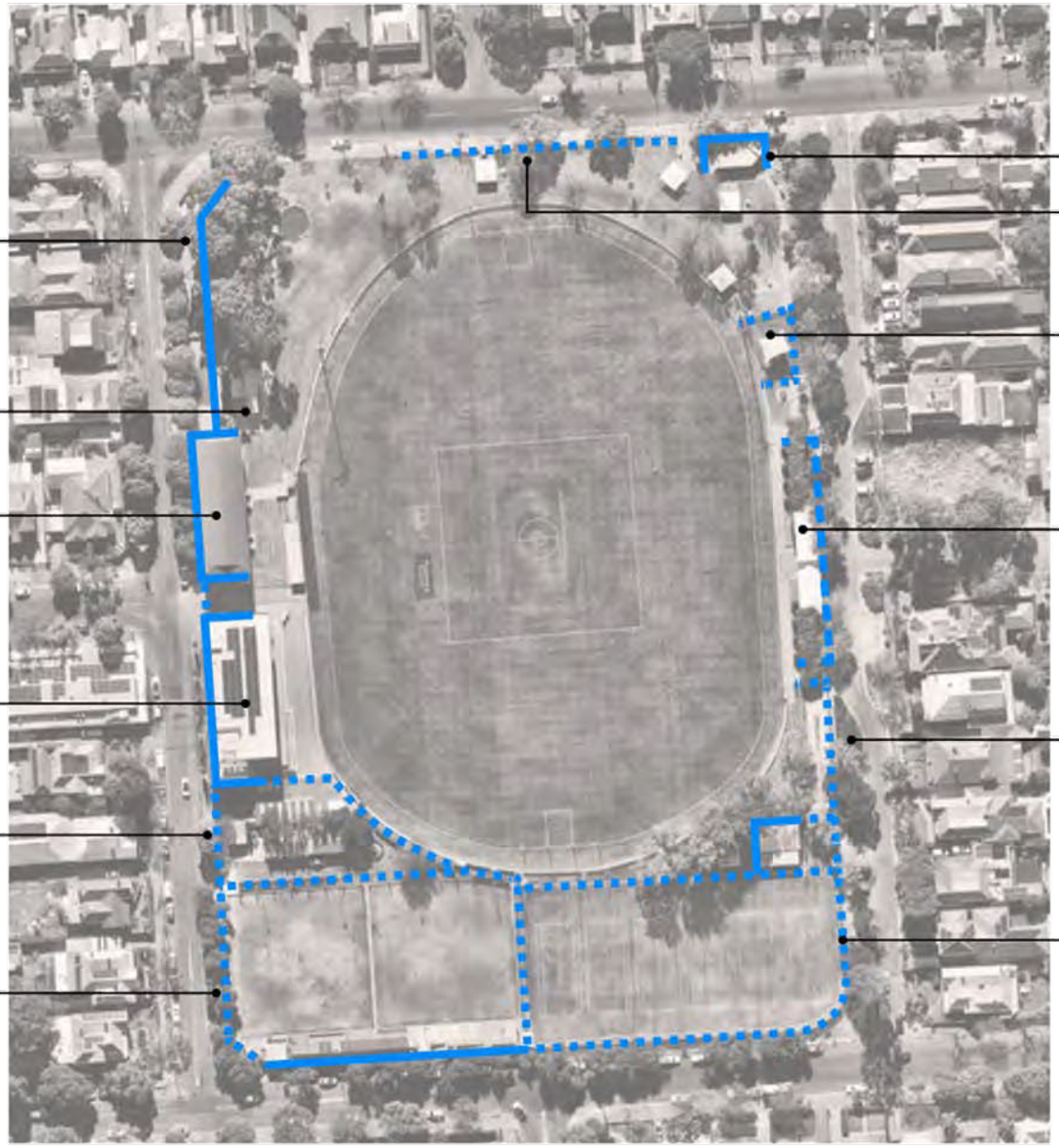
CITY DEVELOPMENT

OVAL FACILITIES



CITY DEVELOPMENT

OVAL PERIMETER



RETAINING WALLS, STEPPED ACCESS + DDA RAMP

CANTEEN

McKAY STAND

JACK OATEY STAND

MAINTENANCE STORAGE SECURE FENCING

STURT BOWLING CLUB SECURE FENCING

TOILET BLOCK

LOW FENCING

LOW FENCED PLAYGROUND

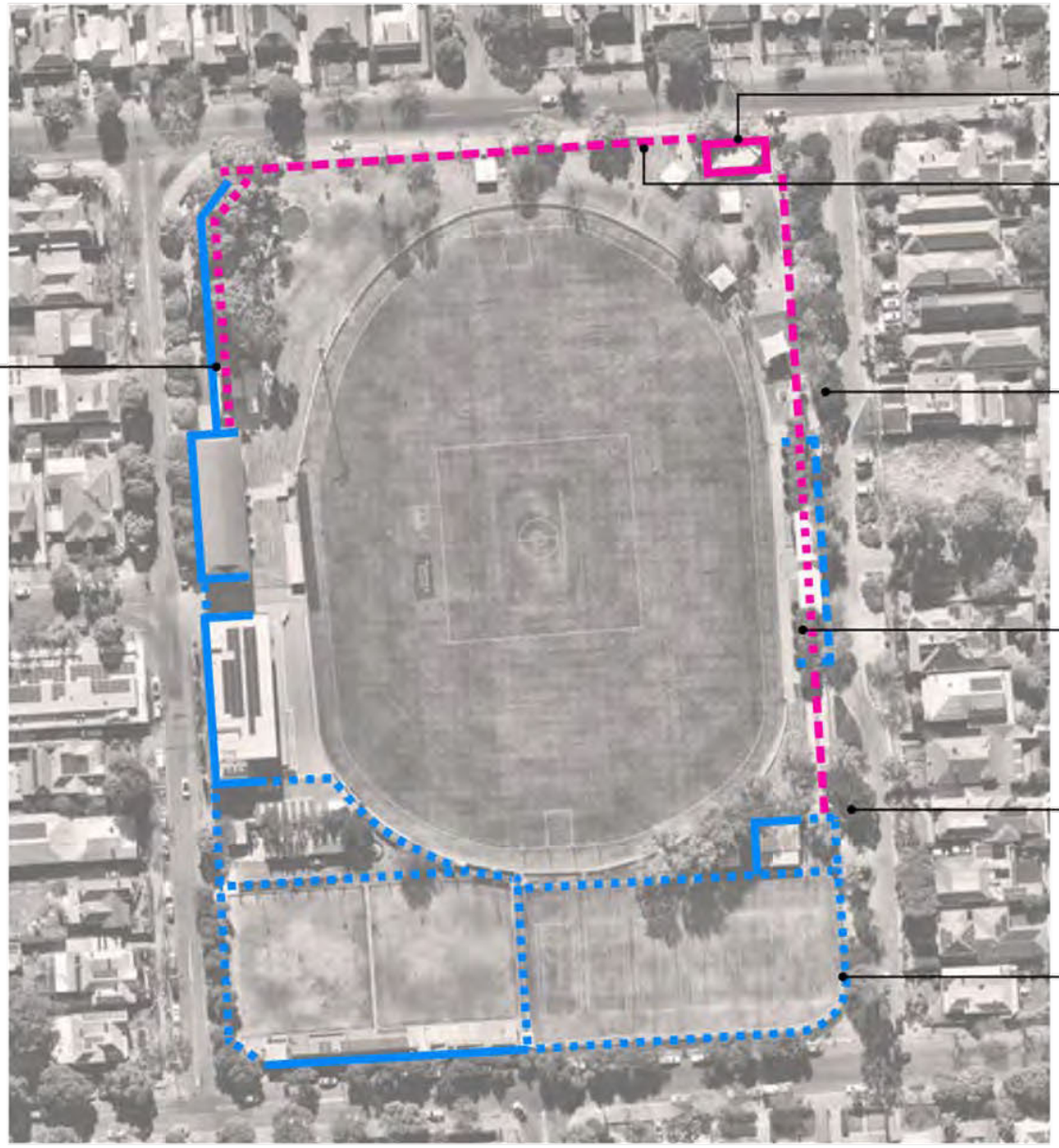
EASTERN PAVILION AND SCOREBOARD

CRICKET NETS SAFETY FENCING

STURT LAWN TENNIS SECURE FENCING

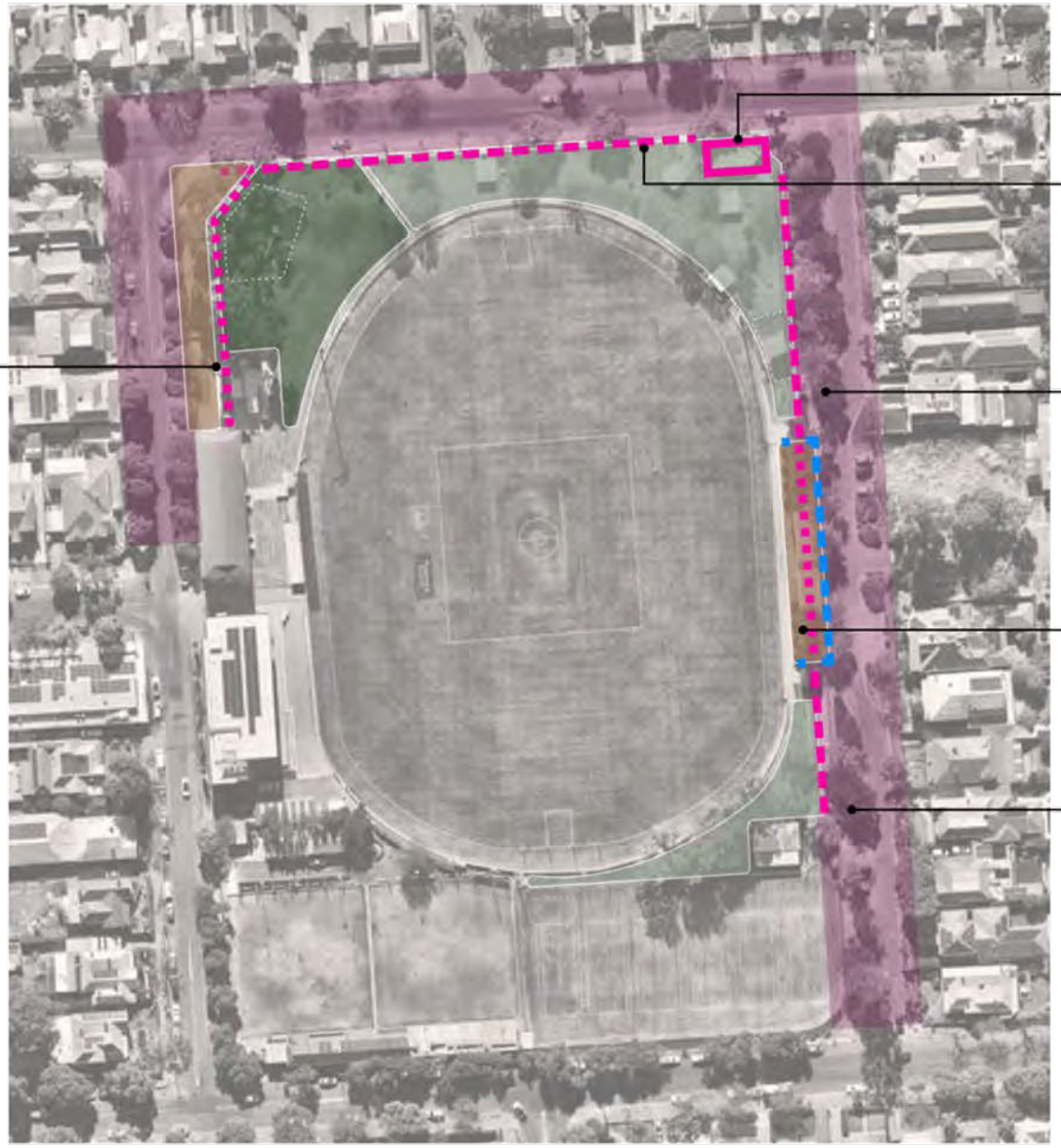
CITY DEVELOPMENT

PERIMETER REQUIRED



CITY DEVELOPMENT

PERIMETER INTERFACE



FENCING ALIGNMENT TO CONSIDER EXISTING RETAINING WALLS + LANDSCAPE TERRACES

NEW TOILET BLOCK

FENCING ALIGNMENT TO CONSIDER FREDERICK STREET

FENCING ALIGNMENT TO CONSIDER LANGHAM TERRACE

FENCING TO CONSIDER EASTERN PAVILION

FENCING TO CONSIDER EXISTING CRICKET NETS

CITY DEVELOPMENT

Community members and Council work together to ensure concerns and aspirations are understood.

While the final decision ultimately rests with Council, the community is actively involved in identifying alternatives and preferred solutions.

ACTIVE PARTICIPATION:
Community Engagement Toolkit
City of Unley

CITY DEVELOPMENT

ACTIVE PARTICIPATION

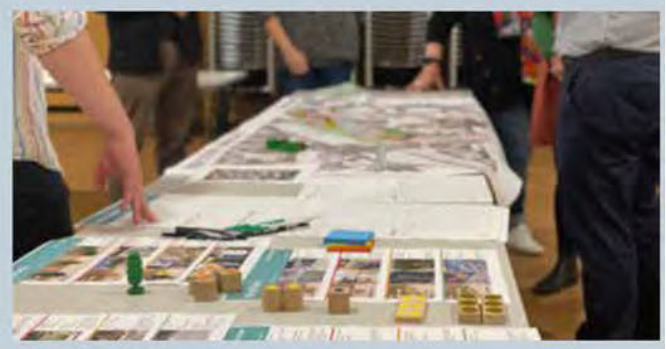
Council established a "co-design" approach to work effectively with the local community to enable positive, long term change

Projects include:

- Design King William
- North Unley Park Master Plan
- Living Streets
  (Norman Terrace, Richards Terrace, Rogers Street)
- Pocket Parks
  (Fairford Street, Clifton Street)

Engagement approach aims to develop:

1. Shared Vision and Aspirations
2. Testing design ideas
3. Reviewing the preferred concept design







CITY DEVELOPMENT

ACTIVE PARTICIPATION

STEP 1

DEVELOP PROJECT DIRECTION

STEP 2

TEST COMMUNITY PREFER-ENCES

STEP 3

FINALISE OUTCOME

CITY DEVELOPMENT

PROPOSED METHODOLOGY

JUNE - JULY

BRIEF

PROJECT DIRECTION

ASPIRATIONS

CONCERNS

CONSIDERATIONS

- BRIEFING
- REPORT
- CONSULTATION

AUG - NOV

OPTIONS

EXTENT

ALIGNMENT

MATERIALS

PROPOSALS

- REPORT
- BRIEFING
- REPORT
- CONSULTATION

DEC - FEB 25

FINAL

COMMUNITY FEEDBACK

PRECINCT AMENITY

DECISION

- BRIEFING
- REPORT

CITY DEVELOPMENT

PROPOSED METHODOLOGY

JUNE - JULY

BRIEF

PROJECT DIRECTION

ASPIRATIONS

CONCERNS

CONSIDERATIONS

To establish a 'co-design' approach with the local community

Engage interested stakeholders in shaping the aspirations for the design brief, as well as understand community concerns to be addressed through the design process

Community input to help shape the investigation scope, understanding the value of Unley Oval and the different edge interfaces to Langham, Frederick and Trimmer

BRIEFING	11 JUNE
REPORT	24 JUNE
CONSULTATION	THROUGHOUT JULY

CITY DEVELOPMENT

PROPOSED METHODOLOGY

JUNE - JULY

BRIEF

PROJECT DIRECTION

ASPIRATIONS

CONCERNS

CONSIDERATIONS

Consultation to investigate:

- **Community understanding and appreciation of the character of Unley Oval**
- **If Unley Oval is to be fenced, what criteria is important to consider?**
  - **... in the position of the fencing and openings?**
  - **... in the design of the fencing and openings?**
  - **... in the operation of the fencing and openings?**

BRIEFING	11 JUNE
REPORT	24 JUNE
CONSULTATION	THROUGHOUT JULY

CITY DEVELOPMENT

PROPOSED METHODOLOGY

JUNE - JULY

BRIEF

PROJECT DIRECTION

ASPIRATIONS

CONCERNS

CONSIDERATIONS

Undertake online consultation, supported with in-person drop-in sessions and civic centre / library displays to maximise community opportunity to shape the directions of the project

Oval drop-in sessions could include:

- Wednesday - mid morning
- Thursday - early evening
- Saturday - mid morning

Consultation to be setup at the corner of Langham/ Frederick

Timing of consultation to avoid clashes with sport activities

BRIEFING	11 JUNE
REPORT	24 JUNE
CONSULTATION	THROUGHOUT JULY

CITY DEVELOPMENT

PROPOSED METHODOLOGY

AUG - NOV

OPTIONS

EXTENT

ALIGNMENT

MATERIALS

PROPOSALS

Report to Council summarising the community feedback and present the final design brief

At this stage, Council may choose to pursue the project no further

REPORT	26 AUGUST
BRIEFING	LATE SEPTEMBER
REPORT	28 OCTOBER
CONSULTATION	THROUGHOUT NOVEMBER

CITY DEVELOPMENT

PROPOSED METHODOLOGY

AUG - NOV

OPTIONS

EXTENT

ALIGNMENT

MATERIALS

PROPOSALS

Engage design consultants to develop design proposals for the oval boundary treatments

Briefing to Elected Members will present varied boundary treatments and preliminary fencing design options to inform the finalisation of consultation options

Report to Council summarising the design options for the purpose of community engagement

At this stage, Council may choose to pursue the project no further

REPORT	26 AUGUST
BRIEFING	LATE SEPTEMBER
REPORT	28 OCTOBER
CONSULTATION	THROUGHOUT NOVEMBER

CITY DEVELOPMENT

PROPOSED METHODOLOGY

AUG - NOV

OPTIONS

EXTENT

ALIGNMENT

MATERIALS

PROPOSALS

Consultation to consider:

- **Preferred option and why**
- **Recommended changes / amendments to the preferred option**
- **Other feedback**

REPORT	26 AUGUST
BRIEFING	LATE SEPTEMBER
REPORT	28 OCTOBER
CONSULTATION	THROUGHOUT NOVEMBER

CITY DEVELOPMENT

PROPOSED METHODOLOGY

AUG - NOV

OPTIONS

EXTENT

ALIGNMENT

MATERIALS

PROPOSALS

Undertake online consultation, supported with in-person drop-in sessions and civic centre/library displays to maximise community opportunity to review the directions of the project

Oval drop-in sessions could include:

- Wednesday - mid morning
- Thursday - early evening
- Saturday - mid morning

Consultation to be setup at the corner of Langham/ Frederick

Timing of consultation to avoid clashes with sport activities

REPORT	26 AUGUST
BRIEFING	LATE SEPTEMBER
REPORT	28 OCTOBER
CONSULTATION	THROUGHOUT NOVEMBER

CITY DEVELOPMENT

PROPOSED METHODOLOGY

DEC - FEB 25

FINAL

COMMUNITY FEEDBACK

PRECINCT AMENITY

DECISION

Subject to community feedback, a briefing may be held in late January to provide members additional opportunity to inform the final design

Report to Council summarising the community feedback and presenting the final design and associated costs for an Unley Oval perimeter fence

At this stage, Council may choose to pursue the project no further

Subject to Council endorsement, the final design information may inform 25/26 budget consideration

BRIEFING	LATE JANUARY (if required)
REPORT	24 FEBRUARY

CITY DEVELOPMENT

SUMMARY

Nine (9) month program of engagement and design testing to **investigate a permanent perimeter fence** with appropriate **public access**

'Active Participation' approach consistent with the Council's Consultation Toolkit, and informed by past engagement

Community engagement will support:

- Development of design brief (July)
- Assessment of preferred concept design options (November)

Council decision sought:

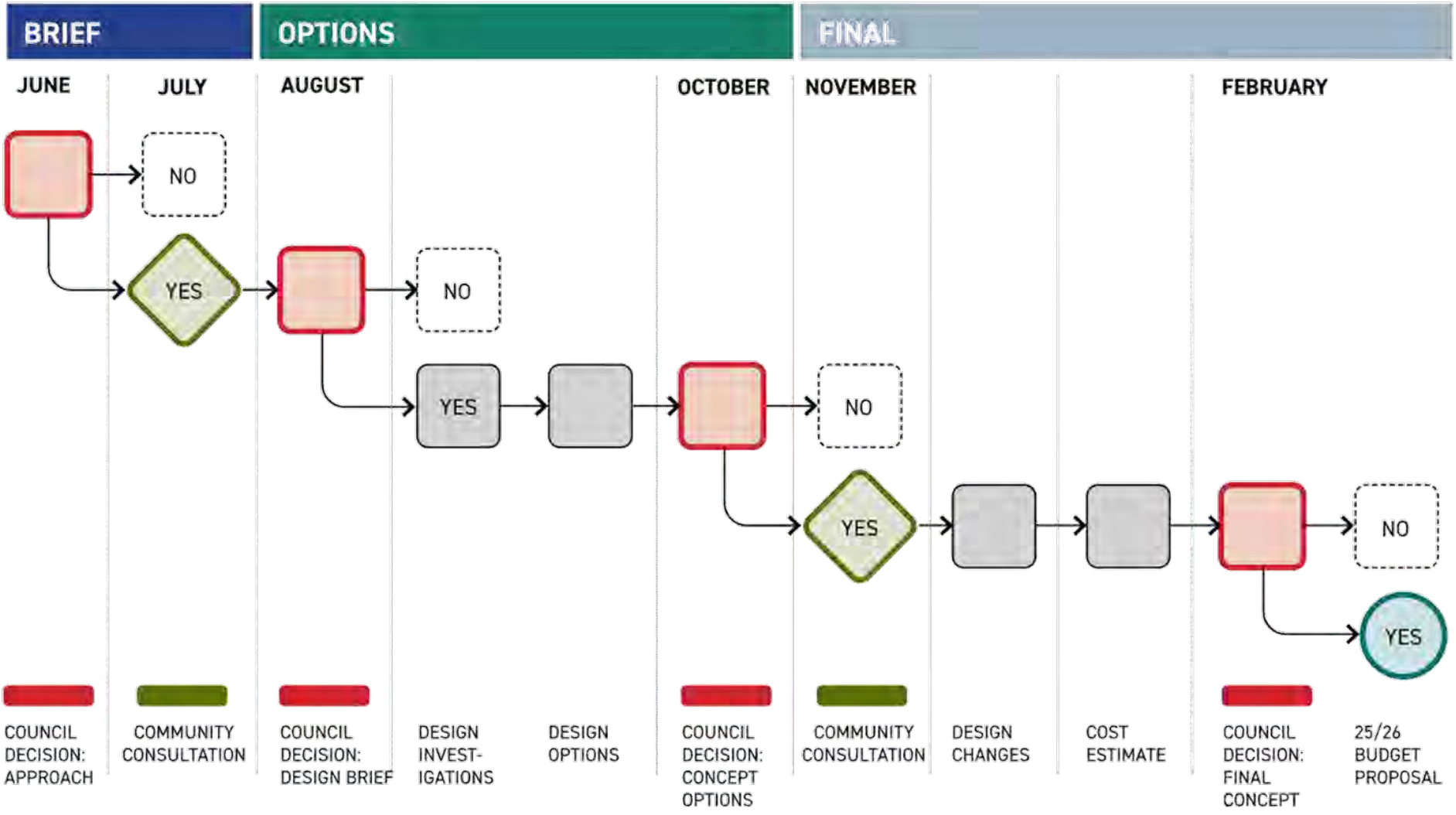
- Consultation approach and program (June)
- Design Brief / Scope (August)
- Design options for consultation (October)
- Final Design and costings (February)

Subject to Council endorsement, the final design information may inform 25/26 budget consideration

THE CITY of Unley

CITY DEVELOPMENT

INVESTIGATION

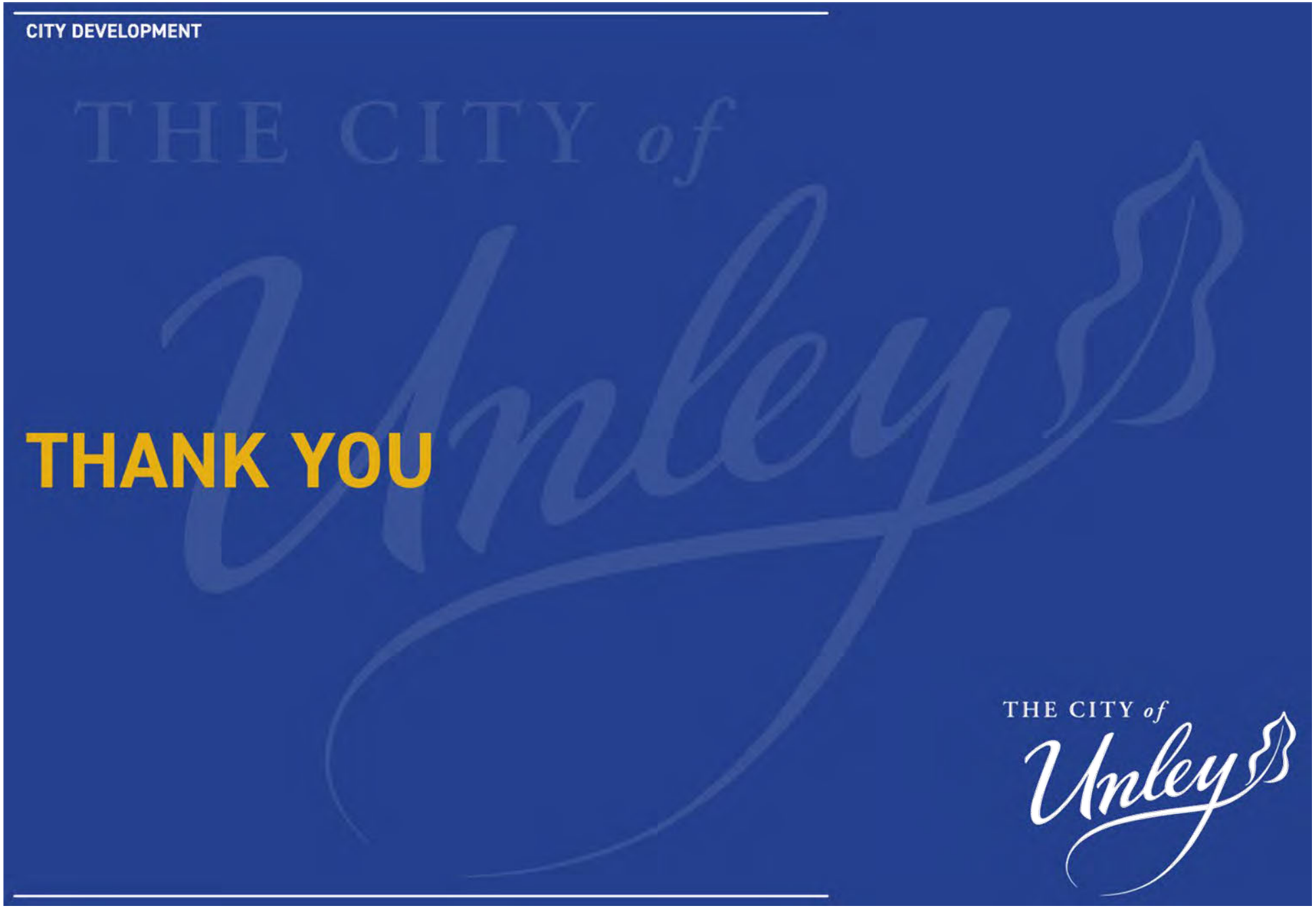


CITY DEVELOPMENT

FOR DISCUSSION

1. *Do Members support the proposed engagement approach and program?*
2. *Do Members wish to see any particular questions asked of the community to assist in establishing the design brief?*
3. *Do Members wish to include anything in addition to the investigation of a permanent perimeter fence with appropriate public access as part of the project scope?*

THE CITY of Unley


CITY DEVELOPMENT
THE CITY of Unley
THANK YOU
THE CITY of Unley

DECISION REPORT

REPORT TITLE:	RECYCLESMART SCHEME
ITEM NUMBER:	4.3
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	AARON WOOD, MANAGER ASSETS AND OPERATIONS
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	NIL

1. PURPOSE

This report presents to Council a summary of the RecycleSmart Program trial which was undertaken by the City of West Torrens in 2022.

2. RECOMMENDATION

That:

1. The report be received.
2. Council notes the results of the RecycleSmart Program trial undertaken by the City of West Torrens in 2022 and its subsequent decision not to pursue implementation of the Program.
3. Council does not implement the RecycleSmart Program within Unley and continues to focus on delivering its actions as set out in its Waste Management and Resource Recovery Plan 2021-2025.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

2. Environmental Stewardship
2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.

4. BACKGROUND

At its meeting held on 24 October 2022, Council considered a motion regarding hard to recycle items. The intention of the motion was to consider how Council can better assist its residents in the management of hard to recycle items, including blister packaging, in the context of delivering its Resource Recovery Plan 2021-2025 (Plan).

Following consideration of the matter, Council resolved the following:

1. *Administration investigate options for recycling hard to recycle materials by:*

   a) *considering the results of the RecycleSmart scheme currently being trialled by the City of West Torrens and the merits of adopting this program.*

   b) *exploring options for recycling medication plastic foil blister packs and other significant hard to recycle items not covered by the RecycleSmart scheme; and*

   c) *that a report be presented to Council for its consideration following the conclusion of the current investigations being undertaken into the various initiatives as contained within Council's Waste Management and Resource Recovery Plan for 2022/23 (Resolution No. C0901/22).*

There were a significant number of initiatives, as contained within the Plan, which Council had prioritised to deliver in 2022/23. This included undertaking seven cost/benefit analyses of various new waste management services (including weekly organics bin collection). This was a considerable body of work that needed to be undertaken which included briefings with Elected Members and various Council reports. These priority works as set by Council were concluded in March 2024 and this has now allowed this matter to be presented to Council.

5. DISCUSSION

Trial Undertaken by City of West Torrens

The trial undertaken by the City of West Torrens (CoWT) officially commenced on 1 July 2022 and concluded on 31 December 2022 but was extended between June 2022 and February 2023. The results of the trial were considered by the CoWT City Facilities and Waste Recovery Committee at its meeting held on 4 April 2023.

The CoWT received a grant from Green Industries SA (GISA) to undertake the trial which consisted of an on-call residential collection and transportation service for items that cannot be recycled through the kerbside stream.

The CoWT was the first Council in South Australia to offer the RecycleSmart home collection service for recyclable or reusable items not accepted through the kerbside system. Over the trial period, data was collected on a monthly basis including the number of residents utilising the service, the number of booked collections, the number of bags collected, and the weight of items collected.

A disruption to the service occurred on 9 November 2022, when REDCycle ceased national operations for soft plastics collections and processing. As REDCycle collection points were utilised by RecycleSmart, they were unable to continue collection of soft plastics.

Promotion of Trial Undertaken by City of West Torrens

To promote the trial, the CoWT implemented a variety of promotional methods which included:

- A launch event to promote the service.
- Paid online promotion via a digital marketing agency with advertisements across a range of online platforms.
- Promotions via council's social media platforms.
- Information and updates on council website.
- Inclusion of CoWT logo on the RecycleSmart website.
- Articles in talking points.
- Flyers distributed at events and mailbox drops by Elected Members.

Community Engagement

The trial saw 3,056 bags collected with 5,651kg diverted for reuse or recycling. There was a total of 646 individuals subscribed to the service with each entitled to two bags collected per month for free.

From November 2022 to February 2023, the collections decreased with the weight increasing which was attributed to the cessation of soft plastics collections. Table 1 summarised the trial results.

TABLE 1: RECYCLE SMART TRIAL RESULTS in CoWT

Month	No. of Bags	No. of Collections	Weight Collected (kg)	New Subscribers	Cost (ex GST)
June 2022	29	15	40	85	5,000
July 2022	149	82	242	79	5,000
August 2022	344	179	542	137	5,000
September 2022	435	225	643	77	5,000
October 2022	500	259	739	111	5,000
November 2022	478	262	853	87	7,000
December 2022	353	192	826	37	7,000
January 2023	384	207	923	22	3,500
February 2023	384	207	843	11	3,500
Total	**3,056**	**1,628**	**5,651**	**646**	**46,000**

The CoWT published an online community feedback survey between 17 January and 15 February 2023 to obtain feedback from the community on the trial it had undertaken, and 75 responses were received.

The responses had mostly positive reviews from the community regarding the service with the following noted:

- 68% of respondents were aware of the service.
- 65.3% of respondents had registered a booking.
- 100% (75) were satisfied with the service.

There were comments received that some residents had stopped using the RecycleSmart service once soft plastic collection ceased.

Financial Considerations by City of West Torrens

The data outlined in Table 1 summarises the utilisation and overall cost of the service. From this data, the CoWT was able to ascertain the individual cost of the service such as cost per bag, cost per collection, cost per kg and cost to deliver the service based on the total subscribers.

During the trial, the costs incurred by the CoWT equated to:

- $15.05 per bag collected, or
- $28.26 per collection, or
- $8.14 per kg collected ($8,140.15 per tonne) or
- $71.21 per subscribers to the program.

The cost analysis undertaken by the CoWT indicated that the trial was a premium service with future costs increasing.

The CoWT had allocated funding of $48,600 for undertaking the trial consisting of $26,100 contribution from Council and $22,500 through their GISA grant. The trial costs exceeded the budget allocation due to an unexpected monthly service fee increase imposed by RecycleSmart despite best efforts to negotiate this down to what was the previously agreed amount. In addition, the RecycleSmart service operated prior and post the official trial dates adding additional costs to Council. It is important to note that for January 2023 and February 2023 the collection of bags was capped at 500, which in turn capped the monthly service fee payable by the CoWT from $3,500 instead of $7,000 per month.

Based on the increase to the minimum service option being 1,000 bags collected per month at $7,000, the minimum cost per year for the CoWT would have been $84,000 which is an increase to the original anticipated annual budget.

Options Considered by City of West Torrens

On the basis of the results of the trial, the CoWT considered three options in terms of whether it would continue with the service.

Option 1

The first option considered was to provide a fully subsidised service with two bags collected per month per household at no cost. The minimum cost thought to be needed was $7,000 per month enabling a maximum of 1,000 bags to be collected.

For bags collected over the 1,000 threshold, the following would apply:

- 1,001 – 3,000 ($7 per bag)
- 3,001 – 5,000 ($6.50 per bag)
- 5,000 + ($6 per bag)

Based on this, the minimum annual cost to the CoWT to provide the service would be $84,000 for 1,000 bags collected.

Option 2

The second option considered was to provide a fully subsidised service but cap the number of bags to 500. However, it was recognised that this would not enable the service to grow into the future. Based on this, the minimum annual cost to the CoWT to provide the service would be $42,000 for 500 bags collected.

Option 3

The third option was not to pursue the initiative any further. At that time, the CoWT had a population of 62,496 with the uptake of the trial being 646 registered users (1.03% of residents). This is despite the CoWT actively promoting the service.

Due to the financial consideration and overall uptake of the program, this was the decision made by the CoWT.

Conclusion Reached by City of West Torrens

The CoWT considered that the main item collected by volume in its trial was soft plastics, which did not currently have a viable recycling solution in South Australia (and still does not currently). Whilst at that time, the CoWT noted that RecycleSmart had identified an alternate solution for soft plastics, the solution required material to be baled and transported to a different State for processing. This solution did not cater for all types of soft plastics and increased the risk to the CoWT as was experienced by Coles and Woolworths at that time.

It was decided by the CoWT that the program should not continue, as the return on investment did not benefit the majority of residents in West Torrens. The results of the trial were provided in a report along with supporting information to GISA to acquit the grant received.

Blister Packaging Recycling for City of Unley Residents

One of the key drivers behind the motion considered by Council in 2022, was the ongoing challenges being experienced at the time by residents in recycling blister packaging.

Council has recently entered into an agreement with Pharmacycle Australia (a dedicated recycler of blister packaging) to introduce a service for the collection and disposal of these products. The program entails the provisions of collection points to dispose of these products which are then collected and recycled accordingly.

The program commenced in June 2024 and the Administration has installed collection receptacles at three locations within Council. These are Fullarton Park Community Centre, Unley Council's Civic Centre and at Council's depot (Monday Tricky Waste collection service). Additional sites will be considered.

Public notification has been provided and information placed on Council's website. Additional promotional material is currently being developed by the Administration for other platforms which will inform Unley residents of this new service now being made available.

Recent Motion Considered by Council

The Council at its meeting on 25 March 2024, considered the following motion from Cr Hart:

1. *The Administration writes to the Eastern Waste Management Authority requesting them to investigate and prepare a feasibility report for the City of Unley which can be shared with other Constituent Members to advise on:*
    a) *The current efficacy of both the City of Adelaide Reuse and Recycling Hubs initiative, and the RecycleSmart scheme, for the collection and recycling of common hard to recycle household waste materials; and*
    b) *The preferred model, or similar alternative option, that could be implemented with owner councils through an economy of scale solution (Resolution No. C/2401/24).*

Council resolved to '*lay the motion on the table*' and decide on what action to undertake until such time as this report had been considered.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Should Council wish to pursue the implementation of this initiative within the city, a program scope would need to be determined and costed.
- Council has not allocated any funding in its 2024/25 Annual Business Plan and Budget for the implementation of this program.
- The estimated cost to provide the Pharmacycle Australia program to the Unley community is $5,000 per annum for the three sites and this will be accommodated from the recurrent waste management budget provisions.

6.2 Risk Management (identification and mitigation)

- Should Council wish to pursue the implementation of this initiative within the city, as part of developing the scope of the program, a risk assessment will need to be undertaken and considered by Council prior to going ahead with implementation.

6.3 Staffing/Work Plans/Additional Resource Impact

- Should Council wish to pursue the implementation of this initiative within the City, as part of developing the scope of the program, the required resources both internally as well as the costs associated with implementing the program through RecycleSmart will need to be confirmed and considered by Council prior to going ahead.

6.4 Climate/Environmental Impact

- This report provides a summary of the results of the trial undertaken by the CoWT as resolved by Council. In this respect, an assessment of the climate and environmental impacts have not been undertaken by the Administration.
- It should be noted that Council has adopted a Waste Management and Resource Recovery Plan which sets out its proposed actions in addressing environmental issues relating to waste management. The Plan will be reviewed in 2025 with a view of developing a new Plan. Delivering the actions of the current Plan is the priority of the Administration unless Council provides a different direction and changes the priorities it has endorsed.

6.5 Social/Economic

- The recycling of blister packaging has been an ongoing challenge for the Unley community which, in part, was the basis of the motion being put forward to Council in 2022.
- The recently entered into agreement between Council and Pharmacycle Australia now addresses this matter and provides the Unley community an opportunity to recycle blister packaging.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. Council notes the results of the RecycleSmart Program trial undertaken by the City of West Torrens in 2022 and its subsequent decision not to pursue the implementation of the Program.

3. Council does not implement the RecycleSmart Program within Unley and continues to focus on delivering its actions as set out in its Waste Management and Recourse Recovery Plan 2021-2025.

Under this option, Council would decide that based on the results of the trial undertaken by the CoWT, the RecycleSmart Program is not a viable option for Unley at this stage and that it does not pursue the implementation of such a program.

This is the Administration's recommended option for the following reasons:

- Council has not allocated funding in its 2024/25 Annual Business Plan and Budget towards the implementation of this Program. The cost is considered to be substantial if rolled-out across the City and would need to be confirmed if Council was to pursue this.
- Council has already allocated funding in its 2024-25 Annual Business Plan and Budget towards implementing a number of new waste management initiatives in delivering on its actions as contained in its Waste Management and Resource Recovery Plan.
- The recycling of blister packaging was a main consideration upon which the motion was initially considered by Council and a service is now being provided by Council regarding these products.

Option 2 –

1. The report be received.

2. Council endorses in principle the implementation of the RecycleSmart Program within Unley.

3. A further report be presented to Council for its consideration outlining a proposed scope for the implementation of the RecycleSmart Program within Unley, estimated costs and the warrant for implementing the Program.

Under this option, Council would form the view that the RecycleSmart Program is worth pursuing and a report be presented outlining the relevant details for its consideration.

Option 3 –

1. The report be received.

2. Having considered the information contained in this report, Council is to undertake the following in respect to the RecycleSmart Program:

   - *[Council is to articulate its course of action.]*

Council may wish to take a different course of action regarding this matter. This option enables Council to do so and to articulate what this course of action shall be.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

DECISION REPORT

REPORT TITLE:	STAGE 5 WOOD-WELLER BIKEWAY CONSULTATION OUTCOMES AND NEXT STEPS
ITEM NUMBER:	4.4
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	TANYA BACIC, TRANSPORT LEAD
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. COMMUNITY CONSULTATION LETTER 2. COMMUNITY CONSULTATION SUMMARY REPORT 3. KEY STAKEHOLDER FEEDBACK 4. COUNCIL'S RESPONSE TO PROPOSED DESIGN IMPROVEMENTS BY THE COMMUNITY 5. UPDATED CONCEPT DESIGN

1. PURPOSE

This report provides a summary of the outcomes of the community consultation undertaken regarding the proposed Stage 5 Wood-Weller Bikeway and seeks approval from Council to advance to developing detailed design and documentation.

2. RECOMMENDATION

That:

1. The report be received.

2. The Stage 5 Wood-Weller Bikeway Streetscape Improvements Concept Plan, as set out in Attachment 5 to this report (Item 4.4, Council Meeting, 24 June 2024), be endorsed by Council as the final concept design and for the project to advance to detailed design and documentation.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

1. Community Living
1.1 Our community is active, healthy and feels safe.
1.5 Our City is connected and accessible.

4. BACKGROUND

Council's Walking & Cycling Plan 2022-2027 (W&CP) delivers its vision of *more people of all ages and abilities walking and bike riding for transport and recreation purposes.*

The W&CP contains an Infrastructure Implementation Plan, which sets out the projects to be delivered over its five-year term (2022-2027). The continued delivery of the Wood-Weller Bikeway is one of nine bicycle routes prioritised in the W&CP.

The Wood-Weller Bikeway is a strategic north-south walking and cycling route within the City of Unley that links the Mike Turtur Bikeway and Charles Walk in the north to the City of Mitcham in the south.

The section between Wood Street and Cross Road (named Stage 5 Wood-Weller Bikeway) is a key missing connection along the route.

At its meeting held on 22 May 2023, Council considered a report regarding this section of the Bikeway which outlined three options:

- Option A - Northgate Street / Whistler Avenue.
- Option B - Northgate Street / Victoria Avenue.
- Option C - Hatherley Avenue / Whistler Avenue.

Council endorsed the concept design for Option A as its preferred route, subject to an amendment to the design of the Heywood Park pathway to the north-west corner of the park to provide a more direct route for bike riders, and separate bike riders from pedestrians (*Resolution C1029/23)*

A further report was presented to Council at its meeting held on 28 August 2023 seeking endorsement of the preferred path alignment within Heywood Park for the purpose of undertaking community consultation (*Resolution C1115/23).* Council allocated funding in its 2023-2024 Annual Business Plan and Budget to undertake community consultation.

5. DISCUSSION

Concept Design

The endorsed streetscape improvements for Stage 5 Wood-Weller Bikeway between Wood Street and Cross Road for the purposes of undertaking community consultation are outlined in the consultation letter presented in Attachment 1.

Attachment 1

Due to the length of the route between Wood Street and Cross Road, the concept design was separated into three locations:

- Location 1: Wood Street – Victoria Avenue.
- Location 2: King William Road – Heywood Park.
- Location 3: Whistler Avenue – Heywood Park.

Consultation Measures

Community consultation was undertaken for a four-week period between 6 November and 1 December 2023.

In undertaking the community consultation process:

- A consultation letter (as shown in Attachment 1) was distributed to 41 local residents and property owners located directly adjacent the project corridor.
- A consultation flyer was distributed to all properties within an approximate 50-metre catchment of the project corridor.
- Posters were placed along the project corridor promoting the consultation and directing readers to Council's Your Say website (yoursay.unley.sa.gov.au/stage5-wood-weller-bikeway).
- A street meet with public display was held at Heywood Park on 14 November 2023 between 5.00pm and 6.30pm.
- An email was sent to Unley BUG with a summary of the proposal and directing them to Council's Your Say website.
- An email was sent to registered users of the Your Say system inviting them to respond to the community consultation.
- Two posts were placed on Council's social media platform to promote the community consultation.

Due to a low response rate to the **first (formal)** community consultation process (outlined above) from properties directly impacted by the project on Northgate Street, the Administration undertook a **second (informal)** round of local consultation by sending an additional flyer (by mail and letter drop) to directly impacted properties highlighting the project and that Council is seeking their views on the project.

Feedback Received

First (formal) Community Consultation

Council received a total of 53 written submissions to the community consultation process. This comprised of 48 survey responses and letters from Unley BUG, Bike Adelaide and Walking SA.

Of the 48 survey respondents:

- 75% (36) indicated they are either a local resident / property owner.
- 60% (29) indicated they ride a bike along the Wood-Weller Bikeway.
- 40% (19) indicated they walk along the Wood-Weller Bikeway.
- 52% (25) indicated they are a regular user of Heywood Park.

In addition, 83% (40) of the survey respondents were from the City of Unley, with only 19% (9) being from the Unley Park area and 7% (4) being from properties directly impacted.

The level of community support was sought on eight key design features:

1. Northgate Street lowered 40 km/h speed limit between Victoria Avenue and King William Road (D8).
2. Northgate Street zebra crossing just east of King William Road (D9).
3. Northgate Street zebra crossing east of Victoria Avenue adjacent to properties no. 64 and 65 (D4).
4. Northgate Street south side shared use path (D7).
5. Heywood Park walking and cycling improvements at Whistler Avenue entry point (D11).
6. Heywood Park shared use path (north-west alignment) (D10).
7. Northgate Street north side buffered bicycle lane (D2).
8. Wood Street / Northgate Street intersection improvements (D1).

All features of the project received between 70% and 85% level of support (i.e. a response of strongly support, support or neutral).

Community feedback was also sought on each of the three project locations. All community feedback was analysed and categorised into key comments/themes:

- **Location 1 (Wood St to just east of Victoria Avenue)**

18 comments were made and categorised into six themes. The top three themes were:

1. Proposed design improvements / considerations (6)
2. Support for the project (5)
3. Wood Street (increase traffic) (3)

- **Location 2 (King William Road intersection and Heywood Park)**

21 comments were made and categorised into 4 themes. The top three themes include:

1. Support for the project (7).
2. Proposed design improvements / considerations (6).
3. Do not support shared use path in Heywood Park (5).

- **Location 3 (Whistler Avenue at Heywood Park Entry)**

13 comments were made and categorised into two themes.

1. Proposed design improvements / considerations (7).
2. Support for the project (6).

A Community Consultation Report summarising the key comments/feedback received is contained in Attachment 2.

Attachment 2

Key Stakeholder Feedback

Letters were received from Unley BUG, Bike Adelaide and Walking SA. All three key stakeholders supported the project with some suggested design improvements that the Administration has considered in the updated concept design. These letters are presented in Attachment 3.

Attachment 3

Second (informal) Community Consultation

In response to the limited initial feedback from directly impacted residents, the Council prepared and distributed an additional flier. Six additional properties located along the project corridor subsequently contacted Council. Of the six people who contacted Council:

- Three were generally supportive of the project,
- One was in principally supportive of the project intent, but wanted to see some design changes, and
- Two were opposed to the project.

Only two of the people who contacted Council provided a formal email response.

Key concerns raised through this second (informal) community consultation process included:

- Loss of all four on-street parking spaces on Northgate Street, removing all on-street parking between Wood Street and property No. #62 significantly limiting on-street parking access by visitors to the area.
- The position of the proposed on-road (east-bound) bicycle lane between Wood Street and the Zebra Crossing on the kerb edge. It was viewed that due to high levels of leaf litter on the street it would make the on-road bicycle lane unusable during certain times of the year.
- The appropriateness of the proposed bikeway route along Northgate Street and Whistler Avenue, and recommendation to further pursue Option B - Northgate Street / Victoria Avenue or split the route in the northbound direction along Victoria Avenue and in the southbound direction along Mitchell/Park/Westall and Whistler Street, avoiding Northgate Steet entirely.

Elected Member Workshop

An Elected Member workshop was held on 8 April 2024 to present the summary Community Consultation Report (Attachment 2), and to seek Elected Member views on three key changes to the proposed streetscape improvements design based on community feedback received.

The three key changes discussed included:

1. Shifting proposed Zebra Crossing east of Victoria Avenue closer to Victoria Avenue to reduce loss of parking on Northgate Street.

2. Upgrading the proposed priority pedestrian crossings from a Zebra Crossing to a Wombat Crossing with raised road platform.
3. Improving the Whistler Avenue and Heywood Avenue junction to reduce the number of vehicles travelling through it and undertaking three point turns at the road closure/entrance to Heywood Park.

Revised Concept Plan

Based on the community and key stakeholder feedback received, and Elected Member workshop, the Administration has made several improvements to the concept design including:

1. At *Location 1 - Wood St to just east of Victoria Avenue* the following improvements have been made:

- Zebra Crossing converted to a raised Wombat Crossing and relocated 28m further west closer to Victoria Avenue.
- Shared path on southern side extended to suit new Wombat Crossing position, reducing length of wide on-road bicycle lane.
- Removed parking spaces on Northgate Street, to accommodate Wombat Crossing, reduced from four to one.
- Shared path on northern side extended west reducing length of on-road buffered bicycle lane to just west of busy intersection with Victoria Avenue.
- Victoria Avenue approach at Northgate Street changed from a ‘Give Way’ to a ‘Stop’ control to improve safety for all street users.
- Included a printed pavement treatment at junction of Northgate Street and Victoria Avenue to provide a visual cue that the junction is a conflict area and to proceed with care, as well as to improve the amenity of the area.

2. At *Location 2 - King William Road intersection and Heywood Park* the following improvements have been made:

- Zebra Crossing converted to a raised Wombat Crossing.
- Investigation of passive Water Sensitive Urban Design (WSUD) solutions within adjacent Heywood Park planting beds to manage street stormwater drainage associated with the proposed new Wombat Crossing.

3. At *Location 3* - Whistler Avenue at Heywood Park Entry the following improvements have been made:

- Bike path geometry changed to a slower curved alignment at interface of Heywood Park and Whistler Avenue.
- New kerb extensions containing prominent ‘No Access to King William Road’ signs at junction of Whistler Avenue and Heywood Avenue.

The table presented in *Attachment 4* further details how the Administration has responded to the proposed design improvement/considerations received from the community consultation process.

Attachment 4

The South Australian Public Transport Authority (SAPTA) has been engaged with regarding the updated design noting that Adelaide Metro bus services travel along the project corridor. No concerns were raised.

The updated concept design to progress to detailed design is contained in *Attachment 5.*

Attachment 5

Next Steps

Should Council support the updated concept plan for the Stage 5 Wood-Weller Bikeway Streetscape Improvements, the Administration will advance to detailed design and documentation.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Council has allocated funding in the amount of $55,000 in its draft 2024/25 Annual Business Plan and Budget to undertake the detailed design and documentation of the final concept design developed.
- The detailed design and documentation process will establish pre-tender cost estimates for the delivery of the on-ground works associated with the project and assist in informing future budget submissions for Council's consideration.

6.2 Risk Management (identification and mitigation)

- The updated concept design has been prepared in accordance with the necessary and required standards, codes and guidelines to ensure that Council meets the appropriate legislative requirements and mitigates its risks accordingly.
- A second (informal) layer of consultation was undertaken to ensure all residents and / or property owners had an opportunity to have their say.

6.3 Staffing/Work Plans/Additional Resource Impact

- Staff work plans will be considered as part of the planning for the 2024-2025 budget to manage the detailed design and documentation phase of the project.
- An external design consultant will be engaged to develop the detailed design and documentation.

6.4 Climate/Environmental Impact

- This project is a key missing link connecting the City of Mitcham to the Wood-Weller Bikeway and King William Road main street and aims to encourage more people to walk and bike ride more often.
- The concept design aims to deliver an outcome that will encourage greater participation of the intended target of bike users (i.e. 60% of the population who are interested in bike riding but are concerned with safety).
- The concept design includes landscaping and greening opportunities to improve the amenity of the area and support a cooler street environment.

6.5 Social/Economic

- The eventual on ground delivery of this project will improve the community's health, well-being and safety making our City more socially inclusive and connected.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Stage 5 Wood-Weller Bikeway Streetscape Improvements Concept Plan, as set out in Attachment 5 to this report (Item 4.4, Council Meeting, 24 June 2024), be endorsed by Council as the final concept design and for the project to advance to detailed design and documentation

This option allows Council to endorse a final concept design and advance the project to detailed design and documentation in 2024/25. Funding the next stage of the project is subject to Council endorsing the allocated budget under W&CP Implementation project, as part of adopting the final 2024/25 Annual Business Plan and Budget.

All respondents who provided feedback during the community consultation process will be informed of Council's decision.

Option 2 –

1. The report be received.

This option allows Council to receive and note the results of the community consultation process, but not endorse the final concept design. No further works will proceed at this time.

All respondents who provided feedback during the community consultation process will be informed of Council's decision.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Ben Willsmore	Manager City Design
Claude Malak	General Manager, City Development

Stage 5 Wood - Weller Bikeway Streetscape Improvements

Your Say Unley

6 November 2023

Dear Resident/Property Owner,

The City of Unley is seeking your feedback on proposed streetscape improvements to Northgate Street, Whistler Avenue and Heywood Park, which form part of Stage 5 of the Wood-Weller Bikeway.

Council allocates funding each year as part of its Annual Business Plan and Budget for the continued delivery of its Walking and Cycling Plan 2022-2027 (the Plan). A key project priority for Council, as part of the Plan, is the staged delivery of the Wood-Weller Bikeway.

The Wood-Weller Bikeway is a strategic north-south walking and cycling route within the City of Unley as shown in the Figure to the right, and provides a low-stress alternative to the much busier King William Road. The route links the Mike Turtur Bikeway and Charles Walk in the north and links to the City of Mitcham in the south. Stages 1 to 3 of the bikeway between Northgate Street and King William Road are completed. The section between Wood Street and Cross Road (Stage 5) is a key connection along the route.

The proposed streetscape improvements includes the following (and as detailed on the concept plans shown overleaf):

- **Realignment of the Wood Street / Northgate Street intersection** to improve the legibility and ease of access between Wood Street and Northgate Street when moving along the bicycle route.
- **Introducing buffered bicycle lanes (north side)** and **shared use path (south side) on Northgate Street** to provide safer settings for people bike riding between Wood Street and Heywood Park.
- **Adding two zebra crossings on Northgate Street** to provide safe crossing points for people to move between the buffered bicycle lanes and shared-use path (western location) as well as between King William Road and Heywood Park (eastern location).
- **Making the speed limit along Northgate Street 40km/hr along its entire length** to improve safety and access for people walking and bike riding, particularly at the zebra crossings.
- **New shared-use path in Heywood Park** to improve the walking and cycling connectivity between Whistler Avenue and Wood Street.
- **New entry to Heywood Park at Whistler Avenue** supporting separated pedestrian and cyclist access to/from the park.

Wood-Weller Bikeway Stages



X *Project 'Location X', where X = 1, 2 or 3*

Project Scope Area

Civic Centre 181 Unley Road
Unley, South Australia 5061
Postal PO Box 1

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

Stage 5 Wood - Weller Bikeway Streetscape Improvements

Your Say Unley

The proposed improvements will result in the removal of 11 on-street parking spaces, namely two (2) on Wood Street, eight (8) on Northgate Street and one (1) on Whistler Avenue, as well as the removal and replacement of one (1) small tree in Heywood Park to accommodate the proposed new shared use path connection. Driveway access for all properties along the identified streets will be maintained.

Due to the extent of the project scope area, the concept plans shown on the following pages have been separated into three project locations:

- Location 1 - Wood Street to just east of Victoria Avenue
- Location 2 - King William Road intersection and Heywood Park
- Location 3 - Whistler Avenue at Heywood Park Entry

PROVIDING FEEDBACK

Your views are important to us and will assist us in finalising the concept designs for the proposed streetscape improvements along Stage 5 of the Wood-Weller Bikeway.

To provide feedback, please:

- Go to yoursay.unley.sa.gov.au/stage5-wood-weller-bikeway to complete an online feedback form by 1 December 2023 OR
- Complete and return the attached feedback form by 1 December 2023.

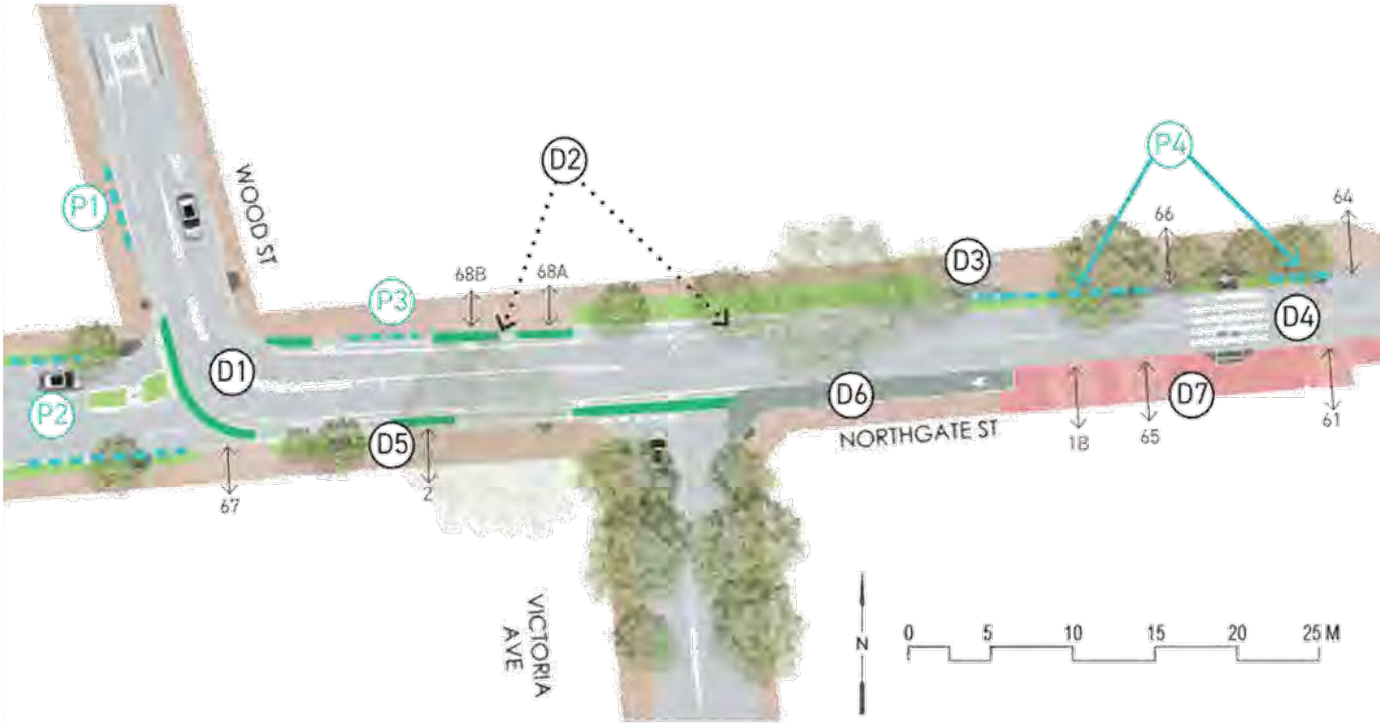
Council staff will host a **public display at Heywood Park on Tuesday 14 November between 5pm and 6.30pm**, where you can find out more information about the project and provide feedback.

If you are unable to attend this session, for additional information and to discuss the project, please contact us by email at pobox1@unley.sa.gov.au, or by phone on 8372 5111.



Illustration of the proposed streetscape improvements on Northgate Street, view east from Victoria Avenue including buffered bicycle lane on the north side of street, shared use path on the south side of street that ramps down onto the road as it approaches Victoria Avenue and new zebra crossing with landscaping.

Location 1: Wood Street to just east of Victoria Avenue



D1 Modified T-junction at Wood St and Northgate St intersection with a change in priority, forming Wood St - Northgate St (east) as the main route, including a pedestrian refuge island on Northgate St (west) to improve safety and access for people walking and bike riding.

D2 Section of on-road buffered bicycle lane (1.2m bicycle lane, with 0.5m buffer) on the north side of Northgate St from Wood St to a point 30m east of Victoria Ave, catering for eastbound bicycle movements.

D3 Bicycle kerb ramp to support safe access to the zebra crossing from the on-road buffered bicycle lane.

D4 Zebra crossing east of Victoria Ave (adjacent to properties no. 64 and 65) providing priority for pedestrians and cyclists crossing Northgate St, including landscaped kerb extensions on the north side to improve sight lines and lower vehicle speeds approaching the priority crossing.

D5 Section of on-road buffered bicycle lane (1.5m bicycle lane, with 0.5m buffer) on the south side of Northgate St from Victoria Ave to Wood St, catering for westbound bicycle movements.

D6 Short section of wide on-road bicycle lane on the south side of Northgate St (2.3m wide) from a point 30m east of Victoria Ave to Victoria Ave, catering for westbound bicycle movements. The bicycle lane is proposed to use a different material to the road (e.g. concrete) to improve the definition of the space for people riding bikes.

D7 Shared use path on the south side of Northgate St (varying in width between 2.8m and 4.9m) from a point 30m east of Victoria Ave to Heywood Park entrance at King William Road.

PARKING AMENDMENTS

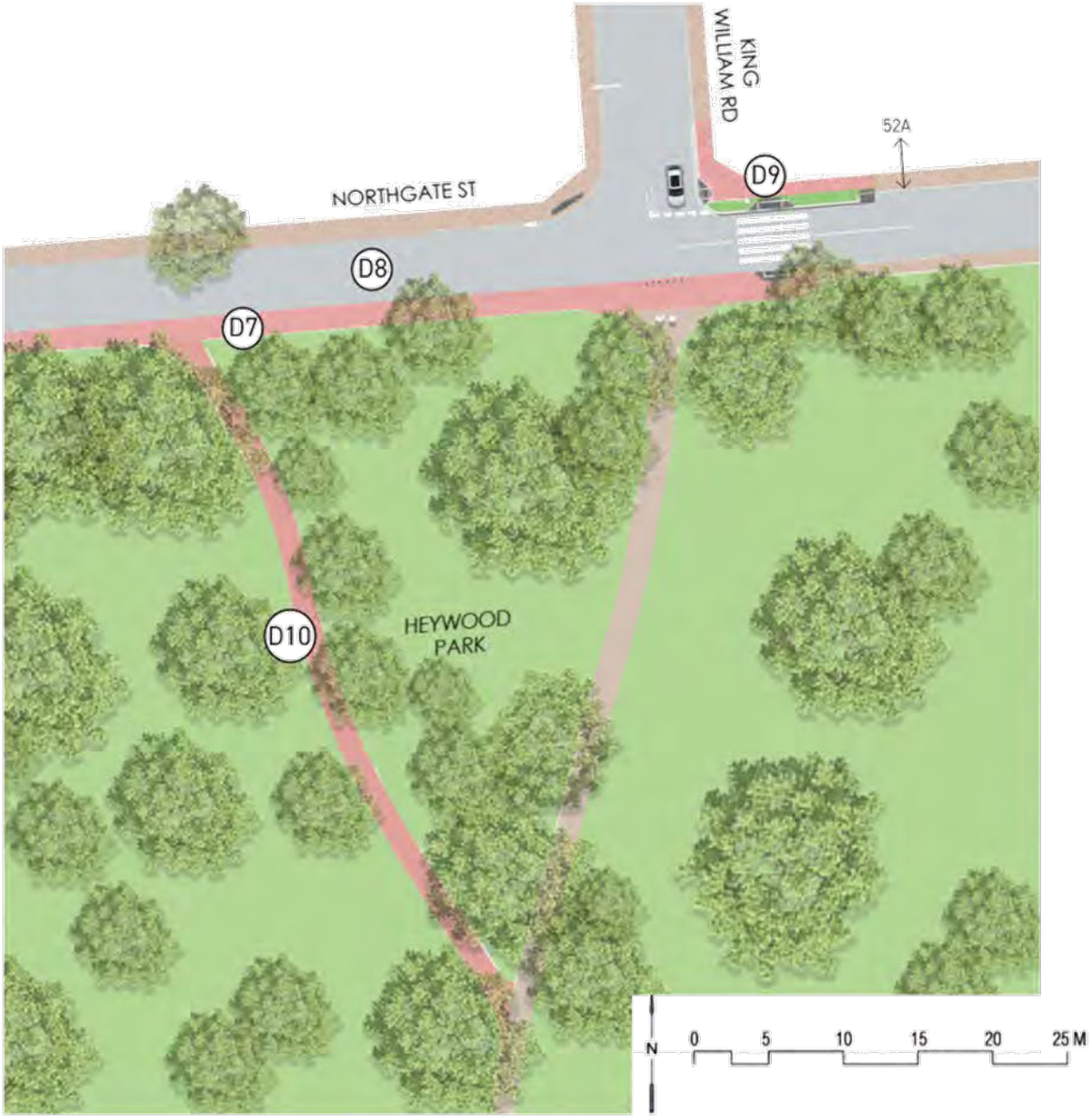
P1 Two (2) parking spaces removed to accommodate an on-road bicycle lane on the west side of Wood St between the slow point and Northgate St.

P2 Three (3) parking spaces removed to accommodate the modified T-junction and landscaped pedestrian refuge on Northgate St west of Wood St.

P3 One (1) parking space removed to accommodate the on-road buffered bicycle lane.

P4 Four (4) parking spaces removed to accommodate the zebra crossing east of Victoria Ave.

Location 2: King William Road intersection and Heywood Park Improvements



D7 Shared use path on the south side of Northgate St (varying in width between 2.8m and 4.9m) from a point 30m east of Victoria Ave to Heywood Park entrance at King William Road.

D8 Change of speed limit along Northgate St between Victoria Ave and King William Rd from 50 km/h to 40km/h to achieve a consistent 40km/h speed limit along the length of Northgate Street, and to support a lower speed environment for the zebra crossings on Northgate St.

D9 Zebra crossing just east of King William Rd providing priority for pedestrians and cyclists crossing Northgate St, connecting King William Rd to Heywood Park and Whistler Ave, including landscaped kerb extensions on the north side to improve sight lines and lower vehicle speeds approaching the priority crossing.

D10 Shared use path (3m in width) in Heywood Park better connecting Whistler Avenue to Wood Street in the north-west alignment for people walking and bike riding along the Wood-Weller Bikeway. One small tree will need to be removed and replaced to accommodate the proposed shared use path connection.

Location 3: Whistler Avenue at Heywood Park Entry



D11 Enhanced Heywood Park entry treatment at the northern end of Whistler Ave to improve access for people walking and bike riding, including landscaping and WSUD treatments.

D12 **Future:** Cross Road and Whistler Avenue intersection safety and access improvements for pedestrians and cyclists to be further discussed with the Department for Infrastructure and Transport (DIT) and the City of Mitcham.

PARKING AMENDMENTS

P5 One (1) parking space removed to accommodate the enhanced Heywood Park entry treatment at the northern end of Whistler Avenue.



Your Say THE CITY of Unley

Feedback Form

Stage 5 Wood-Weller Bikeway Streetscape Improvements

We seek community feedback on the concept design plans for Stage 5 of the Wood-Weller Bikeway streetscape improvements. The feedback will help Council staff finalise the concept design to seek Council endorsement in 2024. It is anticipated that the project will proceed to the detailed design phase in the 2024-2025 financial year.

You can complete this survey online at yoursay.unley.sa.gov.au/stage5-wood-weller-bikeway.

Feedback must be submitted by 1 December 2023.

Name

Address

Email (optional)

What is your connection to the Wood-Weller Bikeway? (select all that apply)

- ☐ I am a local resident / property owner
- ☐ I am a regular user of Heywood Park
- ☐ I walk along Wood-Weller Bikeway
- ☐ I ride a bike along Wood-Weller Bikeway
- ☐ Other (please specify).

Please indicate your level of support for the following proposed streetscape improvements:

Proposed streetscape improvement	Strongly Support	Support	Neutral	Not Support	Strongly Not Support
Wood Street / Northgate Street intersection improvements (D1)					
Northgate Street north side buffered bicycle lane (D2)					
Northgate Street south side shared use path (D7)					
Northgate Street zebra crossing east of Victoria Avenue adjacent to properties no. 64 and 65 (D4)					
Northgate Street zebra crossing just east of King William Road (D9)					
Northgate Street lowered 40 km/h speed limit between Victoria Avenue and King William Road (D8)					
Heywood Park shared use path (north-west alignment) (D10)					
Heywood Park walking and cycling improvements at Whistler Avenue entry point (D11)					

Your Say THE CITY of Unley

Feedback Form

1. Do you have any feedback on the proposed improvements along **Location 1** (Wood St to just east of Victoria Ave)? **D1 to D7**

2. Do you have any feedback on the proposed improvements along **Location 2** (King William Rd intersection and Heywood Park)? **D7 to D10**

3. Do you have any feedback on the proposed improvements along **Location 3** (Whistler Ave at Heywood Entry)? **D11 to D12**

4. Do you have any general feedback on the design that you would like Council to consider prior to finalising the concept plan?

Stage 5 Wood-Weller Bikeway Streetscape Improvements

Community consultation feedback

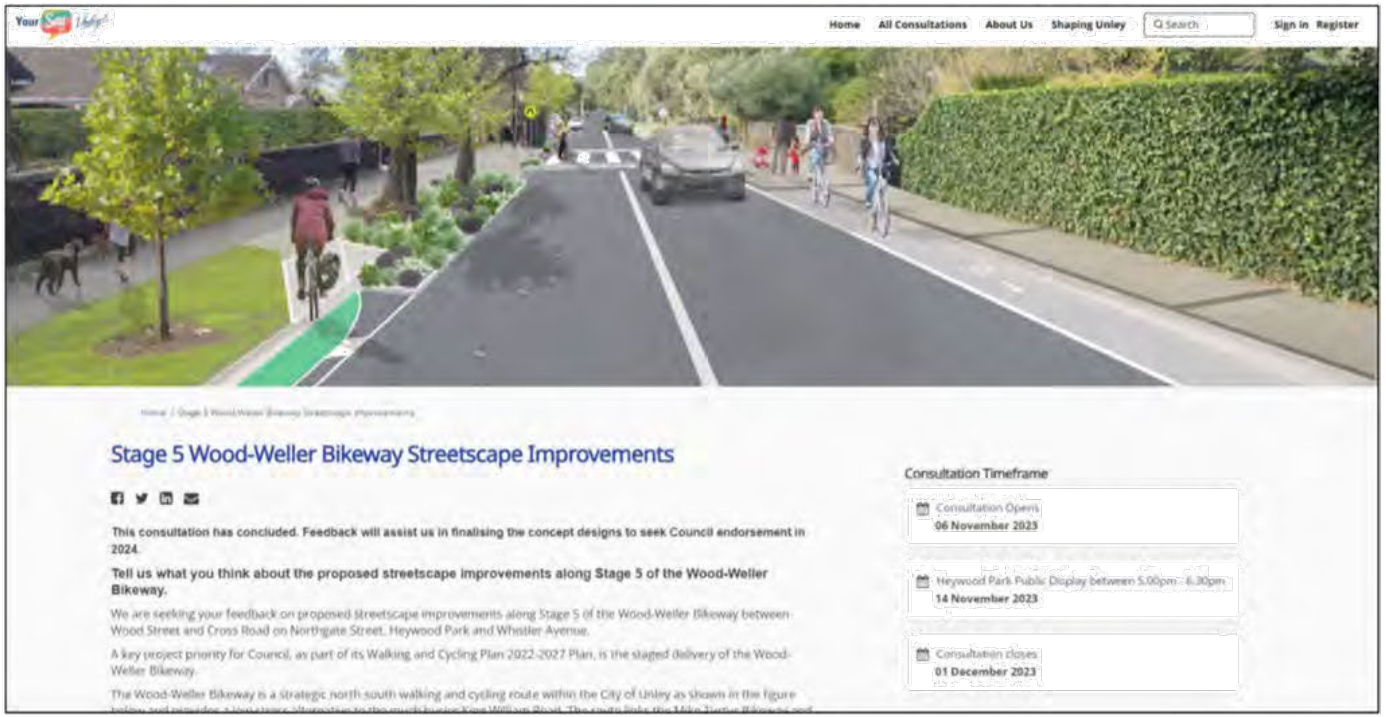
February 2024



THE CITY of Unley

Community consultation

Community consultation was undertaken over a **4-week** period between Monday 6 November and Friday 1 December 2023.

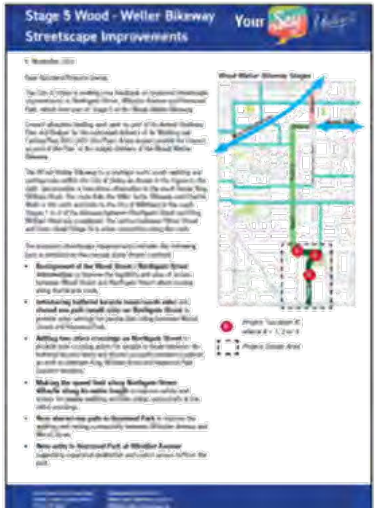


Community consultation activities

- Your Say Unley webpage:
  - Stage 5 Wood-Weller Bikeway Streetscape Improvements | Your Say Unley
- Public display at Heywood on 14 November 2023 between 5.00pm and 6.30pm.
- Social media posts on Unley Facebook page.
- Email to Unley BUG and Your Say members.
- Mailout including letter and survey to 41 properties (owners and occupiers) directly bounding the project area.
- Flyers promoting the consultation distributed to all properties located within a 50-metre+ catchment of the project area.
- Posters promoting the consultation installed along the project area and in Heywood Park.







Consultation participation

53
People provided feedback

48 People completed a survey

3 Letters from Unley BUG, Bike Adelaide & Walking SA

2 Emails

SURVEY RESPONDENT PROFILE



*respondents were able to select more than one stakeholder type

Of the people that provided feedback:

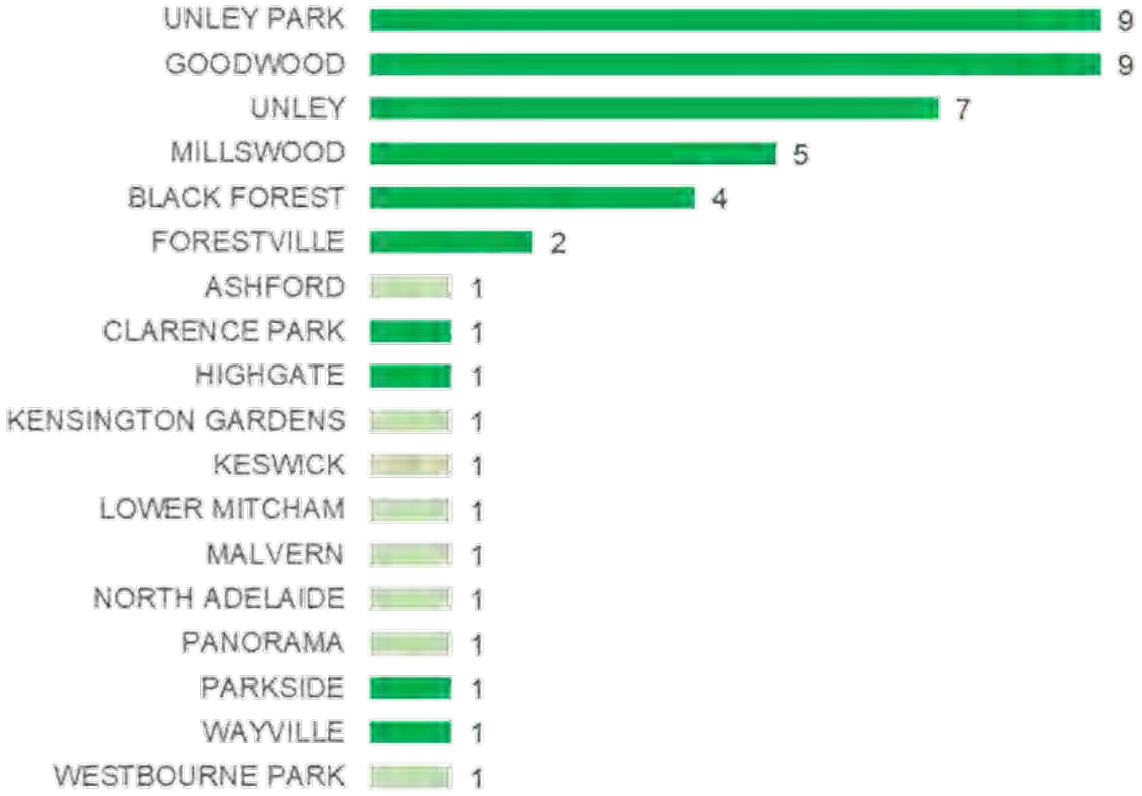
75% indicated they are either a local resident / property owner

60% indicated they ride a bike along the Wood-Weller Bikeway

52% indicated they are a regular user of Heywood Park

40% indicated they walk along the Wood-Weller Bikeway.

SURVEY RESPONDENT PROFILE



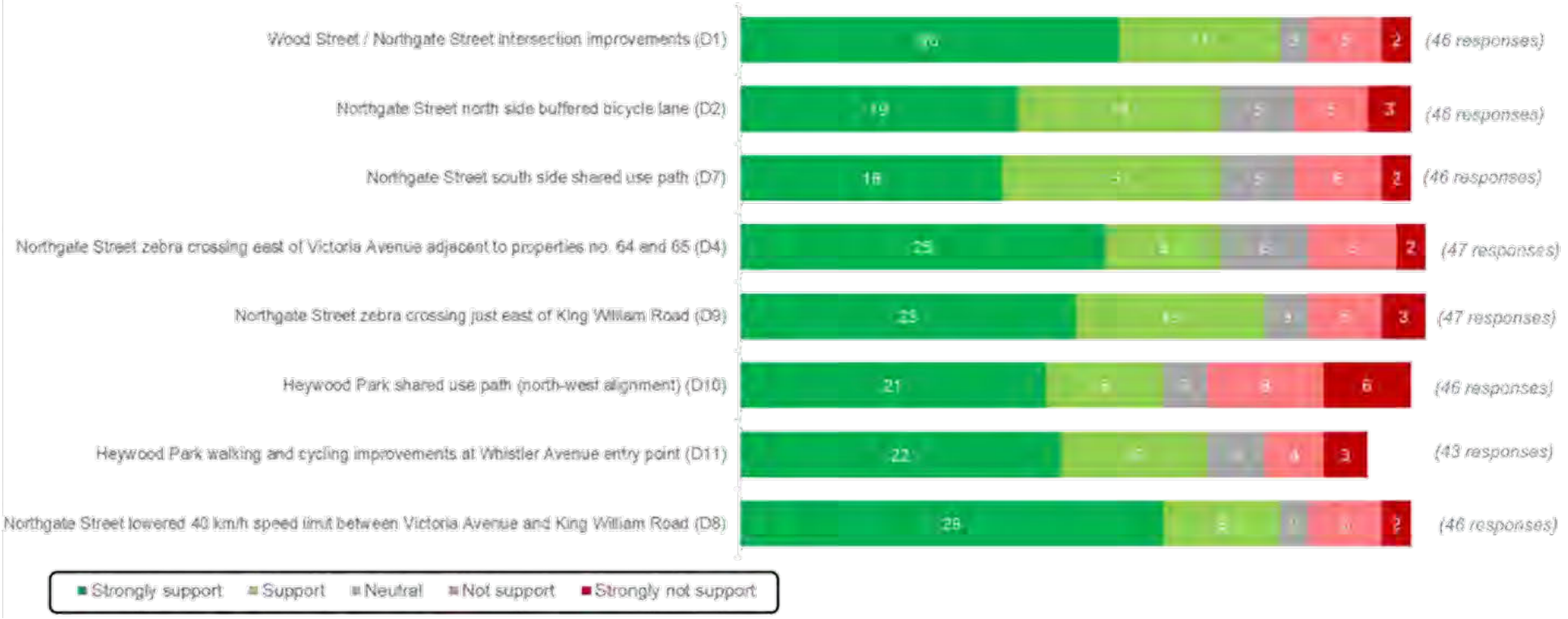
83% (40) of respondents were from the City of Unley, with only

19% (9) of the respondents from the project area 'Unley Park', and

7% (4) of the respondents were from properties directly impacted.

LEVEL OF SUPPORT FOR PROJECT

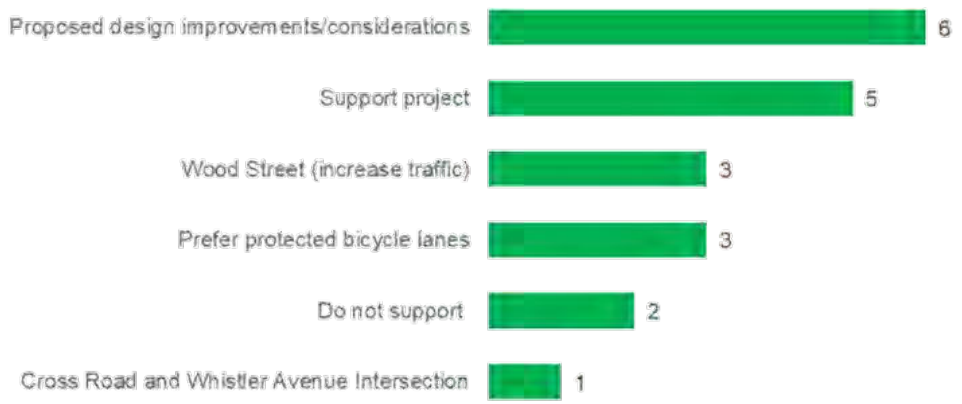
All elements of the project received between **70%** to **85%** level of support (i.e. a response of strongly support, support or neutral). The least supported aspect of the proposed streetscape design is (*D10) Heywood Park shared use path (north-west alignment)* that received 70%.



DESIGN PROPOSAL FEEDBACK: Location 1

Do you have any feedback on the proposed improvements along **Location 1 (Wood St to just east of Victoria Ave)? D1 to D7.**

18 Comments were made



DESIGN PROPOSAL FEEDBACK: Location 1

Proposed design improvements/ considerations (6)	**Priority pedestrian crossing** If the proposed Zebra crossing is implemented, I highly suggest installing flashing lights to alert motorists of pedestrians about to cross. The lights could be controlled with some Passive Infra-Red (PIR) sensors or similar so as that are not flashing all the time. My concern is raised as I have seen many near misses at the two Zebra crossings on King William Rd. (Ideally, I would like to see flashing lights retrospectively installed at those locations as well)
	Buffered Bicycle Lanes D5 is warranted but northbound cyclists will tend to cut the corner anyway during AM peak due to lower traffic volumes in this section. The 200 route buses will overhang the proposed bike lane on the northern side of Northgate as they turn east. All bike lanes on Northgate St should be raised to give better protection to cyclists. It will also avoid cars driving on bike lanes or getting too close to cyclists.
	Green Bicycle Lanes (x2) D1: Extend eastbound green paint around the corner to Wood St. Cars cutting this corner pose a big hazard to cyclists. D6: would be better to be green bike lane with buffer than concrete to have continuity for compliance of Give Way from vehicles turning right out of Victoria Ave. The portion of the on road shared lane (D6) would be better as in green. Using the upgraded Frome St bikeway in the city it is clear that having a concrete path is not clear to pedestrians or drivers to be exclusively for use by cyclists. Though not shown, I assume new signage will be installed to indicate these new road conditions for all users.
	Wood/Victoria Intersection T-junction at Victoria Ave and Northgate St: dangerous for cyclists, because cars often don't check for cyclists when approaching the T-junction and approach at high speed. Cars often block cycling lanes. Suggest further reducing the car speed when approaching this T-junction and having a stop sign.
Support project (5)	Good improvements to safety
	I have come close to being hit by a car at this intersection whilst cycling, so any improvement would be appreciated for safety and peace of mind.
	Looks positive, make sure there's plenty of signage and clear unobstructed views. Well, done
	Thank goodness there will be a safe means of crossing Northgate Street having alighted from bus to town.
	We strongly support reducing the speed limit to 40 km/h along Northgate and adding the zebra crossings. we would also strongly support a reduced limit to 40 km/h along Victoria Ave including a speed / Safety camera and stop sign at the end of Victoria Ave.

DESIGN PROPOSAL FEEDBACK: Location 1

Wood Street (increase traffic) (3)	I am concerned that the proposal will encourage motorists to take Wood St instead of King William road. Diverting traffic of higher order road to lower order residential street. Prefer make entry to Wood St a choke point for motorists.
	The changes to the intersection D1 appear to give priority to Wood-Northgate travel. This is counterintuitive during the morning peak when there is no right turn into Wood Street, bicycles excepted. This could be overcome by leaving the westbound lane of Northgate Street as is, but still installing the traffic island P2.
	Will encourage more cars.
Prefer protected bicycle lanes (3)	Very supportive of these improvements. Would prefer all bike lanes (D2, D5 & D6) to be off the road and protected/separated. Buffered bike lanes offer no protection to children. Please consider upgrading all bike lanes to have protection/separation and be made from different material to the road (per D6).
	Yes, I support it, but the on-road parts of the lanes need physical protection. Buffered lanes just won't feel safe enough for the most vulnerable - young people. We can and should do better.
	Is the buffered cycle land really needed? Ideally pedestrian and cycle traffic should be separated, avoiding the situation where the Mike Turton bikeway and the King William Road footpaths merge, which is hair-raising for pedestrians.
Do not support (2)	Wanton extravagance by Council and a waste of the money we pay in rates. There are other far more pressing issues such as Councils WEAK response re private schools in Unley NOT MADE to provide parking over 2 underground levels under ALL private school ovals so that our streets are not CLOGGED all day with cars (parents cars, teachers cars, people visiting the private schools - blocking streets ALL DAY.
	Zebra crossings are a waste of money unless they are located exactly where a person wishes to cross the road. Just look at King William Road. If a survey was conducted, it would be a safe bet there would be more people simply crossing the road than those at the designated points. In passing, can the Council afford the works when funds are not available to upgrade the shocking state of the northern footpath from Whistler Ave to Unley Road? The northern path from Victoria Ave to Whistler also needs attention.
Cross Road and Whistler Avenue Intersection (1)	At this stage not knowing what is proposed but, it could be detrimental to the residents of Whistler Ave. Turning right from Whistler is difficult at any time without adding a nearby pedestrian crossing which could also cause queuing across the nearby intersections.

DESIGN PROPOSAL FEEDBACK: Location 2

Do you have any feedback on the proposed improvements along **Location 2 (King William Rd intersection and Heywood Park)? D7 to D10**

21 Comments were made



DESIGN PROPOSAL FEEDBACK: Location 2

Support project (7)	**General** Good idea to keep speed on Northgate street consistent at 40kph
	Great.
	Much safer access to park for pedestrians and cyclists.
	Pedestrian crossings are much needed here, and this is a good design
	These improvements are all great. Very supportive of lowered speed.
	Shared use path I think the new path is essential for the delivery of this project, so cyclists are not required to travel further and increase congestion in the current path.
	Shared bikeway cutting through towards Wood St great idea - will there be lights along it too?
Proposed design improvements/ considerations (6)	**Northgate parking (x2)** I strongly support the lowering of the speed limit in D8 to 40 km/h in this zone. Parking should be removed on the northern side of Northgate Street due to continued interruption of buses and vehicles having to give way when only one vehicle can fit through. P4 should be extended to King William Rd. Consider No Standing from Wood St along North of Northgate up to King William Rd this is a high-volume traffic area with regular bus/car and now bikes on a very narrow road.
	Further Calm Traffic Just make sure this is section encourages traffic to slow down as blind corners along with children & bikes exiting the Park and crossing this street could end badly. Suggest to cycle firsthand along this area in peak times to get a feel for the potential issues.
	KWR / Northgate Crossing (x2) Realigning or widening the existing path to better connect the D9 crossing? The King William Rd/Northgate St "T" junction could also be converted to an intersection with the same treatment as the Wood St Intersection. I spoke to one of the Council staff members in the Park at the public display and he mentioned that this was not possible because two busses need to pass simultaneously, I didn't think of it at the time, but they do this currently so there must be enough room. This would also slow east and west bound traffic on Northgate St approaching the new proposed Zebra crossing (D9).
	Wood Street parking P1 car park should remain as there is little parking now on Northgate for visitors.

DESIGN PROPOSAL FEEDBACK: Location 2

Do not support shared use path in Heywood Park (5)	At a time when the importance of green space is at the fore, the new path D10 is not warranted, or necessary.
	I disagree strongly with adding a new shared path D10. 1: The historic Heywood Park is slowly having more and more infrastructure built in it (recently: Echo, digital display boards, Ninja Playground) and this is just one more hard surface nibbling away at the finite open space. 2: The area in which the path is proposed is currently a well-used area for people to gather with their dogs - adding a path divides this area into smaller usage areas and then you have the potential of running dogs being closer to cyclists and pedestrians, it would force those people to gather into other areas of the park congesting those areas further. 3: The new path only saves 10-15 seconds of journey time - this is generally irrelevant to commuting cyclists (or to the "concerned" cyclist that the path is aimed at) as their journeys would be significantly longer at maybe 10-45min journey times.
	I highly disagree with a new proposed path. The Park is Historic! In the book The History of Unley 1871-1971 by G. B. Payne and E. Cosh on pg. 285: "Heywood is historic. Its trees preserve for us fine examples of the primeval forest", "Heywood Park will be preserved in its natural state as public park and not as a sports oval and will cost little or no money in maintenance". Also: "Heywood is singularly beautiful - the choicest spot in the metropolitan area." So, the addition of a new proposed path will divide up a large open area into smaller segments, reducing the amenity and tranquillity of the park. The angled path will only reduce a cyclist's journey by 10 or so seconds which is insignificant to an approximate journey time of 20-45mins. The few north riding cyclists who navigate to Wood St. can ride along the northern edge of Heywood Park if the width of the existing path is increased slightly with only minimal impact. The new proposed path cuts through an area where currently a lot of dog owners gather, and children play - If cyclists are to be riding through this area it creates a greater level of risk for accidents. On Thu. 30th Nov. 2023 between 17:15 and 17:45 I surveyed the South travelling cyclists on Wood St: 2 turned to the West, 1 turned to the East (and didn't turn south into Heywood park) and 8 went down Victoria Ave. Of the 11 southbound cyclists 100% went down Victoria Ave - so there is no need for an extra path to cater for a very insignificant number of potential cyclists.
	Please do not put any extra bitumen in Heywood park. D10 is unnecessary. Share path cyclists/pedestrians do not work for cyclists. Whenever possible put the cyclists in the streets and the pedestrians on the footpath (for feet, not wheels as the name says). If the cars are a problem, try to divert them on another street.
	The bikeways in Heywood Park will be unsafe for the general park users and will divide up the park.

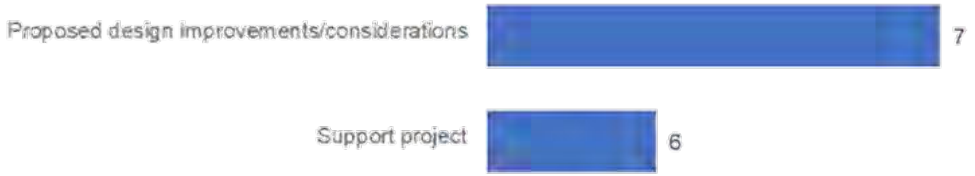
DESIGN PROPOSAL FEEDBACK: Location 2

Do not support (3)	This whole project is a VANITY piece liked by councillors for the photo opportunities. the COST is total extravagance with rate payers' money
	Too dangerous
	I feel like the pedestrian islands, like those near Westall St, and proposed in D1 would be a better compromise than two zebra crossings in short succession, considering that section is also a main transport route, while still giving pedestrians and cyclists safe passage across the road.

DESIGN PROPOSAL FEEDBACK: Location 3

Do you have any feedback on the proposed improvements along **Location 3 (Whistler Ave at Heywood Entry)? D11 to D12**

13 Comments were made



DESIGN PROPOSAL FEEDBACK: Location 3

Proposed design improvements/ considerations (7)	**Cross Road / Whistler Avenue (x3)** D12 is the key. Getting safely across Cross Rd is far harder than the excellent improvements so suggest pedestrian crossing with lights plus refuges each side of Cross Rd D12: This is obviously the key issue and extra crossing on Cross road not ideal. Perhaps move bus stop and create two-way shared use path on Northern side of Cross road between Whistler and Hilda Tce to utilise existing lights. D12 would be improved with a protected bike box defined within an expanded central median and stopping right hand turns.
	Heywood Park entry at Whistler Avenue Pretty good. I wonder if separated cycling and walking entries to the park are actually necessary though?
	Northgate / Victoria Avenue Why not have the zebra crossing at the intersection of Northgate and Vic Ave plus stop sign? We live on this corner and the traffic is dangerous. Please consider a stop sign.
	Heywood Park shared use path I understand the bridge near D10 is in very poor condition, to the extent that vehicles have been prohibited for several years. Is the old tramways bridge due for reconstruction, if so, this should be completed before significant modifications to the paving.
	Shared use path education Please add graphic reminders for cyclists to please ring their bells when approaching pedestrians.
Support project (6)	Great improvements to safety and access to Heywood Park.
	I strongly support the addition of an extra path within Heywood Park.
	I strongly support the alignment of cyclists through clear line marking in the entry/exit zone. The new street trees and rain gardens in Whistler Avenue are a fantastic improvement to the streetscape. P5 is a marginal parking space due to the existing stormwater drain location.
	Shared path would be ideal for pedestrians and cyclists.
	Supportive of D11. Look forward to seeing planned improvements to D12.
	Very good idea - safe room for everyone.

Key Stakeholder Feedback: Unley BUG, Bike SA and Walking SA

- All key stakeholders strongly supported the project.
- A number of design improvements were suggested including:
  - Improve kerb radii at Victoria Avenue and Northgate Street intersection to calm traffic.
  - Plant additional trees in Heywood Park.
  - Whistler Avenue and Heywood Park entry treatment – ensure there are low level plantings to maintain sightlines and consider share path arrangement versus separation.
  - Improve physical separation where buffered bicycle lanes are proposed.
  - Improve the entry treatment to Heywood Park at King William Road with seating, drinking fountain , bike racks etc.
  - Improve pedestrian accessibility to Victoria Avenue across Northgate Street.
  - Improve wayfinding in the area.

Unley Bicycle User Group
City of Unley, South Australia

Wood-Weller Bikeway Stage 5 - Community Consultation

Please accept this submission from the committee and members of the Unley BUG. This submission is prepared by the Unley BUG Committee on behalf of our 390+ current members to ensure the interests of people who cycle, walk and use mobility aids in, to and through our City are met in the above stated project.

Overview

The Unley BUG Committee is excited to see the fifth and penultimate stage of the Woods-Weller bikeway move one step closer to a reality. We acknowledge the council design team's efforts at reaching a solution that seeks to balance the competing interests of safety for people walking and cycling, local amenity, narrow residential streets and a high (car) traffic environment.

Overall, we are optimistic the project as proposed will improve conditions for people travelling through the area by bike and especially for those walking. Our detailed thoughts about each of the three locations of the project, including some ideas for how the proposal could be further enhanced, are as follows:

Location 1: Wood St to Heywood Park

We welcome the changes to intersection priorities, lowering of posted speed limits, narrowing of car lane widths and provision of buffered bike lanes. Together, these improvements will contribute to slowing car traffic and thus reducing the likelihood of injury for people on bikes and on foot. Furthermore, the changes will make the transition from Wood St to Heywood Park (and vice-versa) intuitive and further reinforce the visibility and prominence of cycling as a legitimate mode of transportation. The addition of a zebra crossing will also significantly improve safety in accessing the park, especially for those walking.

However, we would like to see further improvements to this design, particularly in the most dangerous segments where people on bikes are made to share the road with high volumes of car traffic. We urge the council to **introduce physical separation** in addition to the painted buffered bike lanes. Not only is physical separation unquestionably safer, it also provides additional *perceived* safety. We ask council to consider: would you be comfortable with a family riding together on the painted bike lanes alongside a road with 6000+ cars per day travelling nearly 50km/hr? What about a child riding alone?

We understand that, according to council's own guidelines established in the Walking and Cycling Plan 2022-2027, Northgate St falls firmly into the category of streets where physical separation should be provided (**Figure 1**). The physical separation implemented could be relatively unobtrusive, taking the form of simple concrete kerbs such as in sections of the Marino Rocks Greenway (**Figure 2**).

If council deems that providing continuous physical separation is not politically feasible, we strongly urge that some **separation be included to protect people cycling at the most**

Unley Bicycle User Group
City of Unley, South Australia

Wood-Weller Bikeway Stage 5 - Community Consultation

dangerous locations on the route, namely when cars are likely to cut the corner while turning left, both at the Wood St / Northgate St intersection, and travelling west on Northgate St across Victoria St (**Figure 3**). We understand that any separation will need to take into consideration the turning circles of busses entering and exiting Victoria Avenue, but believe that a solution is still possible.

Finally, we believe that the roadway on Northgate St between Wood St and the zebra crossing East of King William Rd should have a surface treatment to reinforce its new status as a place where people walking and cycling are also welcome. This would ideally take the form of a raised, textured road surface - both changes that would work to further passively slow down car speeds. If this is not achievable in this project, then council should consider a painted treatment in the short term, followed by more significant changes when the street comes up for renewal.

Guide for establishing the suitability of cycling infrastructure based on traffic speed and volume

Cyclist facility	Traffic volume (vehicles per day)			85th percentile traffic speed		
	<3,000	3,000-5,000	>5,000	<40 km/h	50-60 km/h	>50 km/h
Mixed traffic	✔			✔		
Consider separation		✔			✔	
Separation			✔			✔

Figure 1: Guide for establishing the suitability of cycling infrastructure based on traffic speed and volume, taken from City of Unley Walking and Cycling Plan 2022-2027. Northgate St, with ~6,900 vehicles per day, falls squarely into the 'Separation' category.

Unley Bicycle User Group
City of Unley, South Australia

Wood-Weller Bikeway Stage 5 - Community Consultation



Figure 2: An example of unobtrusive physical separation along the Marino Rocks Greenway.

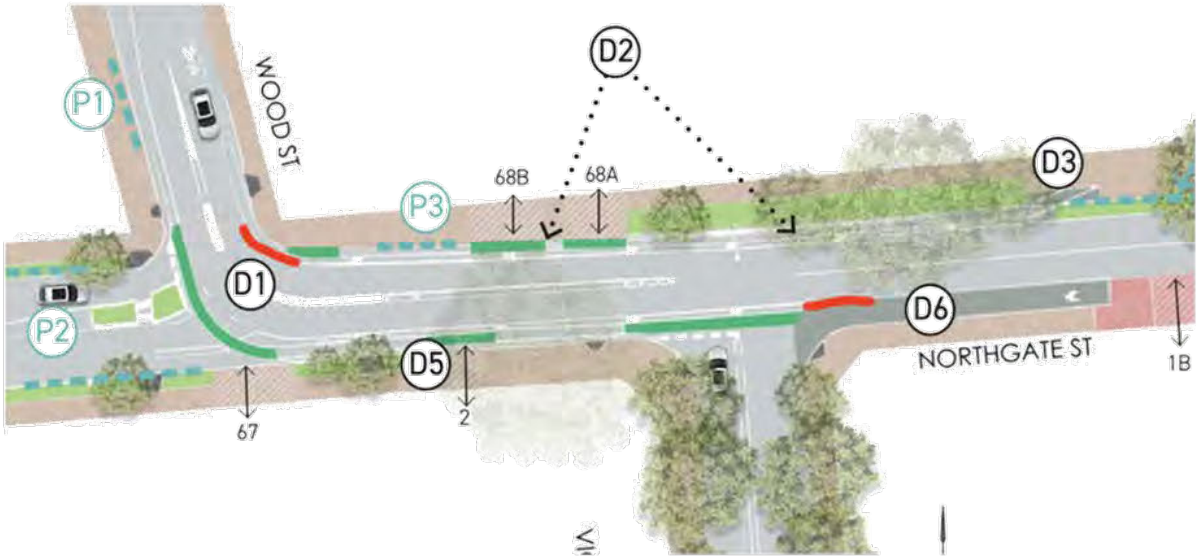


Figure 3: Areas (highlighted red) where physical separation is necessary to prevent people on bikes being left-hooked by cars cutting into the bike lane while turning.

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City of Unley, South Australia

Wood-Weller Bikeway Stage 5 - Community Consultation

Location 2: King William Rd Intersection + Heywood Park improvements

The new zebra crossing proposed for East of King William Rd will be an unambiguous improvement to the accessibility of Heywood Park for both people on foot AND for people looking to enter/exit the park from the nearby Unley Neighbourhood Bicycle Route. The proposed kerb extensions for this and the westerly zebra crossing are especially welcome.

The new path through the park promises to provide a direct and intuitive connection from Whistler St to the remainder of the Wood Weller Bikeway and the new zebra crossing. However, it is unclear from the plans provided whether the new path aligns with the new zebra crossing. It is also unclear whether the new path is proposed to be lit at night. In terms of opportunities, council could consider the opportunity to make the junction of the new and existing paths in Heywood Park into a 'node' with seating, a drink fountain etc.

Location 3: Whistler Avenue at Heywood Park Entry

We welcome the additional landscaping in this location. However, we are unclear as to the benefits of providing physical separation between people walking and cycling entering the park. In our observations, Whistler Ave is quiet enough that many people walk on the roadway. As such, it is likely that these people (and those walking on the eastern footpath) will enter the park through the 'bike only' entryways in the middle of the street. Given this, we suggest a wider shared-use entry be considered, similar to those present on the Frome Bikeway in the City of Adelaide (**Figure 4**).

Unley Bicycle User Group
City of Unley, South Australia

Wood-Weller Bikeway Stage 5 - Community Consultation



Figure 4: Shared-use pathway and landscaping with minor, optional pedestrian separation on Frome St in the City of Adelaide.

Regards,

Daniel Grilli
Spokesperson
Unley Bicycle User Group
0437 323 379
ubug.secretary@gmail.com.au

Bike Adelaide

111 Franklin Street
Adelaide, SA, 5001
E: chair@bikeadelaide.org.au
W: bikeadelaide.org.au

"May sustainable transport systems be at the heart of Adelaide's success as a people-friendly and environmentally responsible city."

Tanya Bacic
Transport Lead
City of Unley

30 November 2023

Wood-Weller Bikeway Streetscape Improvements - Stage 5

Dear Tanya,

Bike Adelaide wishes to submit this feedback for the above project and state our support for the project and its design. The Wood-Weller Bikeway has proven to be an exemplar project and approach to improving streets for active transport, traffic calming and congestion reduction.

- We support the reorientation of the intersection at D1, noting that this design is consistent with similar treatments along the Rugby-Porter Bikeway, especially at Porter/Maud St intersection.
- We support the inclusion of on-road buffered bike lanes at D2 and D5. The separated shared-use path at D7 with the on-road treatment at D6 is a novel approach and suggest that the curb radius at D6 be reduced to reduce the speed motorists can take the corner, assuming that most motorists will cut the corner across the bike lane to turn left from Northgate St into Victoria Ave.
- We support the new zebra crossing at D4.
- We note and support what appears to be a reduction in curb radius at D9, where a new zebra crossing will be installed.
- We support the reduced speed limit from 50kph to 40kph on Northgate St at D8.
- Bike Adelaide posits whether additional trees can be planted to replace the small tree removed at D10, noting this will likely incur additional costs.
- We seek clearer design intentions for the entry statement at D11, specially at P5 where large vegetation plantings would obstruct a cyclists view of a pedestrian before the paths converge. We suggest only low shrubs, flowering plants or grasses be used at this site.

Regards,

David Elliott, Chair

walkingsa.org.au
Ph 0457 006 620 | office@walkingsa.org.au
Level 1, 155 Hutt Street, Adelaide SA 5000

City Design team, The City of Unley
email: pobox1@unley.sa.gov.au

30/11/2023

Dear Sir/Madam,

Submission – Stage 5 Wood-Weller Bikeway Streetscape Improvements

Walking SA welcomes the infrastructure improvements to the Wood-Weller Bikeway proposed by the City of Unley.

As the peak body for walking in SA, covering both walking for recreation and transportation, Walking SA fully supports the proposed initiative, and consider it in alignment with our stated mission to get more people walking more often. For reference, we have attached to this letter our recently released 2023-2025 strategic plan, which includes the new addition of a walkability pillar.

We have reviewed the concept design plans for the project and in general, consider the proposed design to be sound and well considered. Whilst we acknowledge that the project focus is mostly on improving conditions for people riding bikes, we support the creation of new shared crossings of Northgate Street.

More specifically, we would like to offer the following minor comments and suggestions on specific aspects of the design where we feel that walking outcomes could be improved:

Location 1: Wood Street to just east of Victoria Avenue

- Acknowledging the desire lines for people walking from/to Victoria St would not be as well serviced by the proposed Northgate St midblock crossing, has the potential for an additional or alternative crossing at the intersection Victoria/Northgate been considered?

Location 2: King William Road intersection and Heywood Park Improvements

- Prominent and legible wayfinding signage should be considered between Northgate Street and Whistler Avenue to inform route choice between the bikeway and King William Road. The concept design documentation does not make it clear if this is currently included in the project or not.

Yours sincerely,

S R M Kelsey

Sharon Kelsey
Executive Director

Supported by

Government of South Australia
Office for Recreation, Sport and Racing

walkingsa.org.au
Ph 0457 006 620 | office@walkingsa.org.au
Level 1, 155 Hutt Street, Adelaide SA 5000

Our Walking Journey 2023 - 2025

Our vision SA - A world class walkable State
Our mission More people walking more often

Values	*Interactive*	*Immersed in Nature*	*Inclusive*	*Inspiring*
Pillars	1. Walkability	2. Walk Experiences	3. Socially Responsive	4. Sustainable Growth
	1.1. Create walkable environments • Advocate for the better planning and design of walkable streets, neighbourhoods and environments • Advocate for improved walking outcomes across South Australia, regardless of scale or budget. • Listen to communities, their needs and aspirations and demonstrate the value of better planning, design and infrastructure • Source, profile and share successful initiatives that positively impact the creation of walkable environments	**2.1. Create memorable walk experiences** • Provide clubs, groups and individuals with the State's best information on walk experiences • Collaborate and partner with others to show the full network of trails, tracks and paths across the State in our walks and trails database • Source feedback to continue to improve the walk experience and then influence and promote truly memorable and iconic walk experiences • Recognise and promote the varying needs and desires of people's walking experiences • Advocate for continuing access to walkable areas, road reserves, parks and urban spaces	**3.1. Share the love of walking** • Expand our audience to all people, all-inclusive, all abilities • Promote the health, wellbeing, social and economic benefits of walking in our cities, suburbs and regions, and on our trails, tracks and paths • Be an active stakeholder in State walking initiatives • Increase opportunities for walking for every South Australian	**4.1. Ensure our reputation and expand our network of influence** • Build our brand and secure our sustainable future through strong governance, financial assurance and enviable reputation • Grow our local, state, national and international network • Influence walkability at all levels of government and walking outcomes for the State and beyond our borders • Work with business, government and other organisations to promote our walking assets • Continue to build our website as the #1 walk and trail resource in the State
	1.2. Establish regular forums to share information on walkability • 'Make walking great again' by holding forums to share learnings and grow knowledge • Contribute to local, state, national and international forums that have relevance to walking, walkability and the walkable environments • Co-operate with other organisations with walkability interests to maximise impact	**2.2. Map, link up and share our network of trails, tracks and paths** • Map existing trails, tracks and paths, identify gaps in network across the State and advocate for links • Support trail-builders, clubs and groups and assist them to navigate obstacles and protect trails and surrounding landscapes • Promote best practice and leave no trace principles for sustainable walking trails for walkers and all trail users	**3.2. Start our journey to reconcile with First Nations People as the traditional owners of the lands on which we walk** • Acknowledge and respect traditional owners and grow our cultural awareness • Seek to understand and connect with First Nations communities on issues around access and cultural sensitivity • Engage and partner with organisations on programs proposals and campaigns relevant to walking on country	**4.2. Realise the economic and tourism potential of walking** • Attract and influence investment in walking • Partner with business, government and other organisations to promote our walking assets and to expand the tourism offerings of the State • Utilise economic benefits to re-invest in our mission and to advance South Australia as a world-class walkable State
	1.3. Articulate and advocate the value of walkability • Utilise evidence to articulate and advocate the health, economic and social benefits of walking to individuals, communities, organisations and governments • Promote and advocate the benefits of people walking as a form of transport and cross reference the role of walking in reducing car dependency and measures to help achieve South Australia's pathway to Net Zero as part of the State's Climate Change Actions	**2.3. Support member clubs, trail-builders and member groups to prosper and position themselves for the future** • Provide leadership, promotion and advocacy to our clubs, trail-builders and member groups • Support a mutual liability insurance scheme for clubs and groups • Provide opt in/opt out administrative services for clubs, trail-builders and groups • Facilitate forums for clubs, trail-builders and groups to network and share knowledge • Offer clubs, trail-builders and groups opportunities to prosper	**3.3. Embed our Conservation stewardship** • Advocate and be environmental stewards, preserving and encouraging biodiversity developments, and increasing walking participation through creating more walkable places • Work with conservation, nature-based and First Nations organisations to ensure the preservation of our wild places, natural spaces and culture • Advance Green Space principles and advocate for development that remains sensitive to its environment and contextual in its place	**4.3. Engage stakeholders and optimise our influence to deliver South Australia as world-class walkable State** • Strengthen relationships with key government and local agencies to collaborate and share strategies that progress our vision • Promote and advocate walking and walkability at local, state, national and international level • Celebrate walking through the iconic annual 'Walk Fest' • Utilise the focus season for walking of 'Step into Spring' to advance our vision and activate our mission • Award exemplars that promote walkability, walk experiences, the benefits of walking and its inclusiveness, and reward its volunteers
	1.4. Connect people through active places and walkable spaces • Support the delivery of the State's significant active places and spaces • Advocate for better street designs and public spaces, and integrate communities with sustainable access for walking, ensuring standards and best practices are incorporated • Recognise and promote great examples of active streets	**2.4. Enable walking as a form of recreation to thrive** • Make recreational walking an enviable activity • Host regular public participation walk events and use these to expand our regular audience • Work with others to promote and build new walk opportunities and profile great existing ones • Link the walkable neighbourhood to recreational participation on trails, tracks and paths	**3.4. Collect evidence, data and resources to inform our mission and to share with others** • Be the knowledge base for all things walking in South Australia and openly share our expertise • Support greater research and data collection in people behaviours and movements (including health, economic and social measurements) • Develop ready-to-use information to assess, comment and submit positions on walking and the suitability of	**4.4. Build the passion of our staff, volunteers and members by developing their capacity along with Walking SA's** • Know the skills and develop the potential of our staff and volunteers to realise their dreams • Develop a Succession Plan that values our history and secures our future • Know and grow our membership and tailor offerings through our value proposition

Attachment 4 Council's Response to Proposed Design Improvements/ Considerations

During the community consultation process feedback was sought on each of the three key project locations along the proposed Stage 5 Wood-Weller bikeway route. All community feedback was analysed and categorised into key comments/themes. A number of proposed design improvements / considerations were made for Council to investigate. The table below summarises the 'type' of design improvement recommended, the comment(s) made (verbatim) and Council's response.

Proposed improvement/ consideration type	Proposed improvement/ consideration comment(s) (Verbatim)	Council response
Location 1 (Wood St to just east of Victoria Ave)		
Further green bike lanes	- *The portion of the on road shared lane (D6) would be better as in green. Using the upgraded Frome St bikeway in the city it is clear that having a concrete path is not clear to pedestrians or drivers to be exclusively for use by cyclists.* - *D1: Extend eastbound green paint around the corner to Wood St. Cars cutting this corner pose a big hazard to cyclists.*	Green coloured surfacing along the on-road bicycle lanes has been added to the updated design across the Victoria Avenue intersection and the inside of the Wood Street bend (extents defined by Medium Rigid Vehicle turn path). The majority of the length of bicycle lane (D6) has been replaced with a shared path.
Improve buffered bicycle lanes	- *D5 is warranted but northbound cyclists will tend to cut the corner anyway during AM peak due to lower traffic volumes in this section. The 200 route buses will overhang the proposed bike lane on the northern side of Northgate as they turn east.* - *Is the buffered bicycle lane really needed? Increase separation.*	The section of Northgate Street between Wood Street and Victoria Avenue experiences lower traffic volumes of about 2,000 to 2,500 vehicles per day (vpd), therefore the use of on-road buffered bicycle lanes on this section of Northgate Street is considered to be appropriate. In the updated design, the eastbound on-road buffered bicycle lane on Northgate Street will finish just prior to the busy Victoria Avenue intersection and connect to a 2.5m shared path on the north side of the street up to the proposed new wombat (priority) crossing. The shared path on the south-side of Northgate Street (east of Victoria Avenue) has also been extended

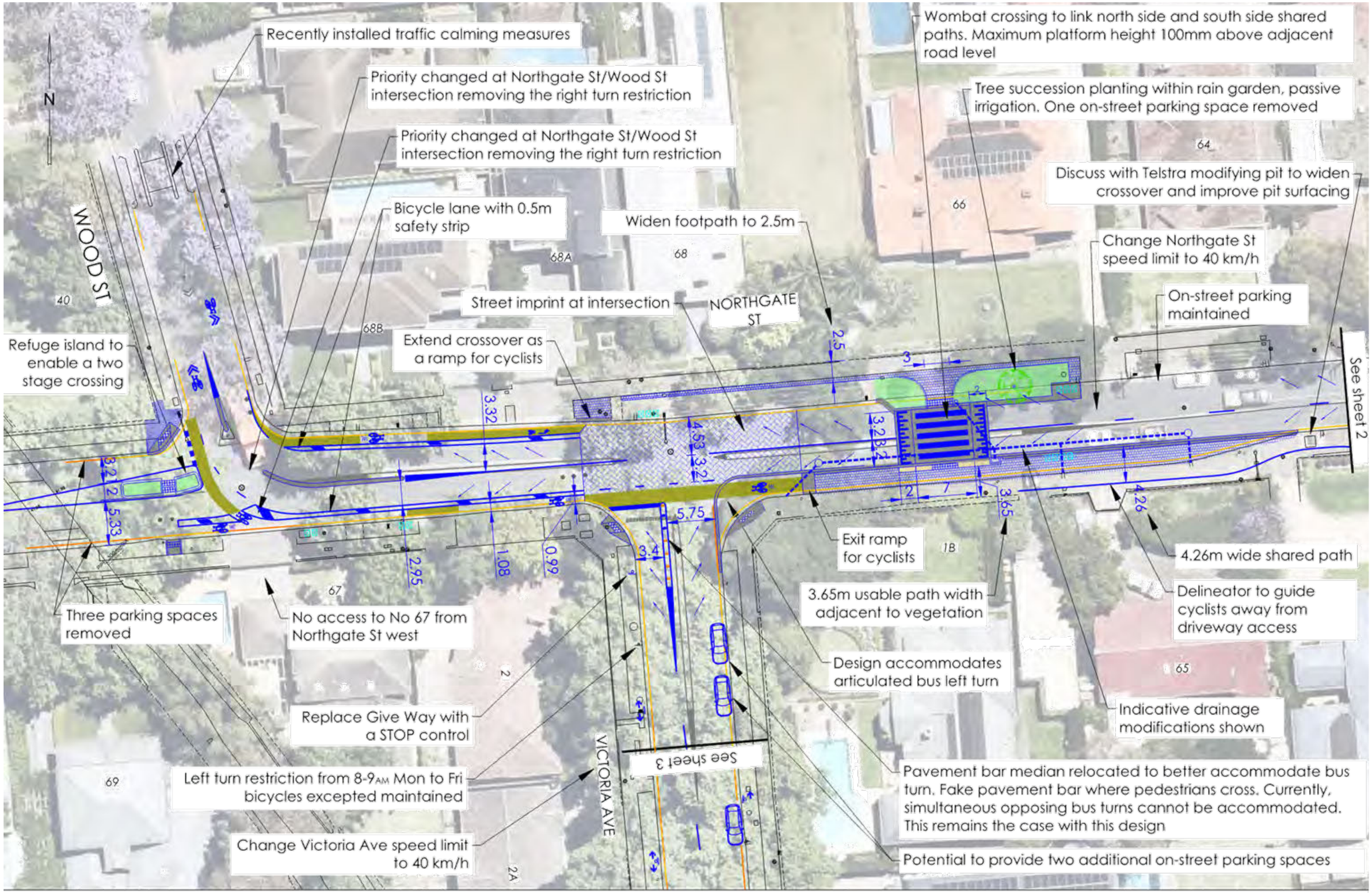
		further west to reduce the amount of on-road bicycle lane and increase separation between bike riders and vehicles.
Priority pedestrian crossing	- *If the proposed Zebra crossing is implemented, I highly suggest installing flashing lights to alert motorists of pedestrians about to cross. The lights could be controlled with some Passive Infra-Red (PIR) sensors or similar so as that are not flashing all the time. My concern is raised as I have seen many near misses at the two Zebra crossings on King William Rd.* - *D4: Prefer wombat to zebra as engineering control is more effective than administrative control. Given cost and drainage concerns perhaps a compromise of a narrow speed bump as has been installed northbound on Sussex Tce just prior to Angas Rd. Buses axles can span it but it appears to slow light vehicle speeds significantly.*	In the updated design, both the priority pedestrian crossings on Northgate Street are proposed to be upgraded to a wombat crossing. Implementing a wombat crossing at both locations would help further calm traffic, improve visibility of the crossings and support the proposed lower speed limit of 40 km/h on Northgate Street between Victoria Avenue and King William Road. During the community consultation some comments were also made about further traffic delays caused by the proposed pedestrian priority crossing(s) on Northgate Street. An analysis of the priority pedestrian crossing impacts was undertaken, using traffic modelling software named SIDRA, which highlighted the AM and PM peak delays to increase by 6 seconds. The wombat crossing will be more visible with the raised platform, and therefore flashing lights are not proposed to be included as part of the design, however as part of the detailed design phase we will consider future proofing the design with electrical conduits.
Northgate/Victoria intersection	- *D1 – it's good that the bike lanes are painted green, but cars often don't give way, and they drive over the bike lane and block it. Suggest further reducing the car speed when approaching this T-junction and having a stop sign.* - *Or why not have the zebra crossing at the intersection of Northgate and Vic Ave plus stop sign? We live on this corner and the traffic is dangerous. Please consider a stop sign.*	The Victoria Avenue approach at Northgate Street has been updated to a 'Stop' control to improve safety for all street users. A printed pavement treatment at the junction of Northgate Street and Victoria Avenue has also been included in the design to provide a visual cue that the junction is a conflict area and to proceed with care, as well as to improve the amenity of the area. The priority pedestrian crossing east of Victoria Avenue, as part of the updated design, is proposed to

		be shifted further west, that is, as close as possible to Victoria Avenue, without compromising safety.
Wood Street parking	- *P1 car park should remain as there is little parking now on Northgate for visitors*	Design altered to keep the P1 parking space.
Wood Street traffic impact	- *I would like Council to provide estimate of increased traffic on Wood St as a results of this, and the put back to community.*	The traffic data recorded at the Northgate Street and Wood Street junction on Wednesday 10 May 2023 indicates that the No Right Turn restriction was not being completely adhered to, with 58 vehicles recorded to turn right during the Right Turn restriction period 8-9am. The Left Turn restriction from Victoria Avenue between 8-9am will be maintained, and improved signage will be installed. If necessary SAPOL enforcement will be requested if high levels of non-compliance of the turn restriction is observed. The five slow points installed on Wood Street between Northgate Street and Mitchell Street will be a greater deterrent than the one proposed priority pedestrian crossing (wombat) on Northgate Street between Victoria Avenue and King William Road. Historic traffic data collected on Wood Street between Malcolm Street and Commercial Road shows that post the single lane slow points being installed in late 2009 that traffic volumes along the street have reduced from about 2,400 vpd to 1,820 vpd, and then further reduced to about 1,150vpd when they were upgraded in 2017 to include a bicycle bypass with road hump.
Loss of Parking on Northgate Street	- *This issue was raised by two residents directly impacted on Northgate Street during the second (informal consultation process).* - *It was viewed that the loss of all four (4) on-street parks on Northgate Street to*	To minimise the impact to the existing and limited on-street parking supply, the updated design proposes to shift the priority crossing east of Victoria Avenue closer to Victoria Avenue. This shift reduces the loss of on-street parking on Northgate Street from

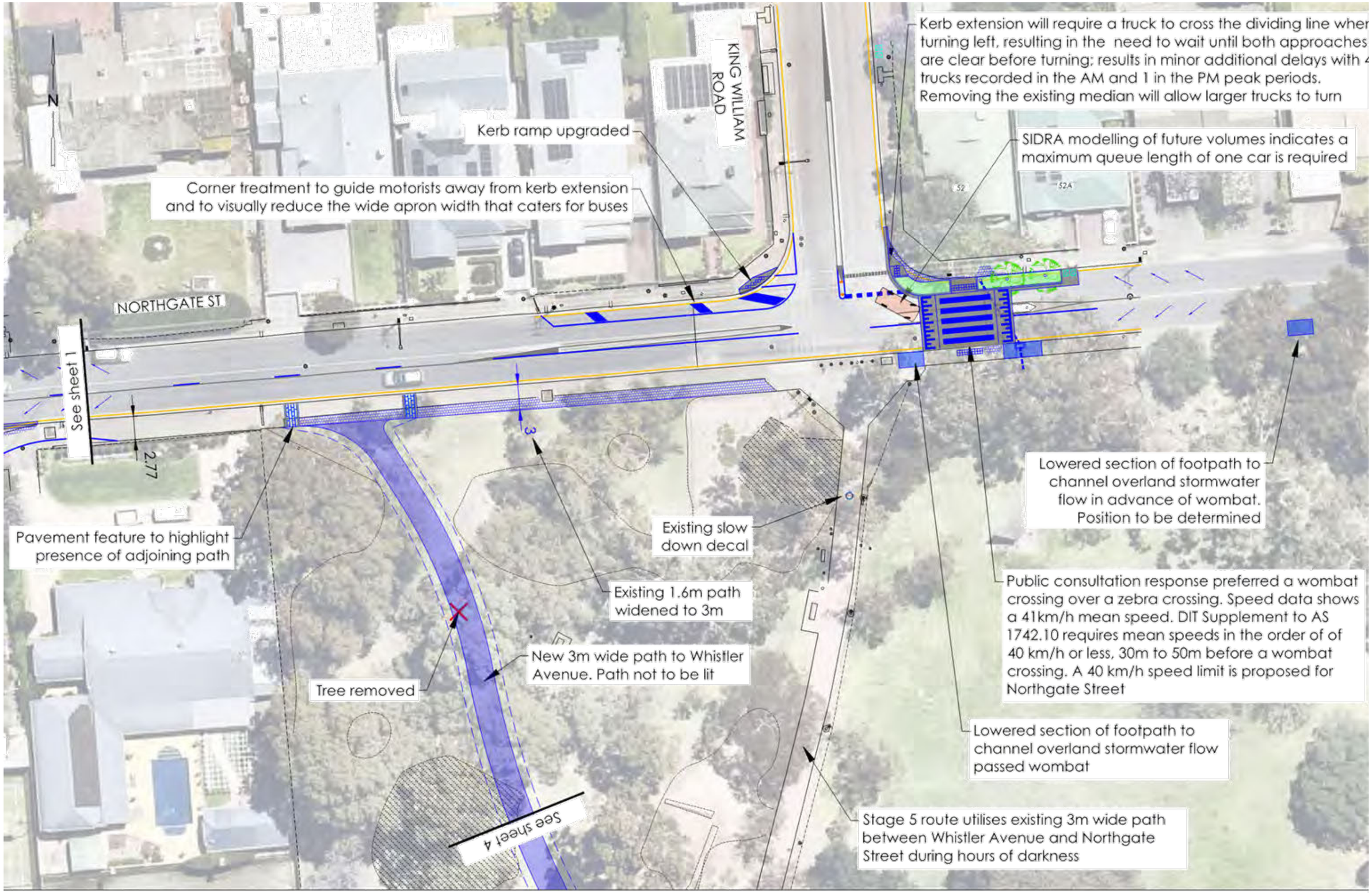
	accommodate the proposed new priority pedestrian crossing (wombat), which in essence would remove all on-street parking between Wood Street and property No. #62, would significantly limit on-street parking access by visitors to the area.	four to one on-street parking space.
Location 2 (King William Rd intersection and Heywood Park)		
KWR / Northgate Intersection	- *Realigning or widening the existing path to better connect the D9 crossing?* - *The King William Rd/Northgate St "T" junction could also be converted to an intersection with the same treatment as the Wood St Intersection. I spoke to one of the Council staff members in the Park at the public display and he mentioned that this was not possible because two busses need to pass simultaneously, I didn't think of it at the time but they do this currently so there must be enough room. This would also slow east and west bound traffic on Northgate St approaching the new proposed Zebra crossing (D9).*	Buses have been observed to 'give way' to each other when turning at the T-junctions. The turn path software modelling reinforces that this is the case. Improvements to the new proposed priority crossing (D9) have been considered in the design including upgrading to a wombat crossing.
Northgate parking (remove)	- *Parking should be removed on the northern side of Northgate Street due to continued interruption of buses and vehicles having to give way when only one vehicle can fit through.* - *P4 should be extended to King William Rd. Consider No Standing from Wood St along North of Northgate up to King William Rd this is a high volume traffic area with regular bus/car and now bikes on a very narrow road.*	Parking removal on this section of Northgate Street is not required as part of this project. Feedback received from local residents demonstrated a desire to keep the parking. It is also viewed that the on-street parking helps to narrow the carriageway and calm traffic movements.
Proposed new shared use path	- *I understand the bridge near D10 is in very poor condition, to the extent that vehicles have been prohibited for*	Vehicle access into the park is not supported, and therefore there are no current plans to upgrade park infrastructure to facilitate this.

	several years. Is the old tramways bridge due for reconstruction, if so this should be completed before significant modifications to the paving. - *Can you do this without removing the tree please.* - *I've indicated I don't support shared paths – this is because I have found over the years that a lot of people, pedestrians and cyclists alike, don't seem to really know how to use them safely. For example, pedestrians let their children dawdle along on little tricycles on the wrong side of the path, or they have their dogs off-leash, and cyclists don't wait for pedestrians to pass each other before overtaking (that is, they ride up behind the pedestrian on their side and cross to the RHS, forcing the oncoming pedestrian to get out of the way). If the Council wants to have more shared paths it should do a lot more education, and have a lot more supervision of people's behaviour.*	New trees will be added to replace the one small tree removed, and as part of the landscaping design opportunities to add new trees and landscaping elements will be considered. Share with care stickers have recently been installed on the Heywood Park paths to improve path user etiquette. It should be noted that the proposed bikeway connection and associated streetscape improvements between Wood Street and Cross Road is aimed for the *60% Interested But Concerned* Bike Rider type. It is expected that faster and more confident bike riders will likely choose to continue using Victoria Avenue. The additional path in Heywood Park has been included in the design in acknowledgment that the existing shared path would likely be more used by pedestrians to access King William Road and the new proposed path by bike riders to access Wood-Weller Bikeway.
Location 3 (Whistler Ave at Heywood Entry)		
Cross Rd/Whistler intersection	- *D12: This is obviously the key issue and extra crossing on Cross road not ideal. Perhaps move bus stop and create two way shared use path on Northern side of Cross road between Whistler and Hilda tce to utilise existing lights.* - *D12 is the key. Getting safely across Cross Rd is far harder than the excellent improvements so* suggest pedestrian crossing with lights plus refuges each side of Cross Rd. - *D12 would be improved with a protected bike box defined within an expanded central median and stopping right hand turns.*	Council is in preliminary discussion with the Department for Infrastructure and Transport (DIT) who are the road authority responsible for Cross Road, to assess options and impacts for improved crossing facilities for people walking and bike riding at Whistler Avenue and Cross Road junction.

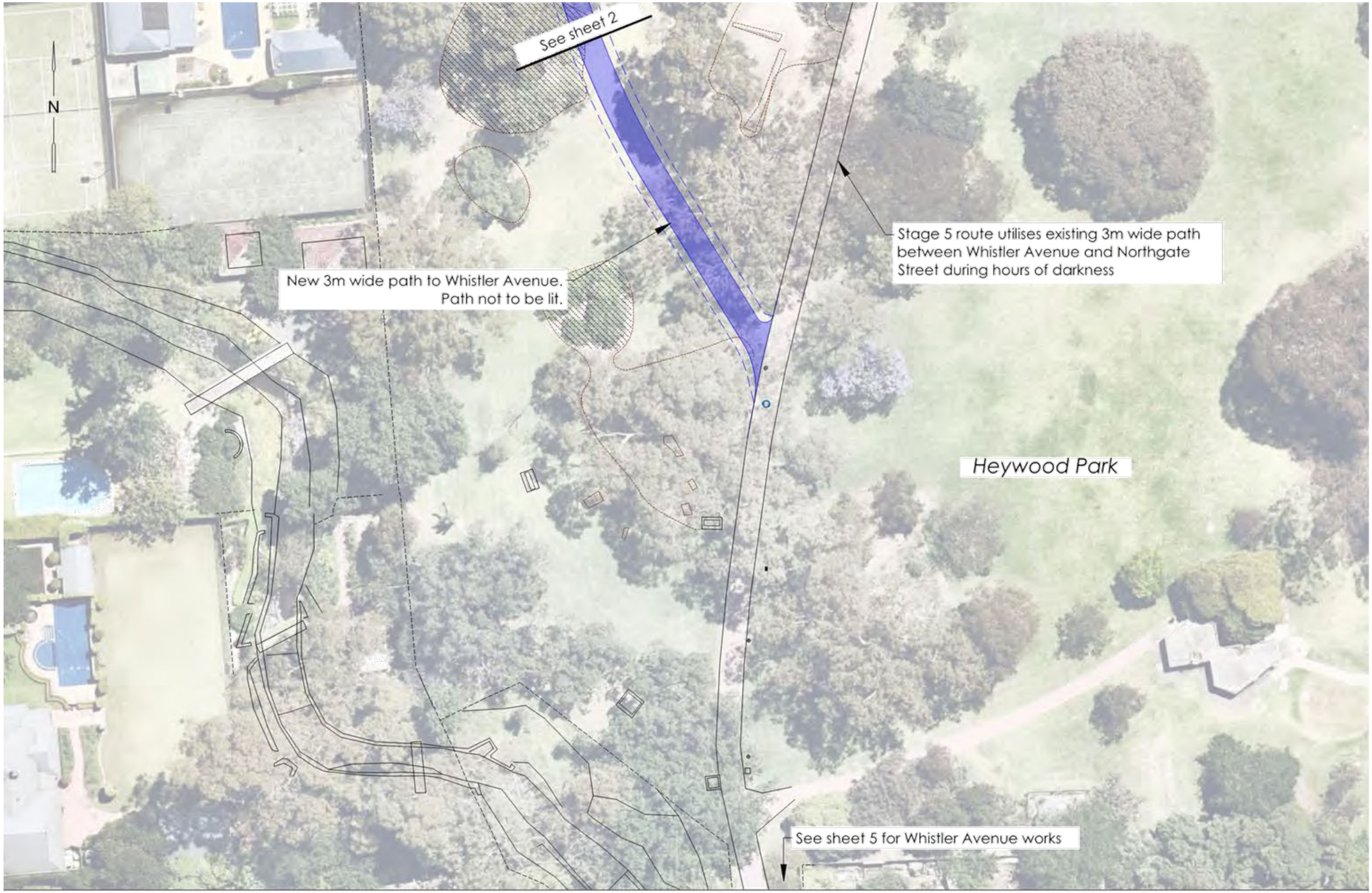
Shared use path education	- *Please add graphic reminders for cyclists to please ring their bells when approaching pedestrians.*	Share with care stickers have recently been installed on the Heywood Park paths to improve path user etiquette.
Heywood Park entry at Whistler Ave	- *Pretty good. I wonder if separated cycling and walking entries to the park are actually necessary though?*	Feedback from local residents identified a desire to provide separate entries to improve etiquette of path users and to improve safety.
Whistler Ave and Heywood Ave	- *Motorists often mistakenly travel to the northern end of Whistler Avenue to turn around. This movement often conflicts with people coming out of the park. Drivers appear to miss the turn into Heywood Avenue.*	A 'No through road to King William Road' sign located at Cross Road will be installed with a repeater sign located within a widened footpath (kerb extensions both sides) at the Whistler Avenue/Heywood Avenue junction.



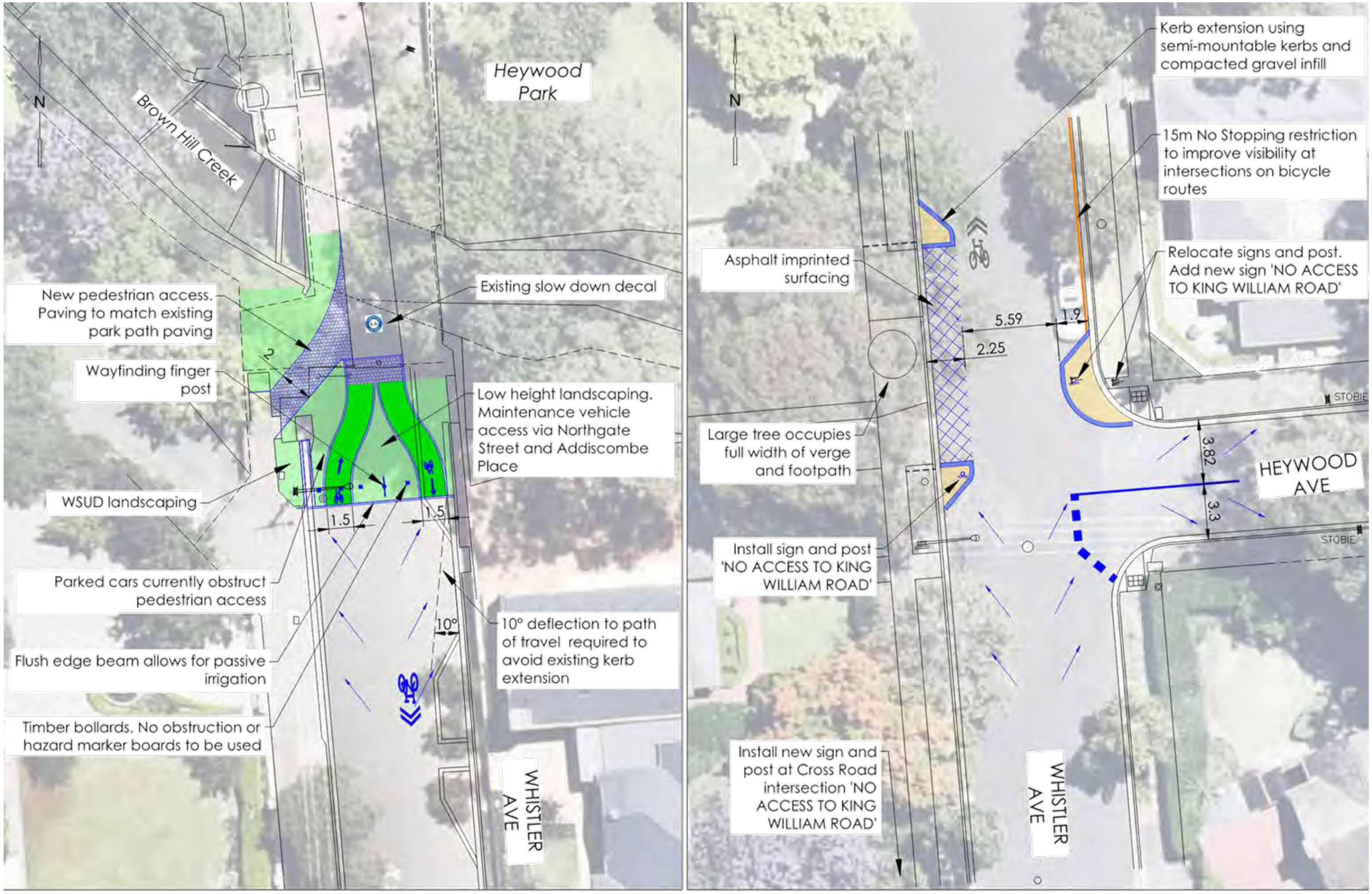
Stage 5 Wood St to Cross Rd - Northgate St, Wood St to Victoria Ave
Sheet 1



Stage 5 Wood St to Cross Rd - Northgate St, Wood St to Victoria Ave
Sheet 2



Stage 5 Wood St to Cross Rd - Northgate St, Wood St to Victoria Ave
Sheet 3



Stage 5 Wood St to Cross Rd - Northgate St, Wood St to Victoria Ave
Sheet 4

DECISION REPORT

REPORT TITLE:	COMMUNITY CONSULTATION - AUSTRALIA DAY 2025
ITEM NUMBER:	4.5
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	VICKY ANTONIOU, TEAM LEADER STRATEGIC COMMUNICATIONS
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	NIL

1. PURPOSE

This report provides Council with three engagement approaches to test the local community sentiment regarding Australia Day events to be held by Council in 2025.

2. RECOMMENDATION

That:

1. The report be received.

2. *The matter is for Council to determine.*

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

At its meeting on 25 September 2023, Councillor Rogers moved a Notice of Motion regarding community consultation for Australia Day 2025. The Council considered this motion and resolved that:

1. *Council commits to consulting with its community regarding Australia Day events in 2025 (26 January 2025).*
2. *Administration will undertake community consultation in regards to Australia Day events in 2025, and provide a report to Council advising the outcome of this consultation.*

Resolution No. C1143/23

Traditionally the Council has held a Citizenship and Australia Day Awards Ceremony on Australia Day to welcome the City's newest citizens and to recognise the achievements of individuals and organisations in our local community. In 2024, Council resolved to hold a citizenship Ceremony on 25th January (i.e., on the eve of Australia Day) and no Community event.

A summary of events over the last 4 years is contained in the table below:

Year and location	Citizenship event attendees	Community event attendees (approx.)	Total Expenditure
2024 Town Hall	60 and their guests + elected members + VIP's	No Community event held.	$4,250
2023 Village Green	158 and their guests + elected members + VIP's	Approximately 200 attendees in total	$35,172*
2022 Soldiers Memorial Gardens	126 and their guests + elected members + VIP's	No community event held due to Covid restrictions	$25,658*
2021 Village Green	67 and their guests + elected members + VIP's	Approximately 120	$37,257*

**Offset by grants received from the National Australia Day Council to assist with additional event costs during the COVID-19 pandemic: 2021 $20,000, 2022 $14,250, and 2023 $20,000.*

A Briefing was held with Elected Members on 12 February 2024 to discuss options for community consultation.

This report has been prepared based on that Briefing.

5. DISCUSSION

The purpose of undertaking community consultation is for Council to receive community feedback regarding which events it should hold around Australia Day in 2025.

At the Briefing held on 12 February 2024, Council noted and discussed the following aspects of any consultation process to be conducted:

- The response rate is likely to be dependent on the level of promotion.

- Wider engagement parameters (that is beyond local channels) would likely encourage interest from people who are not local, as well as various interest groups.
- Average industry response rates for community consultation initiatives are between 3% and 10%.
- The community is not voting for an outcome as part of this consultation, but that the consultation feedback will be considered as part of Council's decision-making process.
- Criticism is likely to be received no matter which approach is taken.

Following discussion of the above, Council indicated its preference for the consultation "target audience" to be the City of Unley Community, (specifically ratepayers and residents) and that the questions be kept simple.

The following 4 questions are presented for Council's consideration:

No.	Question	Answer
1	Should Council hold a Citizenship and Australia Day Awards Ceremony on 26 January 2025?	YES or NO
2	Should Council hold an Australia Day community event in 2025?	YES** or NO
3	**If YES, should the Australia Day community event be held on 26 January 2025?	YES or NO
4	What is your residential postcode?	xxxx

It should be noted that following the amendment to the Australian Citizenship Ceremonies Code in December 2022, councils must hold a ceremony on Australia Day, or in the period three days prior or the three days after Australia Day.

The following options for undertaking community consultation have considered the following aspects:

- Maximum response
- Targeted local response
- Data management; and
- Potential media interest.

Option A – Maximum Response

- The consultation would be open to anyone who wishes to participate in the survey.
- Registration to the “Your Say Unley” database would be mandatory for participants to ensure there is only one response per registered user.
- New registrations to the “Your Say Unley” database would be unrestricted throughout the consultation period.
- A broad promotional campaign would be employed using multiple media channels to maximise the response rate.
- The provision of residential postcode data would be mandatory to enable data segmentation.
- Respondents would be asked to indicate their connection to the City of Unley in the survey e.g., resident, ratepayer, business owner, visitor etc.
- Under this option, Council is likely to get a high response rate, but the responses are unlikely to be representative of the Unley Community without resource intensive data filtration.

Option B – Existing Subscribers to Your Say Unley and Unley Connect Databases with a City of Unley Postcode

- The consultation would be open to existing registered “Your Say” and “Unley Connect” subscribers with a City of Unley postcode only.
- Registration to the “Your Say Unley” database would be mandatory for participants to ensure there is only one response per registered user.
- New registrations to the “Your Say Unley” database would be limited to “Unley Connect” database members with postcodes in the City of Unley only.
- A highly targeted promotional campaign would be implemented, with database promotion limited to registered “Your Say” and “Unley Connect” subscribers with a postcode within the City of Unley.
- Council is likely to receive a lower response rate with this approach as we do not have a postcode registered for the majority of Unley Connect database members.
- This response will limit responses from workers, visitors and ratepayers who do not reside in the City of Unley.
- Responses received are highly likely to be representative of Unley residents and ratepayers, with a moderate level of data management required to ensure only Unley Connect members with an Unley postcode can register to the Your Say Unley database.

Option C – Subscribers to Your Say Unley with an Unley Postcode and all Unley Connect subscribers.

- Consultation would be broader than Option B as it would include registered "Your Say" subscribers with an Unley postcode as well as subscribers to Unley Connect regardless of their postcode.
- Registration to the "Your Say Unley" database would be mandatory for participants to ensure there is only one response per registered user.
- New registrations to the "Your Say Unley" database would be unrestricted throughout the consultation period.
- This approach would be likely to capture responses from Unley residents, workers, visitors, and ratepayers who reside within and outside of the City of Unley.
- Respondents would be asked to indicate their connection to the City of Unley in the survey e.g., resident, ratepayer, business owner, visitor and/or worker.
- A higher response rate is expected for this option than for Option B.
- Responses received are likely to be representative of the Unley community, with a low to moderate level of data filtration required.

It should be noted asking Unley Connect members to register with Your Say Unley and provide their postcode may act as a barrier to participation in this consultation. Also, Unley Connect members have demonstrated they have a strong interest in the wellbeing of the City in the recent Shaping Unley project.

At the Briefing held on 12 February 2024, Members indicated support for Option C. A copy of the presentation is available on the Elected Members Hub.

In terms of timing, it is proposed that consultation will occur around mid-July for a period of 21 days after which a report will be provided to Council for a decision.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The engagement initiative, as described within this report is proposed to be delivered within current resourcing levels. A 2024-25 budget initiative was presented to Council at its Budget Workshop on 18 March 2024. At that workshop, Council did not support this initiative which outlined the additional engagement of an external consultant to undertake a postal survey for an estimated cost of $25,000.
- There is currently no budget allocation in the draft 2024/25 Annual Budget and Business Plan to stage an Australia Day public event. If Council choose to proceed with an event, this would be addressed as part of Council's quarterly budget reviews.

6.2 Risk Management (identification and mitigation)

- A risk assessment was used to prepare the engagement options discussed at the Council Briefing 12 February 2024. The highest risk is interest and input from non-local parties. This assessment also forms the basis of the recommended approach.

6.3 Staffing/Work Plans/Additional Resource Impact

- The proposed approach described within this report can be accommodated within existing resources. Should Members wish to increase the level of engagement to incorporate additional research or categories of questions, additional funding would be required.

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- Nil

7. ANALYSIS OF OPTIONS

The Administration advise that this item will require two decisions of Council regarding the consultation questions (shown as Options 1A and 2A); and the engagement parameters (shown as Options 1B and 2B).

Option 1A –

1. The report be received.

2. The series of four questions, as set out in this report (Item 4.5, Council Meeting 24 June 2024), be endorsed.

1 This option meets the requirements of the Motion on Notice, whilst keeping the questions direct and easy for participants to respond in a simple format.

Option 2A –

1. The report be received.

2. The series of four questions, as set out in this report (Item 4.5, Council Meeting 24 June 2024), be endorsed with the following amendments:

    - *[For Council to determine]*

This option still meets the requirements of the Motion on Notice, however Members may wish to seek more information from participants to inform their decision.

Option 1B –

1. The engagement parameters as described in Option X (A, B or C) as set out in this report (Item 4.5, Council Meeting 24 June 2024), is endorsed for the purpose of community consultation.

2. The Chief Executive Officer be authorised to make minor edits as required to finalise the consultation.

This option addresses the feedback from Members' and reflects their preference at the workshop held earlier this year.

Option 2B –

1. The engagement parameters as described in Option X (A, B or C) as set out in this report (Item 4.5, Council Meeting 24 June 2024), is endorsed for the purpose of community consultation with the following amendments:

    - *[For Council to determine]*

2. The Chief Executive Officer be authorised to make minor edits as required to finalise the consultation.

This option still meets the requirements of the Motion on Notice, however Members may wish to form their own engagement parameters. Should Council wish to significantly change the extent of these parameters it may be appropriate to seek a further Briefing to discuss.

8. RECOMMENDED OPTION

This matter is for Council to determine.

9. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

DECISION REPORT

REPORT TITLE:	ADOPTION OF THE 2024-25 ANNUAL BUSINESS PLAN AND BUDGET
ITEM NUMBER:	4.6
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	MAX MURAWSKY, FINANCE BUSINESS PARTNER
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	1. 2024-25 ANNUAL BUSINESS PLAN & BUDGET

1. PURPOSE

This report presents to Council the proposed 2024-25 Annual Business Plan and Budget for adoption, and the resolutions necessary to formally adopt the valuations in relation to the Council area, and declare the rates applicable to the 2024-25 financial year.

2. RECOMMENDATION

That:

1. The report be received.

2. That the following recommendations 2.1 to 2.7 be formally resolved and adopted separately in the following order:
   - 2.1 Adoption of the 2024-25 Annual Business Plan and Budget.
   - 2.2 Adoption of Valuations.
   - 2.3 Declaration of General Rates.
   - 2.4 Minimum Amount (General Rates).
   - 2.5 Maximum Increase (General Rates).
   - 2.6 Declaration of Separate Rates.
   - 2.7 Payment of Rates.

2.1 Adoption of the 2024-25 Annual Business Plan and Budget

MOVED:
SECONDED:

(a) That pursuant to the provisions of Section 123(6) and (7) of the *Local Government Act 1999* and Regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 to (Item 4.6, Council Meeting, 24 June 2024), the Council adopts, firstly, the 2024-25 Annual Business Plan and secondly, the 2024-25 Budget.

(b) The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the 2024-25 Annual Business Plan and Budget as part of the finalisation of the document for publication.

2.2 Adoption of Valuations

MOVED:

SECONDED:

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2025.

Rateable Assessed Capital Values	$ 23,681,956,356
Non Rateable	$544,078,804
Total Assessed Capital Value as reconciled with the Valuer-General at 1 July 2024	$24,226,035,160

2.3 Declaration of General Rates

MOVED:

SECONDED:

That for the year ending 30 June 2025 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and resolves as follows:

(a) In respect to land with a land use category of **Residential**, a differential general rate in the dollar of 0.001797.

(b) In respect to land with a land use category of **Commercial Shop**, **Industry Light**, **Industry – Other**, **Primary Production**, **Vacant Land** or **Other**, a differential general rate in the dollar of 0.003866.

(c) In respect to land with a land use category of **Commercial Office** or **Commercial Other,** a differential general rate in the dollar of 0.004611.

2.4 Minimum Amount (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2025 a minimum amount payable by way general rates of $993 shall be payable, on each piece of rateable land within the Council area, pursuant to Section 158(1)(a) of the *Local Government Act 1999.*

2.5 Maximum Increase (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2025 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

2.6 Declaration of Separate Rates

That for the year ending 30 June 2025 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the *Local Government Act 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and individually resolves as follows:

MOVED:

SECONDED:

(a) A rate in the dollar of 0.00007345 on all land within the area of the Green Adelaide Board to reimburse the Council the amount to be contributed to the Board of $1,713,975 in accordance with Section 69 of the *Landscape South Australia Act 2019*.

MOVED:

SECONDED:

(b) A rate in the dollar of 0.0003012 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise $146,440 for use by the **Unley Road Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(c) A rate in the dollar of 0.0007927 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise $60,658 for use by the **Goodwood Road Business Association** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(d) A rate in the dollar of 0.0014200 in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise $159,940 for use by the **King William Road Traders' Association Inc** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(e) Pursuant to Section 166(1)(m)(i) and (ii) of the *Local Government Act 1999*, to avoid a liability that is inconsistent with the Annual Business Plan and/or that is unfair or unreasonable, the Council provides a discretionary rebate for the year ending 30 June 2024, **in respect of each rateable assessment along Unley, Goodwood and King William Roads** that is subject to a separate rate in the dollar (as above) for marketing, street beautification and minor value-added infrastructure, of any amount that exceeds a separate rate liability of $2,000 in respect of a single assessment.

MOVED:

SECONDED:

(f) A rate based upon a fixed charge of $300 per rateable assessment on land with a land use of Commercial Shop, Commercial Office, and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise $16,500 for use by the **Fullarton Road South Traders Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

2.7 Payment of Rates

MOVED:

SECONDED:

That for the fiscal year ending 30 June 2025, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act 1999*, fall due in a single instalment on 1 September 2021 or four equal or approximately equal instalments on

- Monday 2 September 2024;
- Monday 2 December 2024;
- Monday 3 March 2025; and
- Monday 2 June 2025.

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3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

4. Civic Leadership
4.1 We have strong leadership and governance.
4.2 Council provides best value services to the community.
4.3 Our business systems and solutions are effective and transparent.

4. BACKGROUND

In accordance with the *Local Government Act 1999*, (Act) and the *Local Government (Financial Management) Regulations 2011* (Regulations*)*,

Council must have an Annual Business Plan and Budget for each financial year.

Each Annual Business Plan should outline Council's objectives for the financial year and the activities that the Council intends to undertake to achieve those objectives. It must also provide the measures (financial and non-financial) that the Council intends to use to assess the performance of the Council against its objectives over the financial year.

The Annual Business Plan and Budget should set out its financial requirements by way of summarised operating expenditure, capital expenditure and sources of revenue. It should also set out the rates structure and policies for the year and assess the impact of the rates structure on the community.

5. DISCUSSION

Annual Business Plan and Budget Overview

The proposed 2024-25 Annual Business Plan and Budget (ABP&B) has been developed through a process of community consultation, and consultation & review with Elected Members and Council Officers through two workshops and a Council Meeting.

The first Council Workshop held on 18 March 2024 considered:

- the draft budget position including the key financial ratios.
- project bids for Operating Projects and New Capital Projects proposed by Council Officers and Elected Members; and
- initial rating scenarios for general rates.

Following feedback received in the first workshop, the Draft 2024-25 ABP&B was presented to Council on 22 April 2024 and approved for public consultation.

Following the approval of the Draft 2024-25 ABP&B for consultation, the Australian Bureau of Statistics advised that the Adelaide CPI for the March Quarter 2024 was 4.3%. The weighted average of the eight capital cities was 3.6%.

A second Council Workshop was held on 3 June 2024 following the conclusion of the public consultation to:

- Consider the community feedback.
- Receive an update on the estimated valuations and rating options; and
- Consider any amendments to the budget and proposed scenarios for general rates.

The Audit and Risk Committee considered the Draft 2024-25 ABP&B on 14 May 2024, and made the following comments:

- Council may choose to consider the 2024 Adelaide March Quarter CPI of 4.3% and the potential increase of costs not previously considered before finalising its Annual Business Plan and Budget for adoption in June 2024.
- The key Financial Indicators within the Draft Annual Business Plan and Budget illustrates Council maintains its long-term financial sustainability.
- The forecast Net Financial Liabilities Ratio of 12% compared to the target of less than 80%, indicates Council has the financial capacity to consider implementing future renewal projects.

Throughout the budget preparation process, careful consideration has been given to:

- Council's annual objectives and funding priorities in the context of the 4 Year Delivery Plan,
- Council's Long Term Financial Plan,
- Key financial targets, and
- The economic environment.

The budget is considered financially responsible and maintains Council's financial sustainability.

Public Consultation

Public consultation on the Draft 2024-25 ABP&B occurred between Monday 29 April and Monday 20 May 2024, and included:

- Submissions received via Your Say Unley, Council's PO Box 1 email facility or in writing.
- Idea Boards, which allowed respondents to like and/or comment on a range of projects and initiatives.
- The development of a short video for social media and the website; and
- Feedback received from two public information meetings.

In summary, public consultation on the Draft 2024-25 ABP&B generated:

- 3 attendees at the first public meeting.
- 4 attendees at the second public meeting.
- 27 survey responses through the Your Say Unley Survey.
- 420 contributions to the Idea Boards; and
- 2 written submissions from members of the community.

The feedback received and Council's response is summarised in the table below.

Topic/Feedback	Response
The proposed rate increase 13 responses supported the proposed rate increase of 3.75%, whilst 6 responses were not supportive and 8 did not know. One respondent was concerned the rate increase was too low and that Council could require higher increases to make up for it in future years.	Noted. General Rate scenarios were presented for feedback at the Council Workshop on 3 June 2024, with scenarios for potential rate increases between 3.75% and 4.3%, noting Adelaide CPI for the March Quarter was 4.3%. Discussion indicated a preference for an increase of 3.95% (before new developments and capital improvements).
Additional Services Feedback was sought on what types of services Council should deliver, these included a community renewables program, improved streetscapes and verge improvements, and the provision of additional E-waste collection points.	Feedback noted and provided to General Managers for future consideration. The potential increase of 3.95% would allow additional funding for the streetscape and verge improvements programs to be considered.
Existing Services and Expenditure General feedback on services, including opportunities to review expenditure, expand and reduce services, increase maintenance, build new infrastructure, and feedback on the cost of delivering services.	Feedback noted and no changes are proposed for the 2024-25 ABP&B. Suggestions for changes in services, maintenance and new infrastructure will be considered further by General Managers during 2024-25.
Employee Costs Feedback received requesting a reduction in employee costs, also a breakdown of employee costs by service provided.	Noted. No changes proposed at this stage, but Administration aims to ensure that the desired level of services are provided to the community efficiently and legislative requirements are met.

Topic/Feedback	Response
Environmental Initiatives General feedback supporting the environmental initiatives, with two responses suggesting that there should be more funding/support for EV charging stations and two responses suggesting additional funding for the Greening Verges program.	Feedback noted, with consideration for an increase in funding of environmental initiatives as presented in option 2 of this report.
Events Feedback was received stating that the Tour Down Under is not a good use of funds, there is a lack of multicultural events and not enough focus on community integration.	Feedback noted, no changes proposed. Council has indicated an interest in hosting a Tour Down Under stage start in 2025 but no associated event is to be held.
Economic Development One response questioned the accountability of funds provided to Mainstreet Associations and whether that is the best use of ratepayer funds.	Feedback noted, no changes are proposed. All four Mainstreet Associations prepare budget submissions which are considered by Council as part of the Annual Business Plan and Budget process. Reports are provided by the Associations during the year as to the status of their expenditure.
Footpaths Feedback received requesting increased maintenance and upkeep of footpaths, including the reduction in trip hazards.	Feedback noted. Suggestions for increased footpath maintenance will be reviewed by the General Manager City Development in 2024-25 prior to the 2025/26 Budget process.
Other Feedback General feedback on the Annual Business Plan and Budget along with feedback on specific matters.	Feedback is noted. No changes are proposed, however specific matters will be reviewed and addressed as required by the General Managers, and answers to frequently asked questions will be provide to respondents to the YourSay survey, and on the Council's website.

It should be noted that following community consultation, the Council considered the feedback at a workshop on 3 June 2024. No changes have been made to the services or level of services at this time.

All respondents will receive an acknowledgement, thanking them for their participation in the feedback process. Answers to frequently asked questions raised as part of the public consultation are presently being prepared and will be provided Council's website, and to those who participated in the public consultation survey directly.

Where an action, concern or complaint has been raised, the relevant General Manager has been advised so that they are able to provide further follow up.

Adjustments following Public Consultation

As discussed at the Budget Workshop on 3 June 2024, the proposed average general rate increase has been revised from 3.75% to 3.95% before additional income from new developments and capital additions.

This increase of 0.2% has increased budgeted general rates income by $94K to:

1. reduce the variance between the proposed rates increase and Adelaide CPI for March 2024 of 4.3%, and
2. increase the Operating Surplus Ratio from 4.35% to 4.5%; and
3. reduce the forecast Net Financial Liabilities ratio from 12% to 11%.

The forecast increase in general rates income from new developments and capital additions has been revised from 0.5% to 0.58% following the latest data from the Valuer General.

An alternative option (Option 2) has been provided for consideration to utilise the additional rates income to fund an increase in the Operating Projects/Initiatives during the 2024-25 financial year. This option is detailed further into this report.

2024-25 Budget Overview

The 2024-25 Budget presented for adoption incorporates:

- An increase in total general rate income of 4.53% consisting of:
  - An average increase in general rates of 3.95%; and
  - General rates growth from new developments and capital improvements of 0.58%.
- Projected operating surplus (before equity accounted businesses) of $2.69M.
- Operating Projects (net) of $1.69M.
- New Capital Projects (net) of $4.32M.
- Capital Renewal Program (net) of $12.32M.
- Forecasted increase in borrowings of $1.7M; whilst
- Maintaining all existing services.

The forecast operating surplus, inclusive of a net loss of $498K from equity accounted businesses, is $2.19M. The net loss of $498K from equity accounted businesses is attributable to the following:

- Centennial Park Cemetery Authority: $462.5K loss which represents a 50% share of the $925K operating loss for the entity.
- Brown Hill Keswick Creek Stormwater Project: $35K loss which represents a 21% share of a $175K operating loss for the entity; and
- East Waste: No surplus or deficit as the proposed budget forecasts a break-even operating position for 2024-25.

Centennial Park's estimated operating loss partially relates to the impact of the revenue standards, deferring the recognition of Interment Right (IR) revenue.

These budgeted losses in equity accounted businesses will be recognised in the Budgeted Financial Statements, but do not impact Council's proposed rate increase.

The projected income is sufficient to meet the projected operating expenses as well as the scheduled principal repayments for the 2024-25 financial year.

Operating Projects

The net value of the Operating Projects proposed for 2024-25 is $1.69M. Key Projects for 2024-25 include:

- $695K of Environmental Initiatives including:
  - The expansion of tree canopy on public land $180K;
  - Procurement of renewables to support residents and business to transition to renewable energy $115k;
  - Additional initiatives to reduce Council's carbon emissions $110K;
  - Greening of City Verges $60K;
  - Delivery of Water Wells to facilitate the capture of stormwater run-off to water trees $50K
- $185K towards a program of events including a Double Shot Coffee Fiesta for $80k;
- Economic Development initiatives including:
  - Development of a City Master Plan $180K;
  - Delivery of a Business Precincts improvement plan to revitalise business precincts $120K; and
- Continuation of the Local Area Traffic Management Plan implementation $75K and actioning of the first-year priorities contained within the Unley Parking Management Plan $80K.

New Capital Projects

The net value of the New Capital Projects proposed for 2024-25 is $4.32M. Key projects for 2024-25 include:

- Implementation of the first year works for the City-Wide Flood Mitigation Plan $864K.

- Council's contribution to the continuation of the Brown Hill Keswick Creek project $840K.
- Stage 1 Implementation of a new property and rating system $780K.
- Upgrade of North Unley Park $340K
- Continued implementation of the Walking and Cycling Plan $345K, including:
    - Construction of streetscape improvements and lighting upgrades along Railway Terrace South (Devon Street to Goodwood Road);
    - Construction of short-term bicycle improvements along the Wood-Weller Bikeway between Simpson Parade and the Mike Turtur Bikeway;
    - Detailed design of the Wood Street to Cross Road connection of the Wood-Weller Bikeway.
- Unley Road Streetscape Upgrade $200K; and
- Continued implementation of Local Area Traffic Management plans $170K.

Capital Renewal Program

The net value of the Capital Renewal Program proposed for 2024-25 is $12.32M and has been based on current asset information and asset management plans.

Key aspects of the program include:

- Transport Infrastructure $6.84M including:
    - Road renewal program $2.27M
    - Kerb & Water Table program $2.25M
    - Unley Road kerb and footpath program $1.75M
- Drainage and Stormwater $880K.
- Reserves and Open Space $1.28M; and
- Property (incl. Swimming Facilities) $1.17M.

Key Financial Indicators

Based on a rate increase of 3.95%, the following indicators are summarised below:

Financial Indicator	**Council Adopted Target**	**Proposed 2024-25 Budget**
Operating Surplus Ratio (excluding equity accounted businesses)	Between 4% and 6%, with an average of 5% across the life of the LTFP	4.5%
Net Financial Liabilities Ratio	Less than 80% of total operating income	11%
Asset Renewal Funding	100% of recommended spend in	100%

Ratio (rolling 10-year average)	the Asset Management Plans	
Asset Sustainability Ratio (rolling 10-year average)	100% of forecast depreciation	101%

Council is forecast to achieve an operating surplus of $2.69M, equating to an operating surplus ratio of 4.5% for the 2024-25 year before equity accounted businesses.

The current service levels will be maintained, and proposed projects delivered, with projected additional borrowings of $1.7M required.

The net financial liabilities ratio is forecast to be 11% which is well within the target of less than 80%.

The Asset Renewal Funding Ratio is forecast to be 100%, in line with the adopted target.

Council is forecasting an Asset Sustainability Ratio of 101%, in line with the adopted target.

Council will maintain its current level of service provision, raise sufficient income to cover its operating expenses, and require additional borrowings of $1.7M to assist in funding new capital projects. The impact of this annual plan does not compromise Council's long-term financial sustainability.

Loan Borrowings

Borrowings are an important funding source, especially for expenditure relating to capital works and improvements. Council undertook a heavier borrowing program in the 2019-20 financial year to complete a larger than usual capital works program including the upgrade and development of King William Road streetscape. Whilst $3.0M of existing borrowings are forecast to be repaid in 2023-24, additional borrowings of $1.7M are required in the 2024-25 financial year to support the investment in new capital projects.

Borrowing Summary	**$M**
Forecast Opening Balance July 2024	1.86
Additional borrowings 2024-25	1.70
Forecast Closing Balance June 2025	3.56

As detailed in the proposed 2024-25 to 2033-34 Long-Term Financial Plan Report (Item 4.7 to this agenda), Council's forecast borrowings as at 30 June 2034 are $9.6m. The net financial liabilities are forecast to be below 20% for the duration of the proposed LTFP. This is well within the target of below 80%.

Budget Framework

The income and expenditure forecasts in the Annual Business Plan and Budget for the financial year ending 30 June 2024, have been set at a level that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives. Council's Budget Framework is detailed in Attachment 1 on pages 34 and 35.

Attachment 1

Rating Information

Council prepared the Draft Budget for consultation based on a General Rates increase of 3.95%.

In late April 2024 the Australian Bureau of Statistics advised Adelaide CPI for the year ended March 2024 was 4.3%.

During a Council Workshop, Administration sought feedback from Members on potential General Rate scenarios. Feedback supported an average general rate increase of 3.95% in recognition of Adelaide CPI for the year to March 2024 of 4.3%, to achieve an operating surplus ratio closer to the 5% target.

The revised budget is forecasted to achieve an operating surplus ratio of approximately 4.5%.

The proposed budget for adoption incorporates an increase in General Rate income of 3.95% before additional income from new developments and capital improvements of 0.58%. This increase of 3.95% has been achieved in each of the three differential rates by adjusting the rate in the dollar for each differential rate.

The additional income from new developments and capital improvements of 0.58% is 0.08% above the forecast of 0.5% and represents additional income of approximately $46K. As per the Open Space Fund Policy, 0.35% of the additional 0.08% growth ($13k) will be allocated to the Open Space Fund. This will have no impact on the operating surplus ratio, as it will be an equity movement between Accumulated Surplus and the Open Space Fund Reserve.

The Annual Business Plan and Budget provides further information regarding the average increase in the rates payable for each land use category on page 27. It also advises that growth, defined as the increase in rateable assessments by the revised Regulations, is 0.19%.

<u>Differential General Rates</u>

In accordance with the *Valuation of Land Act 1971*, each year, the site, and capital values for every property in South Australia are reviewed by the Office of the Valuer-General. These values are provided to statutory authorities to form the basis of property related council rates, water rates, emergency services levy and land tax (where applicable).

The change in the rate in the dollar for the three differential general rate categories (Residential, Commercial Shop, et al and Commercial Office/ Other) is provided in the following table:

Year	Residential	Commercial Shop, et.al	Commercial Office/Other
	Category 1	Category 2	Category 3
2021-22	0.002352	0.005221	0.005939
2022-23	0.001869	0.004715	0.005425
2023-24	0.001803	0.003947	0.004681
2024-25	0.001797	0.003866	0.004611

It is proposed to increase the minimum rate from $955 to $993, being 3.98%.

Differential Separate Rates

Council proposes to continue to raise a differential separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and passes the funds onto the Trader Associations for marketing, street beautification and minor value-added infrastructure.

Council considered the requests from the four associations as follows:

- The Unley Road Association has requested a 20.3% increase for 2024-25.
- The King William Road Traders Association has requested a 6.4% increase for 2024-25.
- The Goodwood Road Business Association has requested a 6.0% increase for 2024-25.
- The Fullarton Road South Traders Association has requested no increase for 2024-25.

This funding will be distributed as follows:

Main Street Trader Associations	Separate Rate raised 2023-24	Separate Rate 2024-25	% Increase (Decrease)
Unley Road	$121,706	$146,440	20.3%
King William Road	$150,350	$159,940	6.4%
Goodwood Road	$57,225	$60,658	6.0%
Fullarton Road	$16,500	$16,500	-

In 2016-17, Council also adopted a recommendation from the Unley Business and Economic Development Committee to cap the separate rate at $2,000. This principle continues for 2024-25 by way of a rebate pursuant to Section 166(1)(m)(i) and (ii) of the Act *in* respect of each rateable assessment along Unley, Goodwood and King William Roads that is subject to a separate rate in the dollar (as above) for marketing, street beautification and minor value-added infrastructure.

The rebate is applicable for any amount that exceeds a separate rate liability of $2,000 in respect of a single assessment.

Regional Landscape Levy

The *Landscape South Australia Act 2019* imposes the duty on councils to charge a levy, as though it were a separate rate under Chapter 10 of the Act, on rateable land in the landscape region of Green Adelaide. Such a rate must be fixed and calculated so as to raise the same amount as the Council's share to be contributed to the Board (taking into account any rebates/remissions in Division 5, Chapter 10).

Council is required to collect the levy via a separate rate for the Green Adelaide Board. The Board has advised the collection amount for 2024-25 is $1.714M, which represents an increase of 2.8%. Council does not retain this revenue, nor determine how the revenue is spent.

Council will provide suitable information to residents explaining Council's role as an agent for the Green Adelaide Board in the collection of this levy.

Option to increase funding for Operating Projects/Initiatives

The proposed 2024-25 Annual Business Plan and Budget incorporates a rate increase of 3.95% before additional income from new development and capital additions. This represents an 0.2% increase from the proposed rate increase in the Draft ABP&B of 3.75%, and increasing forecast general rate income by $94K.

As outlined earlier in this report, Council may wish to allocate the additional $94K of general rate income to increase the funding for Operating Projects and Initiatives, based on the feedback received from community consultation. This has been presented as Option 2 in this Report, where Council may nominate which Operating Projects/Initiatives would receive an increase in funding.

The following table provides a summary of the differences between the

- Draft ABP&B for public consultation,
- Option 1: Allocating the additional 0.2% general rates income to the operating surplus, and
- Option 2: Allocating the additional 0.2% general income to funding an increase in Operating Projects/Initiatives.

	Draft ABP&B for Consultation	Option 1 Increase Operating Surplus	Option 2 Increase funding for Operating Projects/Initiatives *Reflected in Budget Review 1*
General Rate Increase	3.75%	**3.95%**	**3.95%**
Income from new developments & capital additions	0.5%	**0.58%**	**0.58%**
Funding for Operating Projects/Initiatives	$1.69M	$1.69M	$1.78M
Operating Surplus	$2.56M	$2.69M	$2.60M
Operating Surplus Ratio	4.3%	4.5%	4.35%
Net Financial Liabilities Ratio	12%	11%	11%

If Council elects to allocate additional funding for the Operating Projects/Initiatives, it is recommended the additional funding allocation be incorporated in the first budget review for 2024-25. Otherwise, the adoption of the 2024-25 ABP&B would need to be deferred to allow the proposed ABP&B to reflect the changes and impact on the Budgeted Financial Statements contained within Attachment 1.

Attachment 1

Policy Implications

Adoption of the 2024-25 Annual Business Plan and Budget will ensure the delivery of services that contribute towards the achievement of the Council's agreed Community Plan 2033.

The 2024-25 Annual Business Plan and Budget is financially responsible and aims to deliver a well-managed, financially sustainable result for current and future generations of residents, businesses, and other ratepayers.

5.1 Financial/budget implications

- The Annual Business Plan and Budget will be the budget for the 2024-25 financial year upon adoption by Council on 24 June 2024.
- The Annual Business Plan and Budget incorporates analysis of Council's financial ratios and an updated 2024-2034 Long Term Financial Plan position.
- Council will raise sufficient income to cover its operating expenses. Whilst some borrowings are required to fund new capital projects, the impact of the 2024-25 Annual Business Plan and Budget does not compromise Council's long-term financial sustainability.
- The forecast Operating Surplus Ratio is 4.5%. Council will monitor the budget throughout the year to see if savings can be achieved.

- The Net Financial Liabilities of 11% is well within the target of less than 80%.
- The Asset Renewal Funding Ratio is forecast to be 100%.
- Council is forecasting an Asset Sustainability Ratio of 101%.

5.2 Risk Management (identification and mitigation)

- Section 123(3) of the *Local Government Act 1999* requires councils to prepare an Annual Business Plan and Budget.
- The 2024-25 Annual Business Plan and Budget meets all legislative requirements of the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011.*

5.3 Staffing/Work Plans/Additional Resource Impact

- The 2024-25 Annual Business Plan and Budget does not propose any changes in existing service levels.
- Resourcing considerations for the delivery of Operating and Capital Projects have been considered and included where applicable as part the project bid process.

5.4 Climate/Environmental Impact

- Projects and initiatives are included in the 2024-25 Annual Business Plan and Budget to support the continued delivery of Council endorsed strategies and plans, including the Climate and Energy Plan and Tree Strategy.

5.5 Social/Economic

- Projects and initiatives are included in the 2024-25 Annual Business Plan and Budget to support the continued delivery of Council endorsed strategies and plans, including the Active Ageing Strategy, and Economic Development Strategy.

5.6 Stakeholder Engagement

- Community consultation on the Draft Annual Business Plan and Budget occurred between 29 April and 20 May 2024.
- Feedback from Community Consultation was presented to a Council Workshop held on Monday 3 June 2024

6. ANALYSIS OF OPTIONS

Option 1 – Adoption of the 2024-25 Annual Business Plan and Budget as presented.

1. The report be received.

2. That the following recommendations 2.1 to 2.7 be formally resolved and adopted separately in the following order:

   2.1 Adoption of the 2024-25 Annual Business Plan and Budget.
   2.2 Adoption of Valuations.

2.3 Declaration of General Rates.
2.4 Minimum Amount (General Rates).
2.5 Maximum Increase (General Rates).
2.6 Declaration of Separate Rates.
2.7 Payment of Rates.

2.1 Adoption of the 2024-25 Annual Business Plan and Budget

MOVED:
SECONDED:

(a) That pursuant to the provisions of Section 123(6) and (7) of the *Local Government Act 1999* and Regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 to (Item 4.6, Council Meeting, 24 June 2024), the Council adopts, firstly, the 2024-25 Annual Business Plan and secondly, the 2024-25 Budget.

(b) The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the 2024-25 Annual Business Plan and Budget as part of the finalisation of the document for publication.

2.2 Adoption of Valuations

MOVED:
SECONDED:

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2025.

Rateable Assessed Capital Values	$23,681,956,356
Non Rateable	$544,078,804
Total Assessed Capital Value as reconciled with the Valuer-General at 1 July 2024	$24,226,035,160

2.3 Declaration of General Rates

MOVED:
SECONDED:

That for the year ending 30 June 2025 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and resolves as follows:

(a) In respect to land with a land use category of **Residential**, a differential general rate in the dollar of 0.001797.

(b) In respect to land with a land use category of **Commercial Shop**, **Industry Light**, **Industry – Other**, **Primary Production**, **Vacant Land** or **Other**, a differential general rate in the dollar of 0.003866.

(c) In respect to land with a land use category of **Commercial Office** or **Commercial Other,** a differential general rate in the dollar of 0.004611.

2.4 Minimum Amount (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2025 a minimum amount payable by way general rates of $993 shall be payable, on each piece of rateable land within the Council area, pursuant to Section 158(1)(a) of the *Local Government Act 1999.*

2.5 Maximum Increase (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2025 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

2.6 Declaration of Separate Rates

That for the year ending 30 June 2025 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the *Local Government Act 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and individually resolves as follows:

MOVED:

SECONDED:

(g) A rate in the dollar of 0.00007345 on all land within the area of the Green Adelaide Board to reimburse the Council the amount to be contributed to the Board of $1,713,975 in accordance with Section 69 of the *Landscape South Australia Act 2019*.

MOVED:

SECONDED:

(h) A rate in the dollar of 0.0003012 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise $146,440 for use by the **Unley Road Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(i) A rate in the dollar of 0.0007927 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise $60,658 for use by the **Goodwood Road Business Association** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(j) A rate in the dollar of 0.0014200 in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise $159,940 for use by the **King William Road Traders' Association Inc** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(k) Pursuant to Section 166(1)(m)(i) and (ii) of the *Local Government Act 1999*, to avoid a liability that is inconsistent with the Annual Business Plan and/or that is unfair or unreasonable, the Council provides a discretionary rebate for the year ending 30 June 2025, **in respect of each rateable assessment along Unley, Goodwood and King William Roads** that is subject to a separate rate in the dollar (as above) for marketing, street beautification and minor value-added infrastructure, of any amount that exceeds a separate rate liability of $2,000 in respect of a single assessment.

MOVED:

SECONDED:

(l) A rate based upon a fixed charge of $300 per rateable assessment on land with a land use of Commercial Shop, Commercial Office, and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise $16,500 for use by the **Fullarton Road South Traders Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

2.7 Payment of Rates

MOVED:

SECONDED:

That for the fiscal year ending 30 June 2025, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act 1999*, fall due in a single instalment on 1 September 2021 or four equal or approximately equal instalments on

- Monday 2 September 2024
- Monday 2 December 2024
- Monday 3 March 2025 and
- Monday 2 June 2025.

Option 1 will result in the additional general rates income of $94k due to the increase in general rates from 3.75% to 3.95% contributing to an increase in the operating surplus ratio, and therefore reducing borrowings by $94k compared to the Draft Annual Business Plan and Budget.

Adoption of the Annual Business Plan and Budget will result in the planning and delivery of projects to commence immediately, and the first quarter instalment of rates to occur 2 September 2024.

Option 2 – Adoption of the 2024-25 Annual Business Plan and Budget, with an additional allocation to Operating Projects and Initiatives in the first budget review of 2024-25.

1. The report be received.

2. That the following recommendations 2.1 to 2.7 be formally resolved and adopted separately in the following order:

    2.1 Adoption of the 2024-25 Annual Business Plan and Budget.
    2.2 Adoption of Valuations.
    2.3 Declaration of General Rates.
    2.4 Minimum Amount (General Rates).
    2.5 Maximum Increase (General Rates).
    2.6 Declaration of Separate Rates.
    2.7 Payment of Rates.

2.1 Adoption of the 2024-25 Annual Business Plan and Budget

MOVED:
SECONDED:

(a) That pursuant to the provisions of Section 123(6) and (7) of the *Local Government Act 1999* and Regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 to (Item xx, Council Meeting, 24/06/2024), the Council adopts, firstly, the 2024-25 Annual Business Plan and secondly, the 2024-25 Budget.

(b) Council allocates an additional $94K expenditure budget to operating projects/initiatives for the 2024-25 financial year, with the funding and budget adjustments to be formalised at the first budget review of 2024-25, as follows:

Council to advise the Operating Projects/Initiatives

- ……
- ……
- ……

(c) The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the 2024-25 Annual Business Plan and Budget as part of the finalisation of the document for publication.

2.2 Adoption of Valuations

MOVED:

SECONDED:

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2025.

Rateable Assessed Capital Values	$23,681,956,356
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Total Assessed Capital Value as reconciled with the Valuer-General at 1 July 2024	$24,226,035,160

2.3 Declaration of General Rates

MOVED:

SECONDED:

That for the year ending 30 June 2025 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act, 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and resolves as follows:

(a) In respect to land with a land use category of **Residential**, a differential general rate in the dollar of 0.001797.

(b) In respect to land with a land use category of **Commercial Shop**, **Industry Light**, **Industry – Other**, **Primary Production**, **Vacant Land** or **Other**, a differential general rate in the dollar of 0.003866.

(c) In respect to land with a land use category of **Commercial Office** or **Commercial Other,** a differential general rate in the dollar of 0.004611.

2.4 Minimum Amount (General Rates)

MOVED:

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That for the year ending 30 June 2025 a minimum amount payable by way general rates of $993 shall be payable, on each piece of rateable land within the Council area, pursuant to Section 158(1)(a) of the *Local Government Act 1999.*

2.5 Maximum Increase (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2025 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

2.6 Declaration of Separate Rates

That for the year ending 30 June 2025 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the *Local Government Act 1999* and Regulation 14(1) of the *Local Government (General) Regulations 2013* and individually resolves as follows:

MOVED:

SECONDED:

(a) A rate in the dollar of 0.00007345 on all land within the area of the Green Adelaide Board to reimburse the Council the amount to be contributed to the Board of $1,713,975 in accordance with Section 69 of the *Landscape South Australia Act 2019*.

MOVED:

SECONDED:

(b) A rate in the dollar of 0.0003012 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise $146,440 for use by the **Unley Road Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(c) A rate in the dollar of 0.0007927 on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise $60,658 for use by the **Goodwood Road Business Association** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(d) A rate in the dollar of 0.0014200 in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise $159,940 for use by the **King William Road Traders' Association Inc** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

MOVED:

SECONDED:

(e) Pursuant to Section 166(1)(m)(i) and (ii) of the *Local Government Act 1999*, to avoid a liability that is inconsistent with the Annual Business Plan and/or that is unfair or unreasonable, the Council provides a discretionary rebate for the year ending 30 June 2025, **in respect of each rateable assessment along Unley, Goodwood and King William Roads** that is subject to a separate rate in the dollar (as above) for marketing, street beautification and minor value-added infrastructure, of any amount that exceeds a separate rate liability of $2,000 in respect of a single assessment.

MOVED:

SECONDED:

(f) A rate based upon a fixed charge of $300 per rateable assessment on land with a land use of Commercial Shop, Commercial Office, and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise $16,500 for use by the **Fullarton Road South Traders Association Inc.** to fund marketing, street beautification and minor value-added infrastructure for the financial year ending 30 June 2025.

2.7 Payment of Rates

MOVED:

SECONDED:

That for the fiscal year ending 30 June 2025, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act 1999*, fall due in a single instalment on 1 September 2021 or four equal or approximately equal instalments on

- Monday 2 September 2024
- Monday 2 December 2024
- Monday 3 March 2025 and
- Monday 2 June 2025.

Option 2 provides Council with the opportunity to allocate the additional general rates income of $94k (due to the increase in general rates from 3.75% to 3.95% before new developments and capital additions) to operating projects/initiatives to be determined by Council.

An increase in Operating Projects and Initiatives of $94K would reduce the operating surplus ratio to 4.35%, and increase borrowings by $94k compared to the proposed Annual Business Plan and Budget.

It is recommended the 2024-25 Annual Business Plan and Budget be adopted and published as per Attachment 1. If Council elects to utilised all or part of the additional $94K on Operating Projects/Initiatives, it is proposed that these amendments be made in the first budget review of the 2024-25 financial year. This will avoid delaying the adoption of the budget, and the first quarter instalment of rates due to occur 2 September 2024.

Option 3 – Deferring adoption for one month

1. The report be received.

2. The 2024-25 Annual Business Plan and Budget (Attachment 1, Item 4.6, Council Meeting, 24 June 2024) be amended as follows:

   - *Amendments to be determined by Council*

   and returned to Council for adoption at the July 2024 Council Meeting.

Council may wish to amend the Annual Business Plan and Budget prior to adoption. If this is the case, to ensure the integrity of the Annual Business Plan and Budget, and the other six resolutions, it is appropriate to postpone the adoption of the Annual Business Plan and Budget until the following month. This will allow any recalculations and amendments to the proposed rates and budgeted financial statements to be made.

A delay in the adoption of the Annual Business Plan and Budget will result in the delay in the collection of rates and of a number of projects commencing. However, it is not envisaged that a one month delay would pose a risk to cashflow or the overall planned delivery of projects. All other day to day operations will not be affected.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. REPORT AUTHORISERS

Name	Title
Alex Brown	Manager Finance and Procurement



2024-25
ANNUAL BUSINESS PLAN & BUDGET

THE CITY of Unley



KAURNA ACKNOWLEDGEMENT

We would like to acknowledge the City of Unley is part of the traditional lands for the Kaurna people and we respect their spiritual relationship with their country.

We 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

All images within this document are from the City of Unley portfolio of photos.

CONTENTS

Community Consultation **4**
Introduction **6**
Budget Overview **8**
Rates Overview 9
Financial Summary 10
Project Priorities 12
Services Provided to the Community **14**
Influences on the Budget **15**
Strategic Priorities
Community Living 16
Environmental Stewardship 18
Economic Prosperity 20
Civic Leadership 22
Funding the Business Plan **24**
Council's Rates 26
Fees and Charges 30
Financial Sustainability **32**
Financial Ratios 34
Budget Framework **36**
Operating Programs **38**
Operating Projects **42**
New Capital Projects **46**
Asset Management Plans **49**
Capital Renewal Program **50**
Financial Statements **56**
Long Term Financial Plan **62**





COMMUNITY CONSULTATION

Community Consultation

Community consultation on the Draft 2024-25 Annual Business Plan and Budget occurred between 29 April and 20 May 2024.

Feedback received was considered by Elected Members at a Budget Workshop prior to the adoption of the 2024-25 Annual Business Plan and Budget.

They City of Unley would like to thank everyone who provided feedback during the consultation period.

Changes since Community Consultation

The proposed budget for 2024-25 was reviewed following budget consultation in May.

In late April, the Australian Bureau of Statistics advised Adelaide CPI for the year ended March 2024 was 4.3%.

Council has reviewed the general rate increase in light of higher than forecast CPI.

This has resulted in an average increase in general rates from 3.75% to 3.95%, to ensure that Council's operating surplus remains well within the target range of 4% - 6%.

As a result, the forecast Operating Surplus ratio has increased from 4.3% to 4.5%.

Borrowings at 30 June 2025 are forecast to be $3.6M.

ELECTED MEMBERS

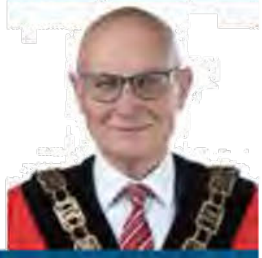
The Mayor and Elected Members are elected by the local community to represent **the interests and needs of the community.**

Elected Members provide community leadership and guidance and facilitate communication between the community and the Council.

They play an important policy-making role, requiring the identification of community needs, setting objectives to meet those needs, establishing priorities between competing demands and allocating resources.

There are 13 Elected Members on the Council of the City of Unley including the Mayor, Michael Hewitson AM.

MAYOR



Michael Hewitson AM

CLARENCE PARK Ward Councillors



Don Palmer



Rebekah Rogers

FULLARTON Ward Councillors



Jack Gaffey



Peter Hughes

GOODWOOD Ward Councillors



Chris Crabbe



Georgie Hart

PARKSIDE Ward Councillors



Jennifer Bonham



Luke Doyle

UNLEY Ward Councillors



Stephen Finos



Jane Russo

UNLEY PARK Ward Councillors



Monica Broniecki



Michael Rabbitt



CONTEXT OF THE ANNUAL BUSINESS PLAN

Background

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

Before a council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake a public consultation process. Consultation on this plan occurred between 29 April and 20 May 2024.

All feedback collected during this period was distributed and considered by the Elected Members of Council at a Budget Workshop in order to finalise Council's 2024-25 Annual Business Plan and Budget.

Purpose of the Plan

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

- Annual objectives for the year in the context of Council's long-term objectives
- Overview of the activities and services provided by Council
- Key financial information relating to revenue and expenditure
- Proposed new initiatives and projects
- Rating context and impact of rates for 2024-25
- Council's Financial Planning Framework including Long-Term Financial Plan and Asset Management Plans



Strategic Planning Framework

Resourcing Strategy
- Assets
- Long Term Financial Plan
- Other plans and strategies

Community Plan 2017 - 2033

Four Year Plan 2021 - 2025

Annual Plans 2024 - 2025
- Annual Business Plan & Budget
- Annual Operating Plan

Vision

Action

Measuring Performance

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

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

BUDGET OVERVIEW

Background

The Business Plan and Budget for 2024-25 has been prepared in accordance with the priorities of Unley's Community Plan 2033 and the 4 Year Delivery Plan 2021-2025, with due consideration of its key financial indicators.

Forecast rate income is based on the following assumptions:

- **General Rate Increase** **3.95%**
- **Increase from new rateable properties and improvements** **0.58%**

Council carefully considered the rates increase in context with Adelaide CPI which was 4.3% for the year ended March 2024.

Growth in the number of rateable assessments is 37.

Further information, including the average increase for each land use category is contained on page 26.

The rates assessment (rates payable) for a specific property will be dependent upon the 2024-25 capital valuation for the property, as assessed by the Valuer General, and the movement in that valuation relative to all other properties with the same differential rate.

Key Financial Targets

Council has reviewed its Key Financial Targets after considering its draft Long Term Financial Plan. The Key Financial Targets are:

Financial Indicator	Adopted Target	2024-25 Budget
Operating Surplus Ratio (excl. equity accounted businesses)	Between 4% and 6% LTFP average of 5%	4.5%
Net Financial Liabilities Ratio	< 80%	11%
Asset Renewal Funding Ratio (Rolling 10 Year average)	≈ 100% LTFP average of 100%	100%
Asset Sustainability Ratio (Rolling 10 year average)	≈ 100% LTFP average of 100%	101%

Further information regarding the financial indicators are included on pages 34-35.

RATES OVERVIEW

As outlined on the previous page, General Rates revenue will increase by 4.5%, consisting of a 3.95% increase in general rates, plus an additional 0.58% from new rateable properties and capital improvements to existing properties.

The rates assessment (rates payable) for a specific property will be dependent upon the 2024-25 capital valuation for the property, as assessed by the Valuer General, and the movement in that valuation relative to all other properties with the same differential rate.

Valuation Method

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

Differential General Rates

Council will declare three differential General Rates according to the land use category, as outlined in the table below.

Category 1	Residential
Category 2	Commercial Shop Industrial Light Industry Other Vacant Land Other
Category 3	Commercial Office Commercial Other

Capital valuations have increased on average over the past 12 months. Accordingly, Council has reduced the differential rates in the dollar so the total income received by Council is consistent with the increase outlined above.

The average increase by Land Use Category is provided on page 27.

Minimum Rate

The minimum rate for 2024-25 is $993, an increase of 3.98% from 2023-24.

There will be 3,855 assessments paying the minimum rate in 2024-25.

Separate Rate for Main Street Trader Associations

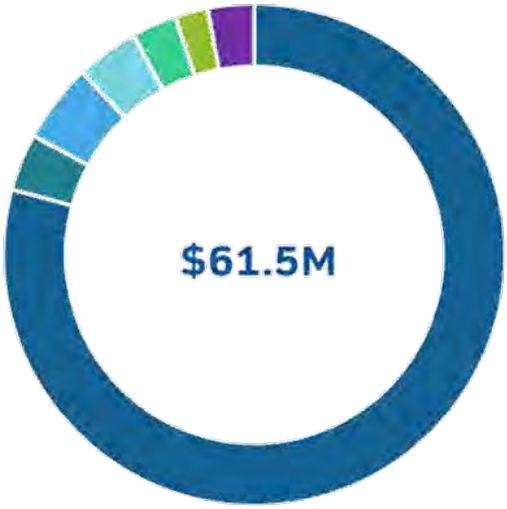
Council will continue to raise a separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and contracts with the Main Street Trader Associations for the provision of marketing, street beautification and minor value-added infrastructure projects.

Further details regarding the Separate Rate for the Main Street Trader Associations are provided on page 28.

FINANCIAL SUMMARY

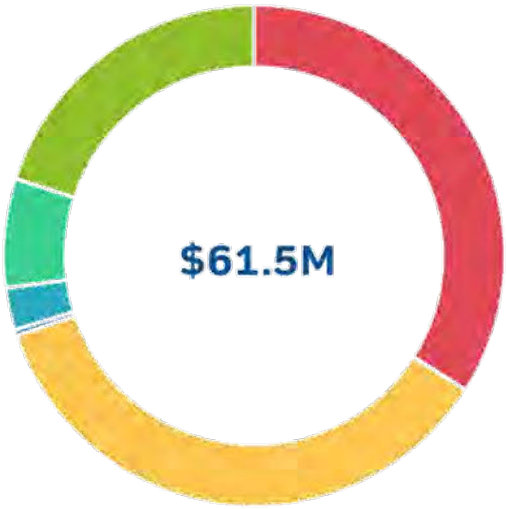
$'000	2023-24 Forecast	2024-25 Budget
Income		
General Rates Income	46,732	48,849
All Other Income	11,165	10,943
Total Income	**57,897**	**59,792**
Expenditure		
Employee Costs	20,247	20,927
Materials, Contracts & Other Expenses	20,577	22,009
Depreciation, Amortisation & Impairment	12,000	12,247
Finance Costs	90	231
Operating Projects	1,531	1,688
Total Expenditure	**54,445**	**57,102**
Operating Surplus/(Deficit)	**3,452**	**2,690**
Capital Renewal less income to be received	10,290	12,320
New Capital less funding to be received	2,159	4,320
Total Capital	**12,449**	**16,640**
Add back Depreciation	12,000	12,247
Operating Surplus/(Deficit) less capital expenditure	**3,003**	**(1,703)**
Principal Repayment of loans	277	288
Cash Surplus/(deficiency) after principal repayments	**2,726**	**(1,991)**
Fixed Term Borrowings	288	-
Cash Advance Debenture (CAD Borrowings)	1,567	3,558
Total Borrowings	**1,855**	**3,558**
Repayment of Fixed Term Borrowings	277	288
Repayment/(draw-down) of CAD	2,726	(1,991)
Net repayment/(draw down) of borrowings	**3,003**	**(1,703)**
Operating Surplus Ratio	6%	4.5%
Net Financial Liabilities Ratio	8%	11%
Asset Renewal Funding Ratio	114%	100%
Asset Sustainability Ratio	88%	101%

Where our funding comes from



General Rates	$48.8M	79.4%
Other Rates & Levies (includes Landscape Levy)	$2.3M	3.7%
Grants & Subsidies & Contributions	$3.1M	5.1%
User Fees	$2.5M	4.0%
Statutory Fees	$1.8M	2.9%
Other Income	$1.3M	2.1%
Draw down of Borrowings	$1.7M	2.8%

How we allocate our funding



Employee Costs	$21.0M	34.1%
Materials, Contracts & Other	$22.0M	35.8%
Finance Costs	$0.02M	0.4%
Operating Projects	$1.7M	2.7%
New Capital Projects (Net)	$4.3M	7.0%
Capital Renewal (Net)	$12.3M	20.0%

This financial summary excludes the Equity Accounted Businesses (Centennial Park Cemetery Authority, Brown Hill & Keswick Creek Stormwater Board and East Waste). The Equity Accounted Businesses are included in the Budgeted Financial Statements.



PROJECT PRIORITIES & HIGHLIGHTS

Council's project priorities for 2024-25 stem from the themes outlined in Council's Community and 4 Year Delivery Plan.

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

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

Our Project Expenditure



Operating Projects	$1.7M
New Capital	$4.3M
Asset Renewal	$12.3M

Further information regarding the projects is included on pages 42-54.

OPERATING PROJECTS

Operating Projects are either one-off, short term projects or annual initiatives delivering environmental, cultural or economic benefits to our community.

These projects are funded by Council's rates income.

The full list and further details of each project are included on pages 42-45.

Key Highlights include:

- Environmental Initiatives including:
  - The establishment of a Community Renewables Program $115K
  - The expansion of tree canopy on public land $180K
  - Initiatives to reduce Council's carbon emissions $110K
  - Grant funding to support the Greening of City Verges $60K
- Delivery of an annual calendar of events $235K, including the Events in Unley, the Double Shot Coffee Fiesta and a Stage Start for the Santos Tour Down Under
- The Business Precincts Improvement Plan to improve the appearance and amenity of Main Streets $120K
- A Local Area Traffic Management Plan for Fullarton and Myrtle Bank $75K.

NEW CAPITAL

New Capital projects are capital works to construct new or to significantly upgrade existing infrastructure and buildings.

These projects are expected to be funding from existing financial capacity without the need for further borrowings.

The full list and further details of each project are included on pages 46-48.

Key Highlights include:

- Council's contribution to the continuation of the Brown Hill Keswick Creek project $840K
- Year 1 of the City Wide Flood Mitigation Plan Implementation $864K
- Continuing the implementation of Council's Walking & Cycling Plan $345K
- North Unley Park Upgrade including construction of a new central playground, toilet block, and picnic shelter $340K
- Installation of new Pathway Lighting and Furniture at Ridge Park $150K
- Unley Road Streetscape Upgrade (Stage 3) $200K.

CAPITAL RENEWAL

The Capital Renewal programs maintain an ongoing program of renewals for Council's $500M of infrastructure, buildings and assets. They are based on Council's Asset Management Plans that were endorsed by Council in December 2020.

This 2024-25 Renewal Programs include:

- Transport Infrastructure $6.9M including $1.75M for Unley Road Kerbing and Footpath Renewals
- Drainage and Stormwater $800K
- Reserves and Open Space $1.3M
- Property (incl. Swimming Centre) $1.2M

These projects are funded by Council's rates income. The full list and further details of each project are included on pages 50-54.

SERVICES PROVIDED TO THE COMMUNITY

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

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

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

A detailed list of Council's Operational Activities, including respective income and expenditure, is included on pages 38-41.

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

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

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

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

INFLUENCES ON THE BUDGET

Significant Influences

Council is cognisant of the financial pressure many households and businesses are experiencing from high inflation and rising costs. While council is also experiencing increasing costs, especially in contractual services, it continues to carefully manage its budget and minimised increases in its expenditure budget while balancing it's long term financial sustainability.

This approach has enabled Council to minimise the average general rate increase to 3.95%, while maintaining an operating surplus ratio of 4.5%.

The operating projects and new capital expenditure for 2024-25 are driven by the continued implementation of Council's plans and strategies. These include, but are not limited to, the following:

- Climate and Energy Plan
- Tree Strategy
- Walking and Cycling Plan
- Local Area Traffic Management Plan
- Economic Growth Strategy
- Active Ageing

Council is also committed to continue long-term major projects including the Brown Hill Keswick Creek Storm Water Management Project.

The capital expenditure on new assets for 2024-25 is $4.3M. This includes the capital contribution towards the Brown Hill Keswick Creek Stormwater Project, and commencing the implementation of Year 1 of the City Wide Flood Mitigation Plan.

Other Influences on the Budget

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

- Local Government Price Index increases on relevant goods and services.
- Provision for Enterprise Bargaining Agreements which, for most staff, determine conditions of employment and provide for annual salary and wages increases
- Maintaining asset management (renewal) expenditure in-line with Council's recently endorsed Asset Management Plans
- Additional maintenance costs due to increased capital works, and the construction of new assets over recent years
- The Regional Landscape Levy, which Council collects and pays to the Green Adelaide Board.

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



COMMUNITY LIVING

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

Strategic Objectives

1.1 Our Community is active, healthy and feels safe

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

1.3 Our City meets the needs of all generations

1.4 Our Community is proud to be part of our City

1.5 Our City is connected and accessible



Annual Objectives for 2024-25

Objective	Measure
Commence implementation of North Unley Park Master Plan with construction of a new central playground, toilet block, and picnic shelter.	Completion of Stage 1 Works.
Deliver the "It's On in Unley" events program including the return of the Double Shot Coffee Fiesta and hosting of the Tour Down Under Stage Start.	Delivery of the events program.
Determine future directions for the Commonwealth Home Support Program.	Council decision on future approach.
Continue implementation of Walking and Cycling Plan, including improvements to Railway Terrace South between Devon Street and Goodwood Road.	Completion of Year 2 design and construction works.
Deliver Council's Active Ageing program including development of a senior's guide and introduction of the 'Retiring Men' initiative focused on improving mental health and wellbeing.	Delivery of the Active Ageing program.
Continuation of the Unley Museum Expansion project, with the completion of detailed design and identification of grant funding.	Grant funding identified and secured.



ENVIRONMENTAL STEWARDSHIP

We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community

Strategic Objectives

2.1 Unley's urban forest is maintained and improved

2.2 Excellence in waste management is achieved through avoidance, re-use and diversion

2.3 The energy efficiency of the City is increased and our carbon footprint reduced

2.4 Efficient, effective & sustainable water management is ensured

2.5 The City's resilience to climate change is increased



Annual Objectives for 2024-25

Objective	Measure
Develop and Implement a Community Renewables Energy Program.	Program implemented.
Install specialised dog waste bins in the City's parks and reserves.	Complete Stage 1 of rollout.
Continue the annual planting of trees to increase tree canopy cover on Council owned land as required by Council's Tree Strategy.	Trees planted within annual planting program.
Develop and plan the rollout of a weekly organics waste bin and fortnightly general waste bin collection.	Develop a plan for a staged roll out subject to introduction of proposed legislation.
Install solar panels at the Goodwood Community Centre.	Solar panels installed.
Continue Council's City-Wide Greening Verges Program.	Program delivered.



ECONOMIC PROSPERITY

Our businesses are valued because of the range of goods, services and facilities they provide and new businesses are supported, not burdened with bureaucracy

Strategic Objectives

3.1 Unley is recognised as an easy place to do business

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



Annual Objectives for 2024-25

Objective	Measure
Continue to deliver the Economic Development Growth Strategy and commence development of the 2026–2029 Economic Development Action Plan.	Objectives for 2024-25 delivered and new action plan progressed.
Implement a program of Business Networking and Workshops.	Program implemented.
Establish a Business Precinct Service Level Agreement for Goodwood Road Mainstreet.	Agreement developed.
Develop the implementation of a Business Precinct Improvement Program to enhance the appearance and amenity of the City's Business Precincts.	Program is developed and Year 1 is implemented.
Continue to provide event sponsorship for Mainstreet Associations.	Sponsorship delivered.



CIVIC LEADERSHIP

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

Strategic Objectives

4.1 We have strong leadership and governance

4.2 Council provides best value services to the community

4.3 Our business systems and solutions are effective and transparent



Annual Objectives for 2024-25

Objective	Measure
Development of the Community Plan and City Plan.	Council endorsement of the Plans.
Implement a community booking system to automate the booking of community facilities.	Implementation of the booking system.
Develop a Policy/Procedure framework and review Council policies scheduled for review.	Establishment of the framework and completion of scheduled policy reviews.
Development of a strategic approach to Civic Property Assets.	Development of a plan to assess strategic opportunities.
Support Council's long term financial sustainability, with a projected Operating Surplus Ratio of between 4% and 6%.	Budget for a ratio between 4-6%, and achieve an operating surplus ratio of at least 4%.



FUNDING THE BUSINESS PLAN

Over 80% of Council's funding is generated from rates with the balance largely relating to fees and charges set by Council or statutory fees.

In setting the rates for 2024-25 Council will continue with its current method of rating, which involves three differential rates with the application of a minimum rate, applied against the capital improved value of properties. Council considers this to be a fair and equitable method of rating for the City of Unley.

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

Rate Statistics

Council has 19,706 assessments in 2024-25 including:

- 17,677 assessments within residential Category 1
- 876 assessments within non-residential Category 2 (including commercial shops, industrial, and vacant)
- 937 assessments within non-residential Category 3 (commercial offices and commercial – other)
- 216 non-rateable assessments.



2024-25 General Rates

General Rates income will increase by 3.95%, plus an additional 0.58% representing the estimated increase in revenue from new developments and capital improvement to existing properties.

Council carefully considered the rates increase in context with the Adelaide CPI which was 4.3% for the year ended March 2024.

The rates assessment (rates payable) for a specific property will be dependent upon the 2024-25 capital valuation for the property, as assessed by the Valuer General, and the movement in that valuation relative to all other properties with the same differential rate.

Valuation Method

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

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

In determining how rates are applied, and in determining the rate in the dollar, Council uses the methodology explained on pages 26-29.

COUNCIL'S RATES

Differential General Rates

Council will declare three differential General Rates according to the land use category. The land use categories provided in the table below.

Category 1 Income estimate $38.7M	Residential
Category 2 Income estimate $4.1M	Commercial Shop Industrial Light Industry Other Vacant Land Other
Category 3 Income estimate $6.2M	Commercial Office Commercial Other

Council considers the principle of rate stability when assessing the rates distribution across 3 categories. The change in capital value across the land use categories and the rates income provided by each category will also be considered.

Minimum Rate

Council has decided that there will be a minimum rate on every rateable property. Council considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities and creating and maintaining the physical infrastructure that supports each property. The proposed minimum rate for 2024-25 is $993, an increase of 3.98% from 2023-24.

There will be 3,855 assessments paying the minimum rate in 2024-25.

Rate Revenue Summary

General Rate Revenue is forecast to increase from $46.7M to $48.8M ($46.8M to $48.9M before discretionary rebates). This represents an increase of 4.53% (inclusive of a 0.58% increase from new developments and capital improvements) compared to the 2023-24 financial year, before estimated mandatory and discretionary rebates.

Growth in the number of rateable assessments is 0.19%

The average rates payable for each differential rate category, which are based on the land use categories, will increase as outlined in the following table.

The rates assessment (rates payable) for a specific property will be dependent upon the 2024-25 capital valuation for the property, as assessed by the Valuer General, and the movement in that valuation relative to all other properties with the same differential rate.

Estimated rate increase by land use category

The rates assessment (rates payable) for a specific property will be dependent upon the 2024-25 capital valuation for the property, as assessed by the Valuer General, and the movement in that valuation relative to all other properties with the same differential rate.

Differential Rate Category/ Land Use Category	Average Rates Payable $		Average Increase	
	2023-24	2024-25	$	%
Category 1				
Residential	2,100	2,188	88	4.19%
Category 2				
Commercial - Shop	3,536	3,818	282	7.98%
Industrial Light	4,125	4,492	367	8.89%
Industry Other	8,055	7,422	(633)	(7.86%)
Vacant Land	4,378	5,178	800	18.27%
Other	10,056	10,232	176	1.75%
Category 3				
Commercial - Office	6,739	7,091	352	5.23%
Commercial - Other	5,834	6,071	237	4.06%
Minimum Rate Payable	955	993	38	3.98%

Differential Rate in the Dollar			
Financial Year	Residential	Commercial Shop et al	Commercial Office/ Other
	Category One	Category Two	Category Three
2021-22	0.002352	0.005221	0.005939
2022-23	0.001869	0.004715	0.005425
2023-24	0.001803	0.003947	0.004681
2024-25	0.001797	0.003866	0.004611

COUNCIL'S RATES

Separate Rate for Main Street Trader Associations

Council will continue to raise a separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and contracts with the Main Street Trader Associations for the provision of marketing, street beautification and minor value-added infrastructure projects.

The revenue generated by the separate rates for 2024-25 has been considered following consultation with the Main Street Trader Associations.

Unley Road

Currently there are approximately 470 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other that pay the separate rate. The Unley Road Association has requested a 20.3% increase for 2024-25.

King William Road

Currently there are approximately 125 ratepayers with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road that pay the separate rate. The King William Road Traders Association has requested a 6.4% increase for 2024-25.

Goodwood Road

Currently there are approximately 110 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south that pay the separate rate. The Goodwood Road Business Association has requested a 6.0% increase for 2024-25.

Fullarton Road

Currently there are approximately 55 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Fullarton Road between Cross Road and Fisher Street that pay the separate rate.

Fullarton Road Traders pay a fixed amount. The Fullarton Road South Traders Association have requested no increase, with the fixed amount proposed to remain as $300 for 2024-25.

Main Street Trader Associations	Separate Rate raised in 2023-24	Separate Rate 2024-25	% Increase (Decrease)
Unley Road	$121,706	$146,440	20.3%
King William Road	$150,350	$159,940	6.4%
Goodwood Road	$57,225	$60,658	6.0%
Fullarton Road	$16,500	$16,500	Nil

Discretionary Rebates

The Council may grant a discretionary rebate of rates under Section 166 of the *Local Government Act 1999.*

To ensure all ratepayers contribute an amount towards basic service provision, the maximum discretionary rebate is 75%.

Applicants seeking a discretionary rebate are required to submit an application form to the Council on or before 1 May prior to the rating year. When deciding an application for a Discretionary Rebate, Council considers whether the applicant:

- is not-for-profit
- provides services or activities that are aligned to Councils Community Plan and key strategies
- provides a direct benefit to the residents of the City of Unley
- allows access to the services or activities by the community and general public
- provides direct services to the community as distinct from administration or advocacy

Council's Rate Rebate Policy is available on the City of Unley website, www.unley.sa.gov.au.

Regional Landscape Levy

(Formerly the Natural Resources Management Levy)

The Green Adelaide Board has advised the collection amount for 2024-25 is $1.714M, an increase of 2.8%.

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

Expected Impact on Rate Payers

To deliver the proposed outcomes of the Annual Business Plan for 2024-25, the total General Rates Income required is $48.8M inclusive of discretionary rebates. This equates to an average general rate increase of 3.95% plus 0.58% growth from new developments and capital improvements.

Council is cognisant of the financial pressure many households and businesses are experiencing from high inflation and rising costs. While council is also experiencing increasing costs, especially in contractual services, it continues to carefully manage its budget and minimised increases in its expenditure budget while balancing it's long term financial sustainability.

This approach has enabled Council to minimise the average general rate increase to 3.95%, while maintaining an operating surplus ratio of 4.5%.

FEES AND CHARGES

Section 188 of the Act provides the legal context:

- fees and charges are determined by resolution of Council either as a direct resolution, via by–law or via delegation
- a council is unable to fix or vary fees or charges prescribed under other Acts
- in respect of fees for the use of facilities, services or works requests a council need not fix fees or charges by reference to the cost of the council
- council is required to keep the schedule of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget.

As in previous years, a comprehensive review has been undertaken to ensure that the fees:

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

Generally, this has resulted in fee increases that are in line with CPI or the Local Government Price Index, insofar as this is practicable.

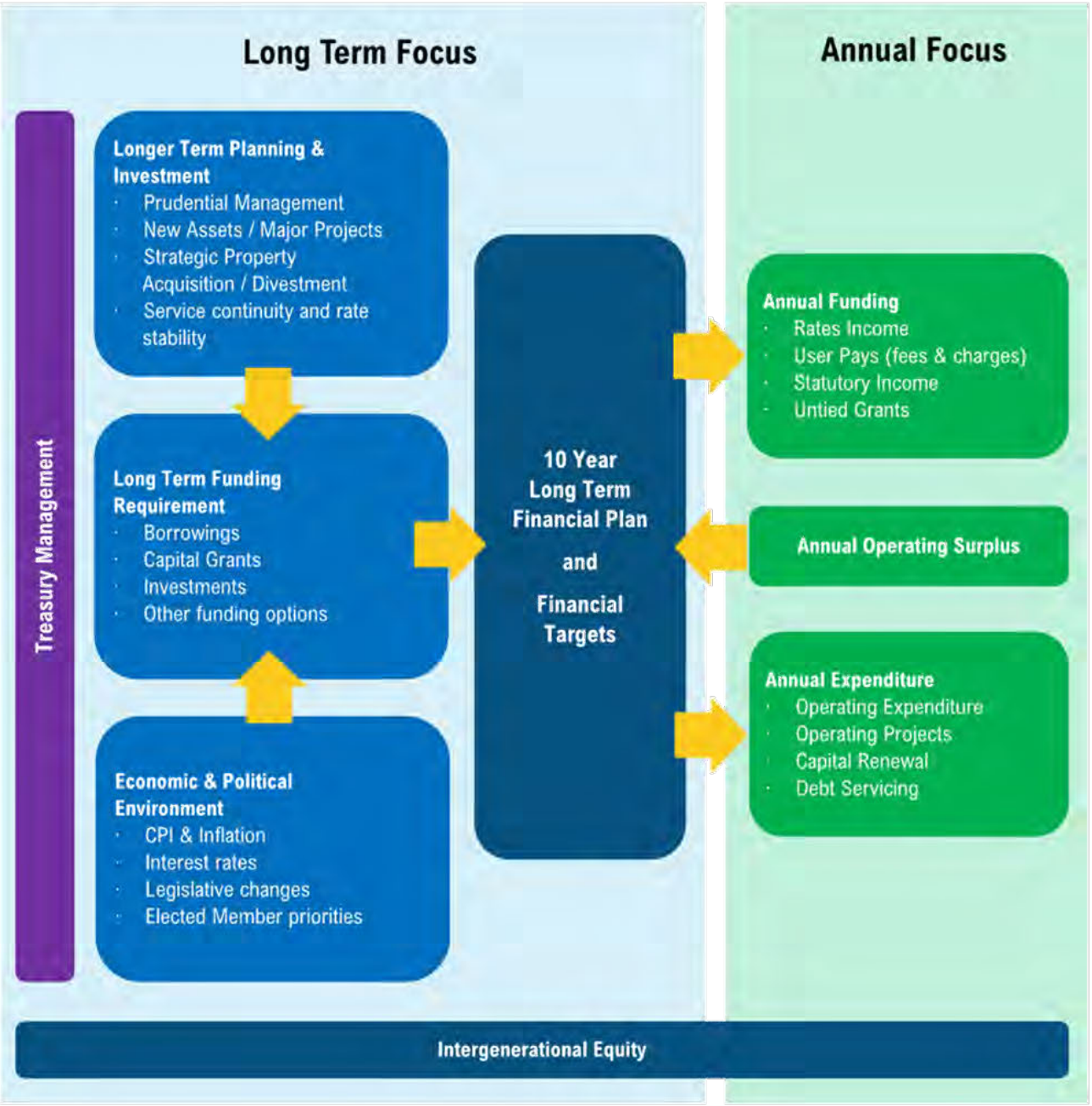
Council's Fees and Charges Register is available on the City of Unley website, https://www.unley.sa.gov.au/Council/About-the-Council/Fees-Charges.



FINANCIAL SUSTAINABILITY

Council's Financial Sustainability is managed through its Financial Planning Framework and Long Term Financial Plan.

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



Long-Term Financial Plan

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

The key components of the plan are:

- Assessment of Council's current financial position and achieving longer-term financial sustainability
- Ensuring the Financial Targets are considered
- Consideration of Council's appropriate role and responsibilities in service delivery
- Aligned with the Community Plan and 4 Year Delivery Plan and maintenance of high priority strategies
- Aligned with agreed service provision and delivery standards
- Consider Asset Management Plans and Maintenance Standards
- Supported with funding and treasury principles (rating stability, Treasury Policy, fees and charges, external funding and investments) as well as intergenerational equity.

Financial Ratios

Under the requirements of the *Local Government (Financial Management) Regulations 2011*, Council's LTFP, Budget and Annual Financial Statements must include the following ratios:

- Operating Surplus Ratio
- Net Financial Liabilities Ratio
- Asset Renewal Funding Ratio

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

The Asset Sustainability Ratio is also monitored to assess renewal expenditure relative to depreciation.

These targets were endorsed by Council in April following a recommendation from the Audit and Risk Committee.

Financial Indicator	Adopted Target
Operating Surplus Ratio *	**Between 4% and 6% with a LTFP average of 5%** of total operating income
Net Financial Liabilities Ratio	**Less than 80%** of total operating income
Asset Renewal Funding Ratio	**100%** of recommended spend in the Asset Management Plans over a rolling 10-year average
Asset Sustainability Ratio	**100%** of depreciation over a rolling 10-year average

FINANCIAL SUSTAINABILITY

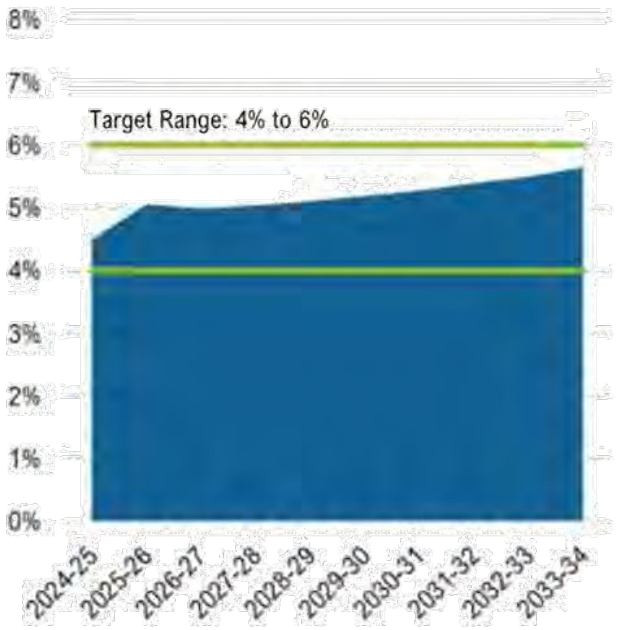
Operating Surplus Ratio

Operating surplus as a percentage of operating income.

The operating surplus ratio reflects Council's capacity to fund capital works (New Assets) and repay its borrowings.

Council is forecasting an operating surplus ratio of 4.5% for the 2024-25 Budget, which is within the target range of 4% to 6%. The ratio across the life of the LTFP is 5.2%.

The lower forecast for 2024-25 is due to the proposed increase in funding for Operating Projects.



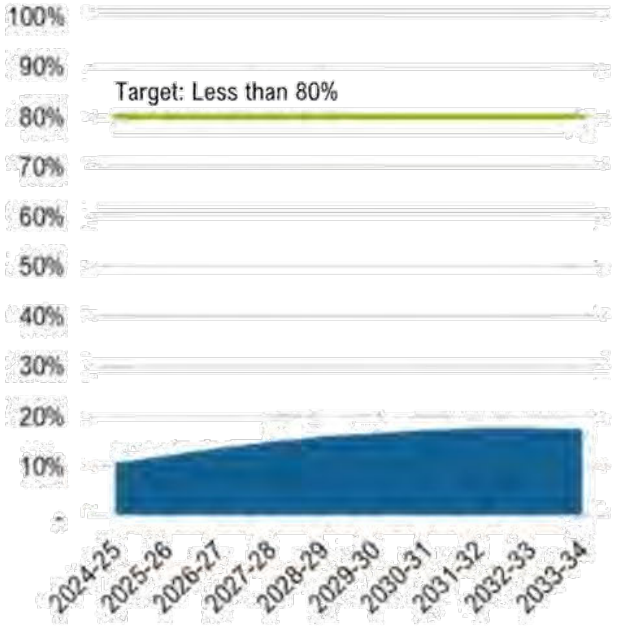
Net Financial Liabilities Ratio

Net financial liabilities as a percentage of operating surplus.

The net financial liabilities ratio measures Council's net debt relative to its operating income.

Council is forecasting a net financial liabilities ratio of 11% for the 2024-25 Budget, well within the target range of 80%.

Council is forecast to borrow an additional $1.7M in 2024-25 to support funding New Capital Projects of $4.3M. Council's total borrowings are forecast to be $3.6M at 30 June 2025.

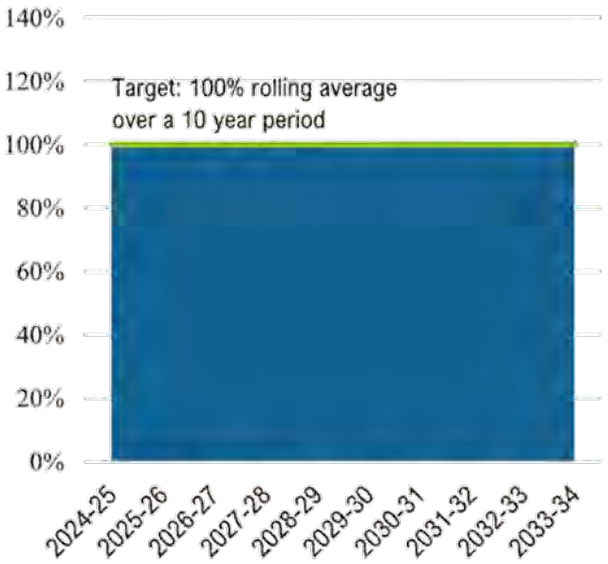


Asset Funding Renewal Ratio

Capital renewal expenditure as a percentage of recommended expenditure in the Asset Management Plans.

The Asset Funding Renewal Ratio represents the level of capital expenditure on the renewal of assets relative to the level of such expenditure identified as warranted in a council's asset management plans.

Council is forecasting an Asset Renewal Funding Ratio of 100%.



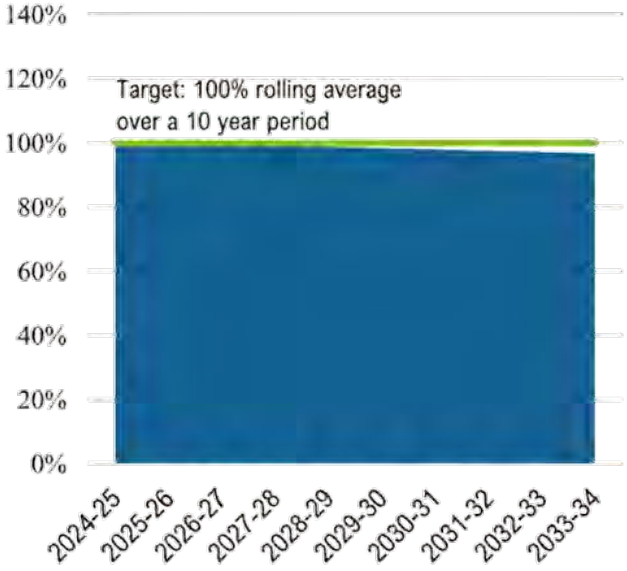
Asset Sustainability Ratio

Capital renewal expenditure as a percentage of depreciation.

This ratio compares capital renewal expenditure relative to the annual consumption of the asset lives.

Council is forecasting an Asset Sustainability Ratio of 101%.

Depreciation for the majority of Council's infrastructure has recently been reviewed as part of the asset condition audits and revaluations.



BUDGET FRAMEWORK

The Budget Framework formalises changes in respect to the approved Annual Business Plan and Budget as a result of responding to opportunities, emergencies or other unforeseen events at the time of setting the budget.

Operating Budget (excluding projects)

The core operations of the Council are detailed by Operating Programs on pages 38-41. Council approval will be required where total operating expenditure varies from its approved budget as presented in the Statement of Comprehensive Income on page 57.

Operating Projects

Operating projects and initiatives have been developed in consultation with Council, and are detailed on pages 42-45.

Council approval will be required where a change in individual project expenditure is required unless the projects are linked to an identical outcome and delivered by the same program.

For these projects, a reallocation between projects can be undertaken without the need for separate Council approval.

In addition, where a project has been approved by Council and the project is allocated to sub projects, the budget can be reallocated across sub projects without Council approval. However, Council approval is required to increase or reduce the overall budget previously approved.

Where a new operating project is to be considered or deferred, this will require Council approval.

New Capital Projects

A list of new capital works projects has been developed in consultation with the Council and is detailed on pages 46-48.

Where changes to the individual new capital project expenditure budget are necessary, Council approval is required. Further, where a new project is to be considered or an existing project deferred, this will also require Council approval.



Capital Renewal

These programs and the list of priority projects have been developed with reference to Council's Asset Management Plans based on condition, levels of service and Council's ongoing commitment to operating and maintain its asset portfolio.

Where changes to the relevant asset category expenditure budget are necessary, Council approval is required.

The individual program summary for Capital Renewal has been provided on pages 50-53.

When grant funding is received with equivalent income and expenditure, the budget can be adjusted to account for the grant without the need for separate Council approval.

In situations where grant funding requires matching or additional funding from Council, this represents an increase in net expenditure and Council approval is required.

Accounting Reclassification

Where a project requires reclassification between the operating and capital budget to reflect accounting principles, the reclassification will occur when practical and the relevant details will be provided to Council at the following budget review.

It is noted that transfers between operating and capital budgets have no cash impact on the overall budget.



OPERATING BUDGET

Operating Programs	Income	Expenditure	Net Expenditure
		$'000	
Active Ageing Coordination, administration and support for community based services and projects aimed at facilitating independence and promoting social inclusion.	1,380	1,547	**167**
Animal Management Promote community safety through education, awareness and compliance with the legislation relating to the Dog and Cat Management Act and Local Government Act.	195	283	**88**
Arts & Cultural Development Provision of Art and Cultural Development programs to support a vibrant and active community.	-	177	**177**
Business Support & Improvement Provides general management, executive support and leadership to the services provided by Business Support & Improvement Division and supports Elected Members.	-	538	**538**
Business Systems & Solutions Manages and maintains Council's Information Communication Technology infrastructure, applications and supporting systems to provide high levels of secure service that support business operations and performance.	2	3,305	**3,303**
City Development Management Provides general management, executive support and leadership to the services provided by City Development and to Elected Members.	-	490	**490**
City Services Management Provide general management, executive support and leadership to the services and programs provided by City Services and to Elected Members.	-	526	**526**
Community Bus Program A community transport service within the City of Unley provided by fully trained and accredited volunteer drivers, aimed at improving mobility plus connection to more City Services.	9	138	**130**
Community Centres Management and provision of a thriving network of Community Centres that promote social inclusion, belonging and connection.	578	1,095	**518**
Community Development Provision of social planning and community development including the coordination of Age Friendly City, Welcoming City initiatives, responding to social issues (homelessness and suicide prevention).	-	173	**173**

Operating Programs continued	Income	Expenditure	Net Expenditure
		$'000	
Community Development & Wellbeing Management Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	-	189	**189**
Community Events Efficient and effective coordination of Council-run community and cultural events and activities, as well as the successful facilitation and attraction of external events into the City of Unley to encourage place activation, cultural celebration and vibrancy.	-	221	**221**
Community Grants Funding for community organisations, groups and individuals to implement programs and initiatives that promote community connectivity, belonging, participation and cultural diversity.	-	141	**141**
Corporate Activities The accumulation of corporate costs including leave on-costs, treasury management, levies and taxes and insurances.	2,705	2,961	**256**
Culture & Business Capability This service supports the continuous improvement of overall business capability focused on the provision of 'best value' services to customers. Critical to improved business capability and customer experience is having the best organisational culture possible.	-	42	**42**
Customer Experience Coordinate and manage the City of Unley brand through customer service, provision of frontline customer service plus resolve customer enquiries and build goodwill within the City of Unley community.	1	691	**690**
Development Services Planning and building control within the City in accordance with the Development Act and Regulations and other legislative requirements.	564	2,059	**1,495**
Economic Development Manage the implementation, monitoring and evaluation of economic development activities and strategic initiatives within the City of Unley.	389	861	**472**
Environmental Initiatives Drive improved environmental sustainability through policies, strategies, programs and projects.	-	158	**158**
Finance & Procurement Delivers accounting, financial, procurement, risk management and treasury management services required to support Council's operations, including statutory and financial reporting obligations.	49,081	1,978	**(47,103)**
Governance Undertakes administration of legislative and corporate governance requirements.	-	369	**369**

Operating Programs continued	Income	Expenditure	Net Expenditure
		$'000	
Human Resources Provides support in recruitment, change management, employee relations, injury management, occupational health & safety and Welfare.	-	1,598	**1,598**
Library Services Provision of library services, programs and facilities to encourage literacy, lifelong learning and social inclusion and connection.	349	2,500	**2,151**
Marketing & Communications Coordinate and manage the City of Unley reputation and brand in digital and printed communications and media relations.	-	661	**661**
Office of the CEO Organise and manage the governance of the City of Unley, including support for Elected Members and Civic Functions.	386	1,585	**1,199**
Operational Services Provides maintenance services to Council's infrastructure, property, open space, street and park trees, plant and equipment assets.	967	16,809	**15,842**
Parking Enforcement Promote community safety through education, awareness and compliance with the legislation relating to the Road Traffic Act and Local Government Act and Council By Laws.	1,209	797	**(412)**
Property Services Provides sustainable strategic management of Council's building and property asset portfolio.	715	3,775	**3,060**
Public & Environmental Health Promote community health and safety through education, awareness and compliance with the legislation relating to the Environment and Protection Act and the Local Government Act.	51	462	**411**
Strategic Asset Management Provides sustainable strategic management of Council's asset portfolio.	-	724	**724**
Strategic Projects Facilitates delivery of major strategic initiatives from the 4 Year Delivery Plan and Community Plan.	30	177	**147**
Transportation & Traffic Provides coordination, administration and support to provide an effective, safe and equitable management of transport spaces for all modes, ratepayers and visitors to improve local accessibility and safety.	-	790	**790**
Unley Museum Provision of the Unley Museum to showcase the cultural heritage and history of the area through the provision of collection, exhibitions and programs.	6	204	**198**
Unley Swimming Centre Provision of a premier outdoor swimming facility, encouraging community health, wellbeing and water safety.	929	1,325	**395**

Operating Programs continued	Income	Expenditure	Net Expenditure
		$'000	
Urban Design (incorporating Recreation and Sport) Development and management of high quality public realm and open space. Coordination, administration and support to provide an effective, safe and equitable management of movement spaces for all modes, ratepayers and visitors to improve local accessibility and safety.	-	531	**531**
Volunteer Development Provide coordination, administration and support for community based volunteer services and projects.	-	109	**109**
Waste Management Collection and disposal of general waste, kerbside recycling, green waste and a hard rubbish collection service.	247	5,313	**5,066**
Youth Development Engage and empower young people in the community by identifying, developing and providing activities, programs and events.	-	113	**113**
Total Operating Programs	**59,792**	**55,414**	**4,378**
Operating Projects (as per the following pages)	-	1,688	1,688
Total Operations (including Operating Projects)	**59,792**	**57,102**	**2,690**



OPERATING PROJECTS & INITIATIVES

Operating Projects & Initiatives	Expenditure
Environmental Initiatives	
Council Operations Carbon Emission Reduction	110,000
Community Renewables Program Procurement	115,000
Carbon Accounting & Communications	25,000
Sustainability Project Officer (Year 3 of 3)	115,000
Dog Waste Bins	30,000
Tree Strategy	180,000
Increasing Tree Canopy in Private Car Parks	10,000
City Wide Greening Verges	60,000
Water Wells (Treenet Inlets) Program	50,000
	695,000
Events	
Events in Unley Program	100,000
Double Shot Coffee Fiesta	80,000
Tour Down Under Stage Start 2025	55,000
	235,000
Economic Development Initiatives	
City Master Plan 2050	180,000
Business Precincts Improvement Plan	120,000
Increase maintenance levels - Goodwood Road Mainstreet	30,000
Event Sponsorship for Mainstreet Associations	40,000
	370,000
Other Projects	
Active Ageing Strategy Program	20,000
Main Collector Roads 40kph Speed Limit Implementation	30,000
All Connections to Unley Art Prize	20,000
Clarence Park Community Centre - Toy Shed	15,000
ESCOSA Review	40,000
Local Area Traffic Management Plan - Fullarton and Myrtle Bank	75,000
Royal Adelaide Show Traffic Management	27,000
Unley Parking Management Plan Implementation	80,000
Assets & Operations Operating Budget Increase	81,000
	388,000
Total Operating Projects	**1,688,000**

Operating Projects & Initiatives	Expenditure
Environmental Initiatives	
Council Operations Carbon Emissions Reduction Reducing Council's operations carbon emissions in line with its Climate & Energy Plan with the following initiatives for 2024-25: • The installation of solar panels at Goodwood Community Centre • The upgrade of lighting at the Civic Centre including LED lighting and a sensor/ automated management system to improve energy efficiency. Lighting accounts for approximately 30% of Council buildings energy consumption.	110,000
Community Renewables Program Procurement The establishment of a Community Renewables Energy Program which intends to provide support to interested Unley residents and business owners who wish to transition away from using fossil fuels to renewable energy and access reduced energy costs.	115,000
Carbon Accounting & Communications To continue funding the licensing of a consolidated carbon accounting tracking system to enable Council to continue to monitor and prioritise its operations emissions reduction actions and to communicate greenhouse emissions inventories, sustainability reporting and benchmarking.	25,000
Sustainability Projects Officer (Year 3 of 3) Funding a fixed-term contract position which assists with the implementation and delivery of the actions of Council's key sustainability strategies including the Climate & Energy Plan, Tree Strategy, Environment & Sustainability Strategy and Waste Management & Resource Recovery Plan 2021-25.	115,000
Dog Waste Bins The introduction of specialised dog waste bins in the City's parks and reserves. This will provide the opportunity for Council to collect and recycle dog waste and turn it into compost.	30,000
Tree Strategy Expanding Canopy Target - Public Land One of the key objectives of Council's Tree Strategy is to increase canopy cover within the City on Council land. This project will see the planting of 440 additional trees throughout the City in 2024-25.	180,000
Increasing Tree Canopy in Private Car Parks Council will undertake a feasibility study to identify opportunities to work with commercial property owners to plant trees and develop a prospectus to use as a template to roll out with interested parties.	10,000
City Wide Greening Verges The conversion of Council verges from dolomite to loam which are then planted and maintained by residents. The program has enabled the conversion of over 516 verges and a total area of 9,293m2 across the City in the last 7 years.	60,000
Water Wells (Treenet Inlets) Program The continued delivery of Council's water wells initiative for 2024-25. The installation of inlets in Council verges across the City to assist with their greening and establishing new tree plantings by increasing moisture in the soil through capturing and retaining flows from the roadway.	50,000
Total Environmental Initiatives	**695,000**

Operating Projects & Initiatives continued	Expenditure
Events	
Events in Unley Program *It's On In Unley* will deliver a program of community events throughout *2024/25*, utilising a range of locations across the City. With an emphasis on fun, free and 'something for everyone' the program will be a mix of well-loved favourites coupled with something new and different.	100,000
Double Shot Coffee Fiesta Funding for the Double Shot Coffee Fiesta will be utilised to celebrate our thriving local coffee culture and talented baristas. The event will feature competitions, demonstrations, food, entertainment and all things café culture, fostering community pride in our City.	80,000
2025 Tour Down Under Stage Start Funding to host a stage start of the 2025 Tour Down Under (TDU). The hosting of a TDU Stage is dependent on a stage being granted by SA Tourism Commission.	55,000
Total Events	**235,000**
Economic Development Initiatives	
City Master Plan 2050 The City Master Plan phase 2 will provide a spatial framework for the City for the next 30 years, that reflects the Community Plan and can form the basis of input to the Greater Adelaide Regional Plan (GARP).	180,000
Business Precincts Improvement Plan A framework designed to enhance and uplift a specific area dedicated to business activities, often within an urban setting. The plan focuses on revitalising, developing, and optimising various facets of the business precinct to promote economic growth, community engagement, and overall well-being.	120,000
Increase maintenance levels - Goodwood Road Mainstreet The Council will establish levels of service for identified business precincts within the Economic Development Growth Strategy, commencing with the Goodwood Road Precinct in 2024-25.	30,000
Event Sponsorship for Mainstreet Trader Associations The provision of financial support to Council's four Trader Associations to stage annual events in 2024-25. The intent of the funding is to attract visitation to the precincts and generate spending on the back of a significant event on each of the main streets.	40,000
Total Economic Development Initiatives	**370,000**

Operating Projects & Initiatives continued	Expenditure
Other Projects	
Active Ageing Strategy Program Initiatives have been developed in consultation with Council's Active Ageing Alliance. The project aims to realise Council's vision of the City of Unley to be celebrated as a great place to grow older. The program will include provision of an Active Ageing education, information and communication program, delivery of a project focussed on older men and their experiences of ageing and contribute to piloting GrandFriends 2.0, an intergenerational mental health program.	20,000
Main Collector Roads 40kph Speed Limit Implementation Funding to install signage and provide notification to residents regarding a reduction of the existing speed limit along local and major collector roads under the care, control and management of Council from 50kph to 40kph.	30,000
All Connections to Unley Art Prize Hosting the competition and awarding the prize in 2025, the artworks will be reproduced on street bin signage and displayed throughout the year.	20,000
Clarence Park Community Contribution - Toy Shed A funding contribution to Clarence Park Community Centre for the salary of the Shed Coordinator.	15,000
Royal Adelaide Show Traffic Management Council's financial contribution to the cost of traffic management to stage the 2024 Royal Adelaide Show.	27,000
ESCOSA Review The fee charged by the Essential Services Commission of South Australia (ESCOSA) for the legislated Local Government Advice Scheme review to be conducted in 2024-25.	40,000
Local Area Traffic Management Plan: Fullarton & Myrtle Bank Development of a Local Area Traffic Management (LATM) Plan for Fullarton & Myrtle Bank. The Plan will consider a holistic approach to identifying and addressing transport matters within the study area including vehicular volumes and speeds, on-street parking, walking and cycling and other safety matters.	75,000
Unley Parking Management Plan Implementation Funding to implement Year 1 of the action priorities contained within the Unley Parking Management Plan adopted by Council in 2024. The Plan provides a framework for Council to effectively and efficiently manage on-street parking City-wide for residents, businesses, shoppers and visitors.	80,000
Assets & Operations Operating Budget Increase Funding for the increase in service levels being provided by the Assets & Operations Department. Key service level increases include reserve, street tree and artwork maintenance, multi-unit developments waste management, and reserve trees management.	81,000
Total Other Projects	**388,000**
Total Operating Projects	**1,688,000**

NEW CAPITAL

New Capital Projects	Expenditure
Brown Hill Keswick Creek (BHKC) City of Unley Contribution	840,000
City Wide Flood Mitigation Plan Implementation 2024-25	864,000
TechnologyOne Property and Rating	780,000
North Unley Park Upgrade	340,000
Ridge Park Pathway Lighting and Furniture	150,000
Unley Road Streetscape (Stage 3)	200,000
Local Area Traffic Management (LATM) Plan Implementation	170,000
Walking & Cycling Plan Implementation (Year 2 of 5)	345,000
Fraser Reserve Accessibility Improvements	25,000
Fullarton Park Community Centre Digital Signage	60,000
Goodwood Oval Blue Tree	25,000
Water Fountains for Unley Sports Club	8,000
Howard Florey Reserve Improvements (Stage 1 of 2)	30,000
Community Booking Software	90,000
Sub-total	**3,927,000**
Overhead Allocation	392,700
Total New Capital Projects	**4,319,700**



New Capital Projects	Expenditure
Brown Hill Keswick Creek (BHKC) City of Unley Contribution The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment. The City of Unley contributes 21% of the Boards capital costs as identified in its Stormwater Management Plan.	840,000
City Wide Flood Mitigation Plan Implementation To deliver the on-ground works for the Year 1 priority of the program as contained within the Plan. The Plan sets out a 10-year priority program for the delivery of new capital works to address local flood risks within the City. These designs will enable Council to apply for grant funding opportunities the proposed designs are: • Wattle Street design of scheme for delivery of works in 2025-26 and 2026-27 • Fisher Street design of scheme for delivery of works in 2027-31. • Joslin Street design of scheme for delivery of works in 2031-34. • Fullarton Road design of scheme for delivery of works in the long term. • Various design of various minor works isolated flooding issues for future years.	864,000
Property and Rating System Council has endorsed a recommendation from Administration to a new Property and Rating solution as it offers enhancements to services and performance, advanced privacy and security controls as well as improved performance and reliability. The project is expected to go live in the 2025-26 Financial Year.	780,000
North Unley Park Upgrade Council adopted the North Unley Park Master Plan in 2022 to provide a long-term vision for the enhancement of this much-loved Neighbourhood Park. This project will construct a new central playground, toilet block, picnic shelter and landscaped dry creek bed/nature play.	340,000
Ridge Park Pathway Lighting and Furniture Council adopted the Ridge Park Master Plan in 2022 which aims to enhance various key elements within the Park over a staged approach. This project will install new energy efficient and LED lighting along the new paths along with various new furniture which will ensure the park will be fit for purpose.	150,000
Unley Road Streetscape Upgrade (Stage 3) The continued delivery of Council's Unley Road Public Realm Streetscape Upgrade which for 2024-25 will be in the section that is between Greenhill Road and the Park/Wattle Streets junction. The proposed Stage 3 streetscape works are: Renewal of footpath paving. Renewal of kerb and water table. New tree planting and landscaping. In addition to the streetscape upgrade works, renewal of footpaths and kerbing will also be undertaken and funded through Council's 2024-25 Capital Renewal Program.	200,000
Local Area Traffic Management (LATM) Implementation Continued implementation of recommendations and measures resulting from Local Area Traffic Management Plans developed, including: • Thomas Street and Mornington Road Intersection Improvements (LATM 1) • Haslop Reserve Walking and Cycling Improvements (LATM 2) • Sunrise Christian School Emu Crossing Upgrade (LATM 2).	170,000

New Capital Projects continued	Expenditure
Walking and Cycling Plan Implementation (Year 2 of 5) The continued implementation of priorities as endorsed by Council in its Walking & Cycling Plan 2022-2027. The proposed projects to be delivered in 2024-25 are: • Railway Terrace South (Devon Street to Goodwood Road) - (construction). • Wood-Weller Bikeway (Stage 4) King William Road between Simpson Parade and Mike Turtur Bikeway (Short Term Bicycle Improvements) - (construction). • Wood-Weller Bikeway (Stage 5) Wood Street to Cross Road Connection - (design). • Wilberforce Walk (Stage 4) Leah Street to Forestville Reserve - (consultation and design). • Young Street Neighbourhood Bicycle Route (Stages 2, 3 and 4) King William Road to Glen Osmond Road - (consultation). • Charles Walk Intersection Improvements - (concept design). • Wattle Street Neighbourhood Bicycle Route (Stage 3) Unley Road to Fullarton Road (concept design). • Bicycle End of Trip Facilities – (installation of up to five bicycle racks). • Permanent Bicycle Counter (installation of one permanent bicycle counter)	345,000
Fraser Reserve Accessibility Improvements This project will construct an accessible new walking path through the Reserve to provide improved pedestrian access between Glenrowan Avenue and Rowan Road.	25,000
Fullarton Park Community Centre Digital Signage Installation of a digital sign / noticeboard adjacent the Fullarton Park Community Centre to improve awareness of the public regarding community events and activities being held at the Centre and City-wide.	60,000
Goodwood Oval Blue Tree Installation of a metal blue tree to help spark difficult conversations and encourage people to speak up when experiencing mental health concerns.	25,000
Water Fountains for Unley Sports Club Installation of a water fountain in the grounds of the Unley Park Sports Club.	8,000
Howard Florey Reserve Improvements (Stage 1 of 2) This project will begin a staged implementation of proposals in the Improvement Plan, with the aim of improving the visual appeal and safety of the Reserve, allowing for increased use of the park by residents and visitors.	30,000
Community Booking Software The implementation of a community booking system will create a reliable, repeatable, and streamlined experience for the public when booking community facilities. It is expected that with enhanced searchability, an improved customer and staff experience, and subsequent efficiencies gained and reinvested into value-add activities, that Council will realise an increase in facility bookings and utilisation along with related revenue.	90,000
Capitalised Project Delivery Costs	392,700
Total New Capital Projects	**4,319,700**



INFRASTRUCTURE & ASSET MANAGEMENT PLANS

The City of Unley is responsible for the management, operation and maintenance of a diverse asset portfolio that provides services and facilities for City users. Asset Management Plans have been revised and were adopted by Council in April 2024.

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

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

The asset system collects real time data coupled with ongoing regular condition audits, to allow more accurate predictive modelling in regard to treatments and life expectancy of each asset class.

Over the next few years the management of assets will balance the target levels of service for each specific asset with the long-term costs.

The Asset Management Plans provide the basis for the Capital Renewal Program included in Council's LTFP and is refined as part of the Annual Business Plan and Budget process. In 2024-25 the Capital Renewal Program has a projected net expenditure of $12.3M.

CAPITAL RENEWAL

Capital Renewal Program	Income	Expenditure	Net
Buildings			
Property Program (includes swimming facilities)	-	1,170,000	1,170,000
	-	**1,170,000**	**1,170,000**
Open Space			
Reserves & Open Space Program	-	1,277,000	1,277,000
	-	**1,277,000**	**1,277,000**
Stormwater			
Drainage & Stormwater Program	-	800,000	800,000
	-	**800,000**	**800,000**
Transport			
Road Program	-	2,270,000	2,270,000
Kerb & Water Table Program	-	2,245,000	2,245,000
Footpath Program	-	362,000	362,000
Unley Road Kerb and Footpath Program		1,750,000	1,750,000
Lighting Renewal Program	-	50,000	50,000
Traffic Facility Renewal Program	-	60,000	60,000
Car Parks Program	-	100,000	100,000
	-	**6,837,000**	**6,837,000**
Plant, Fleet and Equipment			
Plant and Equipment	376,000	945,000	569,000
Light Fleet	70,000	134,000	64,000
	446,000	**1,079,000**	**633,000**
ICT Assets			
ICT Asset Renewal	-	563,000	563,000
	-	**563,000**	**563,000**
Sub-total	**446,000**	**11,726,000**	**11,280,000**
Capitalised Project Delivery Costs	-	1,039,600	1,039,600
Total	**446,000**	**12,765,600**	**12,319,600**

Capital Renewal Program

Property Program (includes swimming facilities)

Facility	Component Renewal	Scope
Civic Buildings		
	Unley Civic Centre	Ground Floor kitchen renewal
	Operations Depot	Renewal of amenities
Community Buildings		
	Unley Oval Public Toilet	Detailed design, preliminary works and pre-staging including public consultation (north-eastern end of Unley Oval)
	Unley Oval Jack Oatey Grandstand	Renewal of fire electrical services
	North Unley Playpark Public Toilet	Reconstruction of public toilet
	Unley Park Sports Club	Acoustic ceiling renewal Main hall flooring renewal
	Unley Swimming Pool	Supervisory Control and Data Acquisition (SCADA) system renewal and integration
	Goodwood Library	Replacement of Shelving and Furniture
	Goodwood Community Centre	Roofing renewal
Program Wide		
	Disability Access and Inclusion Plan DDA – Design Stage	
	Design of building renewals for 2025-26	

Open Space Renewal Program

Location	Scope
North Unley Playpark, Unley	Renewal of playground and park furniture
Goodwood Oval, Goodwood	Renewal of retaining wall (northern end of Goodwood Oval) Renewal of soakage trenches
Orphanage Park, Millswood	Renewal of retaining wall (garden bed)
Fraser Reserve, Myrtle Bank	Renewal of irrigation system
Unley Park Sports Club, Unley Park	Renewal of surface drainage pipe
Fullarton Park	Renewal of BBQ
Soutar Park, Goodwood	Renewal of basketball court surface
Page Park, Clarence Park	Renewal of tennis court surface and installation of root barriers – detailed design and investigation stage
Various	Renewal of park seats in various locations
	Renewal of art features in various locations
	Design of open space renewals for 25/26

Capital Renewal Program continued

Drainage & Stormwater Renewal Program

Location	Works
Sheffield Street, Malvern	Reconstruction of the failing box culvert at the intersection of Cambridge Terrace and Sheffield Street.
Winchester Street, Malvern	Reconstruction of three side entry pits adjacent Unley Road.
Side Entry Pit Renewals (Various)	Renewal of side entry pits in various locations which need to be replaced.
Stormwater Renewal Design	Allowance for the survey, design and service location for the construction of future stormwater renewals.

Road Renewal Program

Road Name, Suburb	To/From	Scope
Gladstone Street, Fullarton	Fullarton Road to Glen Osmond Road	Asphalt Resurface
Frederick Street, Clarence Park	George Street to Mills Street	Asphalt Resurface and Reshape
Victoria Avenue, Unley Park	Cross Road to Northgate Street	Pavement Reconstruction
East Avenue, Black Forest	Cross Road to Aroha Terrace	Pavement Reconstruction
Devon Street South, Goodwood	Victoria Street to Railway Terrace South	Asphalt Resurface and Reshape
Railway Terrace South, Goodwood	Devon Street South to Goodwood Road	Asphalt Resurface
Cleland Avenue, Unley	Mary Street to End	Asphalt Resurface
Overbury Drive, Clarence Park	Dixon Street to End	Permeable Asphalt Resurface
Various Locations		Pavement Patching
Various Locations		Pavement Design for 2025-26

Kerb & Water Table Renewal Program

Road Name, Suburb	To/From	Scope
Frederick Street, Clarence Park	George Street to Mills Street	Kerb Renewal
George Street, Clarence Park	Frederick Street to East Avenue	Kerb Renewal (northern side only)
Kelvin Avenue, Clarence Park	Frederick Street to East Avenue	Kerb Renewal
Victoria Avenue, Unley Park	Cross Road to Northgate Street	Kerb Renewal
Moresby Street, Wayville	Le Hunte Street to Laneway	Bluestone Kerb Renewal
Devon Street South, Goodwood	Victoria Street to Railway Terrace South	Bluestone Kerb Renewal
Railway Terrace South, Goodwood	Devon Street South to Goodwood Road	Kerb Renewal
Cambridge Terrace, Unley	Frederick Street to Marion Street	Kerb Renewal (eastern side only)
Cleland Avenue, Unley	Mary Street to End	Kerb Patching
Overbury Drive, Clarence Park	Dixon Street to End	Kerb Patching
Various Locations		Kerb Patching
Various Locations		Kerb Design for 2025-26

Capital Renewal Program continued

Footpath Renewal Program

Road Name, Suburb	To/From	Side, Scope
Frederick Street, Clarence Park	George Street to Mills Street	Pickup/Relay associated with kerb works
Victoria Avenue, Unley Park	Cross Road to Northgate Street	Pickup/Relay associated with kerb works
Kelvin Avenue, Clarence Park	Frederick Street to East Avenue	Pickup/Relay associated with kerb works
Moresby Street, Wayville	Le Hunte Street to End	Pickup/Relay associated with kerb works
Overbury Drive, Clarence Park	Dixon Street to End	Laneway and Pedestrian Ramp Renewal
Devon Street South, Goodwood	Victoria Street to Railway Terrace South	Pickup/Relay associated with kerb works
Railway Terrace South, Goodwood	Devon Street South to Goodwood Road	Pickup/Relay associated with kerb works
Hoxton Street, Goodwood	Parsons St to End	Renewal of rubble footpath with pavers
Cleland Avenue, Unley	Mary Street to End	Full Pickup/Relay
Various		Pedestrian Ramp Renewals



Capital Renewal Program continued

Unley Road Streetscape (Stage 1 & Stage 2)

The Unley Road Streetscape Project involves the renewal of all existing kerbing and footpaths along Unley Road as well as amenity enhancements through planting new trees and landscapes and installing new furniture. The Project will also include changes to the interface of side streets with Unley Road where possible.

Stage 1 of the Project related to the following sections of Unley Road:

- eastern side between Greenhill Road and Whittam Street; and
- western side between Greenhill Road and Park Lane.

Stage 2 of the Project related to the following sections of Unley Road:

- western side between Thomas Street and Park Street; and
- western side between Park Lane and Thomas Lane.

Lighting Renewal Program

Location	Scope
Shared Path Leader Street to Rose Street, Wayville	Renewal of electrical system to shared pathway lights in collaboration with Adelaide Showgrounds.

Traffic Facility Renewal Program

Location	Description
Young Street, Unley	Design for the renewal of three roundabouts along Young Street at its intersections with Roberts Street, Palmerston Street and Salisbury Street.
Traffic Signal Control Cabinets	Renewal and replacement of school crossing control boxes that have reached the end of their useful life.

Car Park Renewal Program

Location	Scope
King William Road On Street Car Parking Bays Stage One	Reconstruction of on street car parking bays including new concrete and mortar base

Plant, Fleet & Equipment

Plant & Equipment Renewal	Renewal of major and minor plant.
Light Fleet Renewal	Replacement of three vehicles scheduled for replacement.

ICT Assets

ICT Renewals: Replacement of various ICT assets, including server room equipment, network hardware and user computing devices. Enhancement and replacement (where applicable) of Council corporate software applications to improve operational efficiencies. Implementation of new and expansion of existing cloud technology solutions.



BUDGETED FINANCIAL STATEMENTS

Uniform Presentation of Finances

$'000s	2023-24 Forecast	2024-25 Budget
Income		
General Rates Income	46,732	48,849
Other Rates and Levies	2,153	2,242
Statutory Charges	1,852	1,792
User Charges	2,253	2,465
Grants, subsidies & contributions	3,455	3,142
Investment Income	165	15
Reimbursements	202	217
Other Income	1,043	1,070
Operating Projects	42	-
Total Income	**57,897**	**59,792**
Expenses		
Employee Costs	20,247	20,927
Materials, Contracts & Other Expenses	20,577	22,009
Depreciation, Amortisation & Impairment	12,000	12,247
Finance Costs	90	231
Operating Projects	1,531	1,688
Total Expenses	**54,445**	**57,102**
Subtotal	**3,452**	**2,690**
Equity Accounted Subsidiaries	(255)	(498)
Operating Surplus / (Deficit)	**3,197**	**2,192**
less Net Outlays on Existing Assets		
Net Capital Expenditure on Renewal & Replacement of Existing Assets	(10,588)	(12,766)
less Depreciation, Amortisation and Impairment	12,000	12,247
less Proceeds from the Sale of Replaced Assets	298	446
Net Outlays on Existing Assets	**1,710**	**(73)**
less Net Outlays on New and Upgraded Assets		
Net Capital Expenditure on New and Upgraded Assets	(2,994)	(4,320)
less Amounts received specifically for New and Upgraded Assets	835	-
less Proceeds from Sale of Assets	-	-
Net Outlays on New and Upgraded Assets	**(2,159)**	**(4,320)**
Net Lending / (Borrowing) for the Financial Year (inclusive of Equity Accounted Businesses)	**2,748**	**(2,201)**
less Equity Accounted Businesses	255	498
Net Lending / (Borrowing) for the Financial Year excluding Equity Accounted Businesses	**3,003**	**(1,703)**

Statement of Comprehensive Income

$'000s	2023-24 Forecast	2024-25 Budget
Income		
General Rates Income	46,732	48,849
Other Rates and Levies	2,153	2,242
Statutory Charges	1,852	1,792
User Charges	2,253	2,465
Grants, subsidies & contributions	3,455	3,142
Investment Income	165	15
Reimbursements	202	217
Other Income	1,043	1,070
Operating Projects	42	-
Total Income	**57,897**	**59,792**
Expenditure		
Employee Costs	20,247	20,927
Materials, Contracts & Other Expenses	20,577	22,009
Depreciation, Amortisation & Impairment	12,000	12,247
Finance Costs	90	231
Operating Projects	1,531	1,688
Total Expenditure	**54,445**	**57,102**
Operating Surplus / (Deficit) before Equity Accounted Businesses	**3,452**	**2,690**
Net gain/(loss) - Equity Accounted Businesses	(255)	(498)
Operating Surplus / (Deficit) inclusive of Equity Accounted Businesses	**3,197**	**2,192**
Asset Disposal & Fair Value Adjustments	217	446
Amounts received specifically for new, upgraded or replacement assets	835	-
Net Surplus / (Deficit)	**4,249**	**2,638**
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	2,192
Total Comprehensive Income	**5,299**	**4,830**

BUDGETED FINANCIAL STATEMENTS

Statement of Financial Position

$'000s	2023-24 Forecast	2024-25 Budget
Assets		
Current Assets		
Cash & cash equivalents	1,655	1,655
Trade & other receivables	3,647	3,784
Other financial assets	-	-
Total Current Assets	**5,302**	**5,439**
Non-current Assets		
Financial Assets	-	-
Equity accounted investments in Council businesses	33,017	34,711
Infrastructure, Property, Plant & Equipment	714,131	745,304
Total Non-current Assets	**747,148**	**780,015**
Total Assets	**752,450**	**785,454**
Liabilities		
Current Liabilities		
Trade & Other Payables	3,709	3,848
Borrowings Fixed Term	288	-
Provisions	4,058	4,210
Total Liabilities	**8,055**	**8,058**
Non-current liabilities		
Borrowings	1,567	3,558
Provisions	234	243
Total Non-current Liabilities	**1,801**	**3,801**
Total Liabilities	**9,856**	**11,859**
Net Assets	**742,593**	**773,595**
Equity		
Accumulated Surplus	182,405	187,222
Asset Revaluation Reserves	559,971	586,142
Other Reserves	217	230
Total Equity	**742,593**	**773,595**
Net Financial Liabilities	**4,554**	**6,420**

Statement of Cash Flow

$'000s	2023-24 Forecast	2024-25 Budget
Cash Flows from Operating Activities		
Receipts		
Operating Receipts	57,732	59,777
Investment Receipts	165	15
Payments		
Operating Payments to suppliers and employees	(42,355)	(44,625)
Finance Payments	(90)	(231)
Net Cash provided by (or used in) Operating Activities	**15,452**	**14,936**
Cash Flows from Investing Activities		
Receipts		
Amounts specifically for new or upgraded assets	835	-
Amounts received specifically for Replacement of Existing Assets	-	-
Proceeds from Sale of Surplus Assets	-	-
Sale of replaced assets	298	446
Repayments of loans by community groups	-	-
Payments		
Expenditure on renewal/placement of assets	(10,588)	(12,766)
Expenditure on new/upgraded assets	(2,994)	(4,320)
Net purchase of Investment Securities	-	-
Capital Contributed to Equity Accounted Council Businesses	-	-
Distributions Received from Equity Accounted Council Businesses (Loss)		
Net Cash provided by (or used in) Investing Activities	**(12,449)**	**(16,640)**
Cash Flows from Financing Activities		
Receipts		
Proceeds from borrowings	-	1,704
Payments		
Repayments of borrowings	(3,003)	-
Net Cash provided by (or used in) Financing Activities	**(3,003)**	**1,704**
Net Increase/(Decrease) in cash held	-	-
Plus: Cash & cash equivalents at beginning of period	1,655	1,655
Cash & cash equivalents at end of period	**1,655**	**1,655**

BUDGETED FINANCIAL STATEMENTS

Statement of Equity

$'000s	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2024-25 Budget				
Balance at end of previous reporting period	**182,405**	**559,971**	**217**	**742,593**
Net Surplus/(Deficit) for Year	**2,638**	-	-	**2,638**
Other Comprehensive Income				
Gain/(loss) on revaluation of Infrastructure and Assets	-	26,171	-	26,171
Share of Other Comprehensive Income – Equity Accounted Council Businesses	2,192	-	-	2,192
Other Comprehensive Income	-	**26,171**	-	**28,363**
Total Comprehensive Income	**4,830**	**26,171**	-	**31,001**
Transfers between reserves	(13)		13	-
Balance at end of period	**187,222**	**586,142**	**230**	**773,594**
2023-24 Forecast				
Balance at end of previous reporting period	**177,026**	**559,971**	**217**	**737,214**
Net Surplus/(Deficit) for Year	**4,330**	-	-	**4,330**
Other Comprehensive Income				
Gain/(loss) on revaluation of Infrastructure and Assets	-	-	-	-
Share of Other Comprehensive Income – Equity Accounted Council Businesses	1,050	-	-	1,050
Other Comprehensive Income	**1,050**	-	-	**1,050**
Total Comprehensive Income	**5,380**	-	-	**5,380**
Balance at end of period	**182,405**	**559,971**	**217**	**742,593**

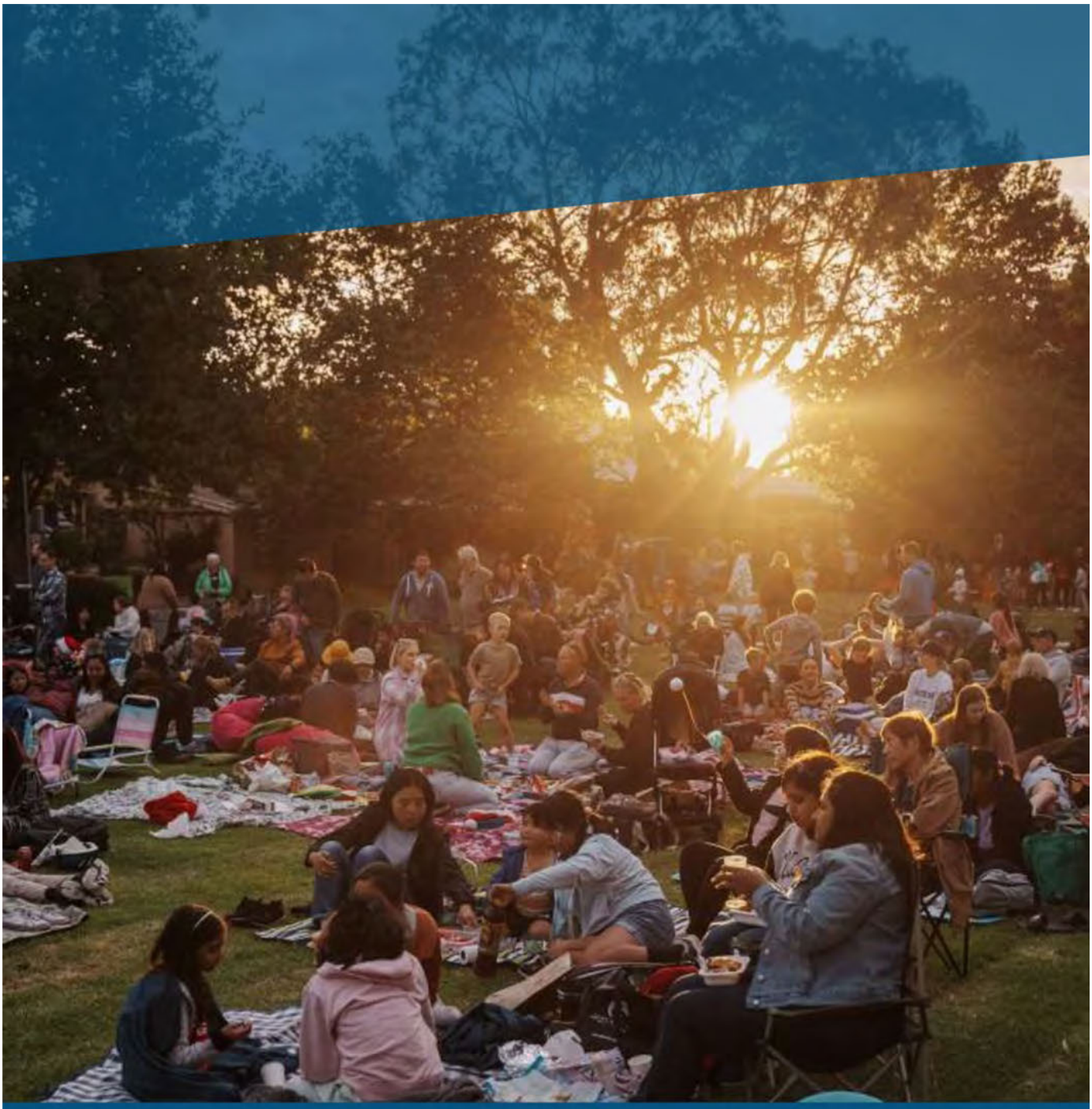

27,410
27,410

DRAFT LONG-TERM FINANCIAL PLAN

$'000	2023-24 Q3 Forecast	2024-25 Budget	2025-26 LTFP Year 2
Income			
General Rates Income	46,732	48,849	50,803
Other Rates and Levies	2,153	2,242	2,321
Statutory Charges	1,852	1,792	1,855
User Charges	2,253	2,465	2,551
Grants, subsidies & contributions	3,455	3,142	3,258
Investment Income	165	15	15
Reimbursements	202	217	225
Other Income	1,043	1,070	1,107
Operating Projects	42	-	-
Total Income	**57,897**	**59,792**	**62,135**
Expenditure			
Employee Costs	20,247	20,927	21,649
Materials, Contracts & Other Expenses	20,577	22,009	22,779
Depreciation, Amortisation & Impairment	12,000	12,247	12,731
Finance Costs	90	231	235
Operating Projects	1,531	1,688	1,600
Total Expenditure	**54,445**	**57,102**	**58,994**
Operating Surplus/(Deficit)	**3,452**	**2,690**	**3,141**
Capital Renewal Expenditure (net)	10,290	12,320	12,743
New Capital Expenditure (net)	2,159	4,320	4,140
Total Capital Expenditure (net)	**12,449**	**16,640**	**16,883**
Add back Depreciation	12,000	12,247	12,731
Operating Surplus/(Deficit) less capital expenditure	**3,003**	**(1,703**	**(1,011)**
Fixed Term Borrowings	**288**	-	-
Cash Advance Debenture (CAD Borrowings)	**1,567**	**3,558**	**4,569**
Total Borrowings	**1,855**	**3,558**	**4,569**
Repayment of Fixed Term Borrowings	**277**	**288**	
Repayment/(draw-down) of CAD	**2,726**	**(1,991)**	**(1,011)**
Net repayment/(draw down) of borrowings	**3,003**	**(1,703)**	**(1,011)**
Operating Surplus Ratio (Target 4-6%)	**6.0%**	**4.5%**	**5.1%**
Net Financial Liabilities Ratio (Target <80%)	**8%**	**11%**	**12%**
Asset Renewal Funding Ratio (Target 100% average over 10 years)	**114%**	**100%**	**100%**
Asset Sustainability Ratio (Target 100% average over 10 years)	**88%**	**101%**	**100%**

The draft Long Term Financial Plan above excludes proposed Equity Accounted Businesses (Centennial Park Cemetery Authority, Brown Hill & Keswick Creek Stormwater Board and East Waste).

2026-27 LTFP Year 3	2027-28 LTFP Year 4	2028-29 LTFP Year 5	2029-30 LTFP Year 6	2030-31 LTFP Year 7	2031-32 LTFP Year 8	2032-33 LTFP Year 9	2033-34 LTFP Year 10
52,581	54,158	55,783	57,457	59,180	60,956	62,784	64,668
2,385	2,445	2,502	2,565	2,625	2,691	2,754	2,823
1,910	1,958	2,007	2,057	2,109	2,161	2,215	2,271
2,628	2,694	2,761	2,830	2,901	2,973	3,047	3,124
3,153	3,232	3,313	3,395	3,480	3,567	3,657	3,748
15	15	15	15	15	15	15	15
231	237	243	249	255	262	268	275
1,141	1,169	1,198	1,228	1,259	1,291	1,323	1,356
-	-	-	-	-	-	-	-
64,044	**65,909**	**67,822**	**69,797**	**71,824**	**73,916**	**76,064**	**78,280**
22,298	22,967	23,656	24,366	25,097	25,850	26,625	27,424
23,463	24,049	24,650	25,267	25,898	26,546	27,210	27,890
13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
273	321	363	399	428	449	461	463
1,648	1,689	1,731	1,775	1,819	1,865	1,911	1,959
60,851	**62,583**	**64,357**	**66,172**	**68,030**	**69,931**	**71,875**	**73,863**
3,193	**3,326**	**3,466**	**3,625**	**3,794**	**3,985**	**4,188**	**4,416**
13,125	13,453	13,790	14,134	14,488	14,850	15,221	15,602
4,264	4,371	4,480	4,592	4,707	4,825	4,945	5,069
17,389	**17,824**	**18,270**	**18,727**	**19,195**	**19,675**	**20,166**	**20,671**
13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
(1,027)	**(941)**	**(848)**	**(735)**	**(613)**	**(467)**	**(310)**	**(127)**
-	-	-	-	-	-	-	-
5,596	**6,538**	**7,386**	**8,121**	**8,734**	**9,201**	**9,511**	**9,637**
5,596	**6,538**	**7,386**	**8,121**	**8,734**	**9,201**	**9,511**	**9,637**
-	-	-	-	-	-	-	-
(1,027)	**(941)**	**(848)**	**(735)**	**(613)**	**(467)**	**(310)**	**(127)**
(1,027)	**(941)**	**(848)**	**(735)**	**(613)**	**(467)**	**(310)**	**(127)**
5.0%	**5.0%**	**5.1%**	**5.2%**	**5.3%**	**5.4%**	**5.5%**	**5.6%**
14%	**15%**	**16%**	**17%**	**17%**	**18%**	**18%**	**18%**
100%	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**
100%	**99%**	**99%**	**98%**	**98%**	**98%**	**97%**	**97%**



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DECISION REPORT

REPORT TITLE:	ADOPTION OF THE 2024-25 TO 2033-34 LONG-TERM FINANCIAL PLAN
ITEM NUMBER:	4.7
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	EDDIE PETERS, FINANCE BUSINESS PARTNER
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	1. SUMMARY OF FEEDBACK FROM COMMUNITY CONSULTATION 2. COMMUNITY CONSULTATION SURVEY RESPONSES 3. PROPOSED 2024-25 TO 2033-34 LONG-TERM FINANCIAL PLAN FOR ADOPTION

1. PURPOSE

This report presents the 2024-25 to 2033-34 Long-Term Financial Plan for Council's consideration and adoption following community consultation on the Draft Plan in May 2024.

2. RECOMMENDATION

That:

1. The report be received.

2. The community consultation summary and detailed responses on the Draft 2024-25 to 2033-34 Long-Term Financial Plan, as contained in Attachments 1 and 2 to this report (Item 4.7, Council Meeting 24 June 2024), be noted.

3. The 2024-25 to 2033-34 Long-Term Financial Plan, including the Chief Executive Officer's Statement of Financial Sustainability, as set out in Attachment 3 to this report (Item 4.7, Council Meeting 24 June 2024), be adopted.

4. The Chief Executive Officer be authorised to make minor editorial and formatting changes as required to finalise the document for publication.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

4. Civic Leadership
4.1 We have strong leadership and governance.
4.2 Council provides the best value services to the community.

4. BACKGROUND

Council is required to develop and adopt a Long-Term Financial Plan (LTFP) as a component of its suite of Strategic Management Plans to ensure its long-term financial sustainability. The LTFP also provides the financial parameters to guide the development of Council's Annual Business Plan and Budget, and consideration of multi-year plans or projects.

Requirements to prepare a Long-Term Financial Plan

Section 122 of the *Local Government Act 1999* (Act) requires a council to:

- Develop and adopt a long-term financial plan for a period of at least 10 years;
- Undertake a comprehensive review of the long-term financial plan within two years of a general election; and
- Undertake an annual review of the long-term financial plan incorporating the previous year's financial results.

The Act also provides that a council, in order to promote wider community engagement, is to undertake community consultation on a draft LTFP following a comprehensive review, prior to final consideration and adoption.

The Audit and Risk Committee's Review of the draft LTFP

The Draft 2024-25 to 2033-34 Long-Term Financial Plan (Draft LTFP) was presented to the Audit and Risk Committee (Committee) at their meeting on 13 February 2024. This followed a presentation of the key financial assumptions and proposed financial targets during the Committee's previous meeting on 14 November 2023.

As part of their review on the Draft LTFP, the Committee advised:

- They had reviewed the assumptions contained within the Plan and believe that they are reasonably based.
- The proposed LTFP for consultation indicates that the City of Unley will remain financially sustainable across the 10 years of the LTFP. In particular:
    - Current service levels can be maintained with rate stability, and the minimum target operating surplus ratio will be achieved.
    - The Asset Management Plans are fully funded to undertake the asset renewals required by the Plans. Sufficient funding capacity has also been provided to progressively deliver new and upgraded infrastructure.

- Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.

- Council should be mindful of generating operating surpluses over the life of the Plan without a strategic purpose.

The Committee recommended the following key financial targets to Council:

- The *Operating Surplus Ratio* target be an annual range of 4% to 6% with a 5% average over the life of the Plan (excluding equity accounted businesses);
- The *Net Financial Liabilities Ratio* target be set at less than 80%; and
- The *Asset Renewal Funding Ratio* target be set at equal to 100% year average over the life of the Plan.

These targets were adopted by Council in April 2024 and have been incorporated in the proposed LTFP.

Community Consultation

Community consultation on the Draft LTFP occurred between Monday 29 April and Monday 20 May 2024. The consultation was promoted through the following channels:

- *Your Say Unley* and Council's website;
- Social media posts which included a short infographic video and links to the relevant Your Say Unley page;
- A public notice in The Advertiser; and
- Posters with a link to the *Your Say Unley* site at the Civic Centre, both libraries and community centres.

Notification of the community consultation process was emailed to over 2,600 email addresses containing a summary of the Draft LTFP with an invitation to respond via *Your Say Unley*. Three social media posts were also made, reaching 4,630 people on Facebook.

164 visitors viewed the Your Say Unley Long-Term Financial Plan 2024-34 page, with 16 responses to the online survey. These responses are provided in Attachment 2.

Attachment 2

The majority of responses to the survey were supportive of the Draft LTFP. Respondents were overall confident in Council's ability to maintain financial sustainability, and supported the proposed capital renewal expenditure to ensure the asset management plans were fully funded.

50% of respondents supported the use of a combination of borrowings, reduction in services and increase in rates to fund the cost of new/upgraded infrastructure, with the next preferred option being the use of borrowings only (25%). The vast majority of respondents supported the concept of intergenerational equity, i.e. repaying borrowings progressively as benefits are received, instead of repayment as quickly as possible.

There were four objections to the plan, however these related to separate matters (the proposed fence around Unley Oval, the separate rate for Unley Road, and insufficient funding for protected bike infrastructure) rather than the LTFP. Three suggestions for inclusion were also made, but again were not directly related to the LTFP.

A summary of the survey responses is provided in a table in Attachment 1.

Attachment 1

Two Public Information Meetings were held on the Draft LTFP and Draft 2024-25 Annual Business Plan and Budget as follows:

- Tuesday 7 May, City of Unley Council Chambers, 10 – 11am.
- Thursday 9 May, City of Unley Council Chambers, 5:30 – 6:30pm.

Three members of the community attended the first public meeting on 7 May, and four attended the second meeting on 9 May. Whilst the Draft LTFP was integrated in the presentation, no specific feedback regarding the Draft LTFP was provided at these meetings. A summary of the discussions at the public meetings was provided in the briefing papers for the Budget Workshop on 3 June 2024.

5. DISCUSSION

The proposed 2024-25 to 2033-34 Long-Term Financial Plan (LTFP) is presented in Attachment 3 to this report.

Attachment 3

The LTFP has been prepared by Council's Administration based upon information available from a range of sources including:

- The City of Unley Community Plan 2033,
- Council's 4 Delivery Year Plan 2021-2025,
- Council's Asset Management Plans,
- Current and future levels of service,
- Projected rating strategies, and
- Economic forecasts.

In preparing the LTFP, consideration has been given to:

- What services are to be provided,
- The level of those services,
- The rating impost to avoid unexpected rate shocks,
- Income from other sources,
- Potential new assets and service demands,
- The level of funding required from borrowings, and
- The ability to service those borrowings.

The key assumptions forming the proposed LTFP are detailed within the LTFP document (see Attachment 1) and have been reviewed by the Audit and Risk Committee. A full explanation of the assumptions are included in the appendix of the proposed LTFP in Attachment 3.

Attachment 3

A new Community Plan is presently being prepared by Council. Any changes arising from new Community Plan will be incorporated into a revised LTFP as required.

Financial Sustainability and Risks

The LTFP is key to managing Council's financial sustainability and incorporates the CEO Statement of Financial Sustainability.

The three key principles that underly financial sustainability within local government: *program stability, rate stability,* and *intergenerational equity*, are explained and discussed within the proposed LTFP.

The LTFP addresses Council's approach to maintaining financial sustainability, including:

- The principal policy positions,
- Monitoring the economic and political environment,
- Established policies and initiatives that support financial sustainability,
- Key assumptions; and
- Risk management.

The LTFP document explains the forecasts contained in the Plan have been developed based on the best available information and assumptions at the time. However, it highlights to readers that this information has a level of uncertainty the further out the forecast extends.

To assist in understanding the relative uncertainty and to manage expectations, the LTFP has been divided into three phases of time. These are relative to the level of confidence in future forecasts diminishes the future the forecast stretch:

- Years 1-3: 2024-25 to 2026-27 – Higher confidence in forecasts
- Years 4-6: 2027-28 to 2029-30 – Moderate confidence in forecasts
- Years 7-10: 2030-31 to 2033-34 – Lower level of confidence

A further explanation of these phases is contained within the LTFP.

Key Financial Targets

The following key financial targets were adopted by Council in April following a recommendation from the Audit and Risk Committee:

Indicator	Adopted Target
Operating Surplus Ratio (excluding equity accounted businesses)	Annual range between 4% and 6%. Average of 5% over the life of the LTFP.
Net Financial Liabilities Ratio	Less than 80%
Asset Renewal Funding Ratio *10 Year average based on the Asset Management Plans*	Equal to 100%

Further explanation of the financial ratios and targets, and the basis of Council's financial sustainability, is contained within the LTFP.

The Asset Sustainability Ratio, which measures capital renewal expenditure to depreciation, is also monitored, with a proposed target of 100%.

Changes to the proposed LTFP from the Draft LTFP

The Draft LTFP has been revised to incorporate the following:

- An increase in net operating income, and corresponding reduction in forecast borrowings, of $550K for the 2023-24 financial year as reflected and approved in the 2023-24 Quarter 3 Budget Review;
- An increase in General Rate income for 2024-25 arising from:
  - The proposed general rate increase of 3.95% compared to 3.75% in the Draft 2024-25 Annual Business Plan and Budget:
  - Forecast growth from new developments and capital additions of 0.58% compared to 0.50% in the Draft 2024-25 Annual Business Plan and Budget;
- Incorporating the latest CPI forecasts from SA Treasury, released as part of the South Australian Government 2024-25 Budget announced on 6 June 2024.

Collectively, these adjustments have enabled the base allocation for Operating Projects of $1.4M in 2025-26 to be increased to $1.6M while maintaining an operating surplus ratio of 5% or above.

The following is a summary of the revised adjustments to the CPI Assumption, allocation for Operating Projects, and the Operating Surplus Ratio for Years 2-4 of the proposed LTFP:

	Draft LTFP	Proposed Final LTFP	Variance
CPI Assumption (SA Treasury forecast for the preceding year)			
2025-26	3.25%	3.50%	0.25%
2026-27	2.75%	2.75%	-
2027-28	2.5%	2.5%	-
Allocation for Operating Projects			
2025-26	$1.40M	$1.60M	$0.20M
2026-27	$1.40M	$1.65M	$0.25M
2027-28	$1.44M	$1.69M	$0.25M
Operating Surplus Ratio			
2025-26	5.0%	5.1%	0.1%
2026-27	5.0%	5.0%	-
2027-28	5.0%	5.0%	-

The following is a summary of the revised 10 year averages for the proposed LTFP:

	Draft LTFP	Proposed Final LTFP	Change
Total Operating Income	$68.7M	$69.0M	$0.3M increase
Less Operating Expenses	$65.2M	$65.4M	$0.2M increase
Net Operating Surplus	**$3.5M**	**$3.6M**	**$0.1M increase**
Operating Surplus Ratio	5.1%	5.2%	0.1% increase
Net Financial Liabilities Ratio	17%	15%	2% reduction
Asset Renewal Funding Ratio (relative to AMPs)	100%	100%	No change
Asset Sustainability Ratio (relative to depreciation)	99%	99%	No change
Total Borrowings	$10.9M	$9.6M	$1.3M reduction

Total forecast borrowings forecast at 30 June 2034 have reduced by $1.3M, from $10.9M to $9.6M.

An additional appendix (Appendix 2) has been added to the LTFP document, detailing the proposed asset renewal expenditure from the Asset Management Plans, to assist users in reconciling the asset renewal contained within the LTFP.

Long-Term Financial Plan Commentary

Operating Surplus

The 10 Year Financial Summary for the proposed LTFP, as contained in the introduction of the proposed LTFP (Attachment 2), indicates that Council will achieve an average operating surplus of $3.6 Million per annum, or ratio of 5.2%, over the life of the LTFP.

Council is forecast to achieve a 5.1% operating surplus ratio in 2025-26 (Year 2) and 5.0% operating surplus ratio for 2026-27 and 2027-28 (Years 3 and 4) of the LTFP, before steadily increasing to 5.6% in 2033-34.

Although the ratio is forecast to gradually increase in the outer years of the LTFP, it is more challenging to reliably forecast Years 7-10 of the LTFP. The ratio will be monitored, and assumptions for the LTFP reviewed as those years draw nearer.

Forecast General Rate Increase

The General Rate increase has been initially aligned to forecast Adelaide CPI from SA Treasury before returning to a longer term assumption of 2.5%. This has resulted in a forecast average General Rate increase of 2.7% per annum across the 10 years of the LTFP. In addition, Council will also attribute growth from new developments, and capital additions to existing properties, of 0.5% per annum. This results in a forecast average increase in General Rate revenue of 3.2% (2.5% + 0.5% for growth) per annum.

Capital Expenditure

Total net capital expenditure for all asset classes, including infrastructure, buildings, and major and minor plant and equipment, is forecast to total $140M for Capital Renewal, and $46M for New and Upgraded Assets, across the 10 Years of the LTFP.

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

- Capital contributions to the Brownhill Keswick Creek Stormwater Project;
- The delivery of endorsed strategies such as the Climate and Energy Plan, and Walking and Cycling Plan;
- The progressive delivery of upgraded infrastructure, including stormwater, as identified in the Draft Asset Management Plans; and
- A staged approach to the delivery of the existing Council endorsed Master Plans, including the Ridge Park Master Plan. However, any specific future redevelopments have not been included.

The Asset Management Plans (AMPs), which were adopted in April 2024, have been incorporated within the proposed LTFP. The recommended expenditure in the AMPs has been ‘smoothed’ to meet the asset renewal funding requirements, whilst considering associated risks and ensuring that the assets are managed in a sustainable manner and planned approach over the long term.

Infrastructure and Asset Sustainability

The proposed LTFP forecasts an Asset Renewal Funding Ratio (funding relative to the AMPs) of 100% for the duration of the proposed LTFP, as the capital renewal expenditure in the proposed LTFP is in line with the proposed funding in the AMPs.

Capital Renewal Expenditure relative to depreciation, as measured by the Asset Sustainability Ratio, is forecast to average 99% over the life of the proposed LTFP. A proportion of Council's infrastructure assets have useful lives in excess of 50 years and are in good condition, and the Asset Management Plans do not require proposed capital renewal expenditure to match depreciation.

Forecast Borrowings and Net Financial Liabilities

All existing services, operational activities and the proposed capital renewal can be met from existing resources. Council will require additional borrowings to support the funding of New Capital Projects. Borrowings are forecast to increase to $9.6M by 2033-34. These borrowings are well within Council's capacity, and scope of existing debt facilities.

Council is forecasting an average net financial liabilities ratio of 15% for the LTFP, commencing at 11% and plateauing at 18%, which is well within the target range of less than 80%. The ratio will be monitored and assumptions for the LTFP will be reviewed as those years draw nearer.

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

Future Reviews of the LTFP

The LTFP will be reviewed at least annually. The key financial targets and assumptions will be reviewed by the Audit and Risk Committee in November each year, and then presented to a Council Workshop, prior to the commencement of the annual business plan and budget process.

The LTFP will also be revised, as required, if there are any significant changes in the budget assumptions, including economic indicators, or changes in Council priorities and projects.

Summary

The proposed LTFP indicates that the City of Unley will remain financially sustainable across the 10 years of the LTFP. In particular:

- Current service levels can be maintained with rate stability, and the minimum target operating surplus ratio will be achieved;
- The Asset Management Plans are fully funded to undertake the asset renewals required by the Plans. Sufficient funding capacity has also been provided to progressively deliver new and upgraded infrastructure; and
- Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.

The LTFP will be reviewed regularly and updated to reflect the most current information available.

6. POLICY IMPLICATIONS

- Section 122 of the *Local Government Act 1999* (Act) requires a council to:
  - Develop and adopt a long-term financial plan for a period of at least 10 years;
  - Undertake a comprehensive review of the long-term financial plan within two years of a general election; and
  - Undertake an annual review of the long-term financial plan on an annual basis.
- The Act also requires a council to undertake community consultation on a draft LTFP prior to final consideration and adoption. Community consultation of the Draft LTFP was conducted from 29 April to 20 May 2024.

6.1 Financial/budget implications

- As presented, the proposed LTFP concludes that the Council will remain financially sustainable over the 10 year period and has the capacity to continue to invest in its operational activities and meet its infrastructure requirements without unplanned increases in rates.
- The proposed LTFP forecasts the following:
  - An Operating Surplus Ratio average of 5.2%
  - Net Financial Liabilities Ratio average of 15%
  - Asset Renewal Funding Ratio of 100%
- These are all within the proposed minimum targets of the LTFP. All existing services, operational activities and the proposed capital renewal can be met from existing resources. Council will require additional borrowings to support the funding of New Capital Projects. Borrowings are forecast to increase to $9.6M by 2033-34. These borrowings are well within Council's capacity, and scope of existing debt facilities.

6.2 Risk Management

- Council will continue to be proactive in monitoring and managing its financial sustainability. The forecast ratios are continually monitored and reported quarterly, with the final results reported in the annual financial statements.
- The LTFP will be reviewed at least annually to ensure that the plan is timely and relevant to Council forecasts, and aligned to updates to Council's strategic plans and objectives, including updated iterations of the Asset Management Plans.

6.3 Staffing/Work Plans/Additional Resource Impact

Nil

6.4 Climate/Environmental Impact

Nil

6.5 Social/Economic

Nil

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The community consultation summary and detailed responses on the Draft 2024-25 to 2033-34 Long-Term Financial Plan, as contained in Attachment 1 and 2 to this report (Item 4.7, Council Meeting 24 June 2024), be noted.

3. The 2024-25 to 2033-34 Long-Term Financial Plan, including the Chief Executive Officer's Statement of Financial Sustainability, as set out in Attachment 3 to this report (Item 4.7, Council Meeting 24 June 2024), be adopted.

4. The Chief Executive Officer be authorised to make minor editorial and formatting changes as required to finalise the document for publication.

Under this option, Council would adopt the proposed 2024-25 to 2033-34 Long-Term Financial Plan, as presented, and fulfil the requirements of the *Local Government Act 1999*.

As presented, the proposed LTFP concludes that Council will remain financially sustainable over the 10 year period, having the capacity to continue to undertake its current operational activities and invest in its infrastructure without unplanned increases in rates.

Option 2 –

1. The report be received.

2. The community consultation summary and detailed responses on the Draft 2024-25 to 2033-34 Long-Term Financial Plan, as contained in Attachment 1 and 2 to this report (Item 4.7, Council meeting 24 June 2024), be noted.

3. The proposed 2024-25 to 2033-34 Long-Term Financial Plan, as set out in Attachment 3 to this report (Item xx, Council Meeting, 24 June 2024), be revised with the following amendments:

    - *Amendments to be determined by Council*
    - *Etc*

5. A further report be presented to Council with the revised Draft Long-Term Financial Plan prior to community consultation.

Should Council wish to make significant amendments to the proposed LTFP, the Administration will revise the LTFP and prepare a further report to Council.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Alex Brown	Manager Finance and Procurement

Feedback from Consultation Survey
Draft 2024-34 Long Term Financial Plan (LTFP)

Date: Monday 29 April 2024 to Monday 20 May 2024
Location: Online – yoursay.unley.sa.gov.au
Responses: 16 responses received

How confident are you in the City of Unley's Long-term Financial Plan's ability to maintain financial sustainability over the next 10 years?

Extremely confident	Somewhat confident	Unsure/ Don't know	Somewhat unconfident	Extremely unconfident
1	8	5	2	-

When constructing new or upgrading infrastructure, do you believe Council should:

• Increase rates to fund the infrastructure and repay borrowings as quickly as possible.	1
• Reduce services to fund the cost of new/upgraded infrastructure.	2
• Use borrowings to fund the cost of new/upgraded infrastructure	4
• A combination of the above.	8
• Other	1

The principle of intergenerational equity (refer to page 9) relates to fairly sharing the cost of new and upgraded infrastructure between current and future ratepayers. Do you believe Council should:

• Repay borrowings as quickly as possible.	2
• Repay borrowings progressively, spreading the cost of funding the new/upgraded infrastructure over the period that the community will receive the benefit of the infrastructure.	14

How comfortable are you with forecast borrowings of $10.7M in 2033-34 to support the funding of new and upgraded infrastructure, noting that the forecast net financial liabilities of 20% are well within the target of less than 80%?

Extremely comfortable	Comfortable	Unsure/ Don't know	Uncomfortable	Extremely uncomfortable
3	5	4	2	2

Do you support spending $140M over the next 10 years to fully fund the asset management plans, and replace assets as required?

Yes	Unsure/ Don't know	No
3	9	4

Are you satisfied with the allocation of approximately $46M for new and upgraded capital projects across the life of the LTFP?

Extremely satisfied	Somewhat satisfied	Unsure/ Don't know	Somewhat unsatisfied	Extremely unsatisfied
2	9	2	2	1

Do you have any objections to any part of the LTFP?

Yes	Unsure/ Don't know	No
4	6	5

The reasons for the objections included:

- Not enough funding for protected bike infrastructure.
- Mainstreet Trader Association separate rates should be voluntary.
- Design and costing of a fence at Unley Oval considered a waste of funds.

Do you have any new suggestion or is there anything missing from the LTFP that you think could be of benefit to the community?

Yes	Unsure/ Don't know	No
3	8	5

The suggestions provided included:

- More protected bike infrastructure funding
- Lack of recognition and consideration about the electric vehicle uptake
- Unley Oval fence funding to be removed, with the funds being reallocated to improving existing parks and gardens in the Council area.

Do you have any additional comments or feedback regarding the City of Unley's financial sustainability and the information provided in the LTFP?

Yes	Unsure/ Don't know	No
2	-	14

The two responses were both regarding the Unley Oval:

- If a fence is to proceed, there should be a compensation package provisioned for surrounding residents who will likely experience a fall in property values.
- Disappointment that other community projects have been cut in order to fund turf and grandstand works, to the benefit of one tenant. The respondent requested more projects that benefit the whole community instead.

Financial Plan Survey

SURVEY RESPONSE REPORT

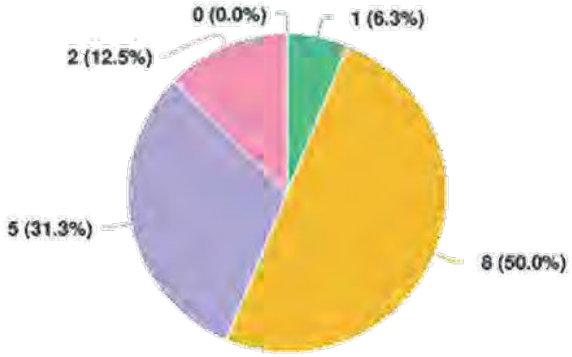
29 April 2024 - 20 May 2024

PROJECT NAME:
Long Term Financial Plan 2024-34

BANG THE TABLE engagementHQ

SURVEY QUESTIONS

Q1 How confident are you in the City of Unley's Long-term Financial Plan's ability to maintain financial sustainability over t...

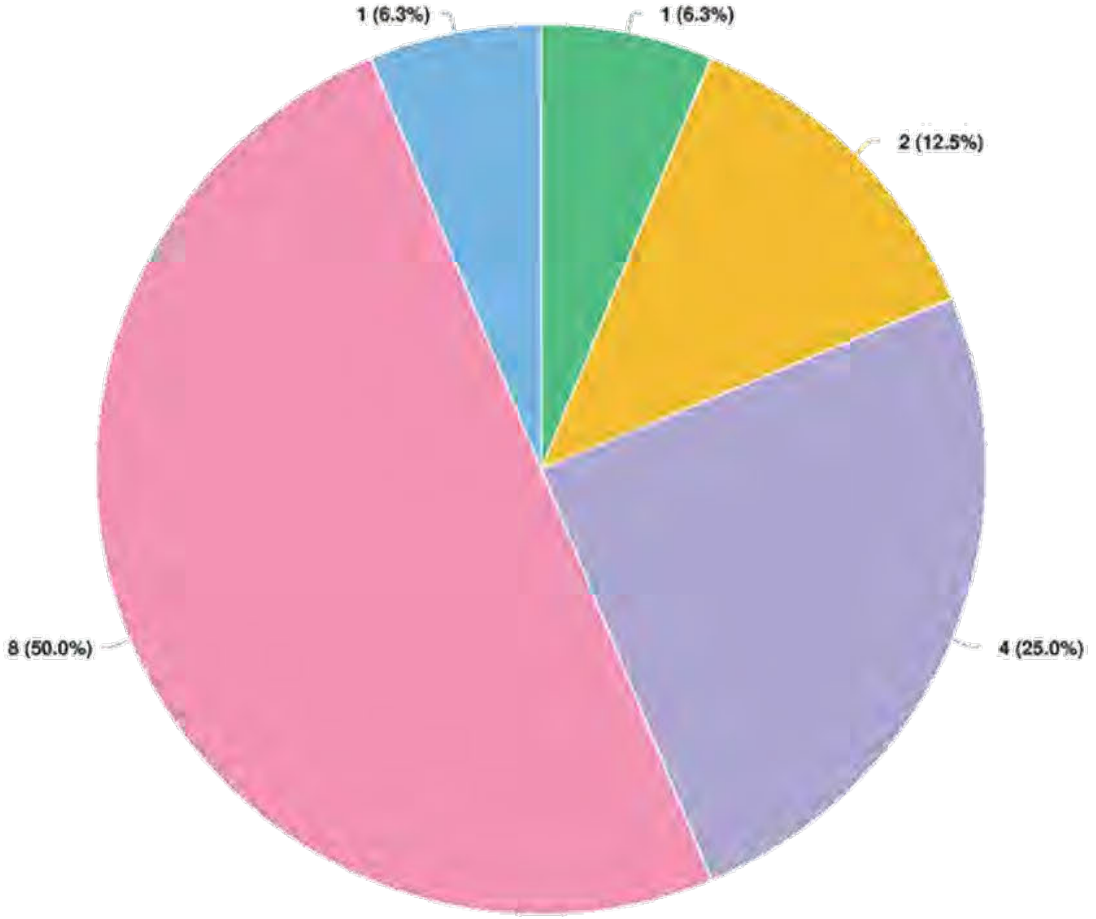


Question options

Extremely confident
Somewhat confident
Unsure/Don't know
Somewhat unconfident
Extremely unconfident

Mandatory Question (16 response(s))
Question type: Radio Button Question

Q2 When constructing new or upgrading infrastructure, do you believe Council should:

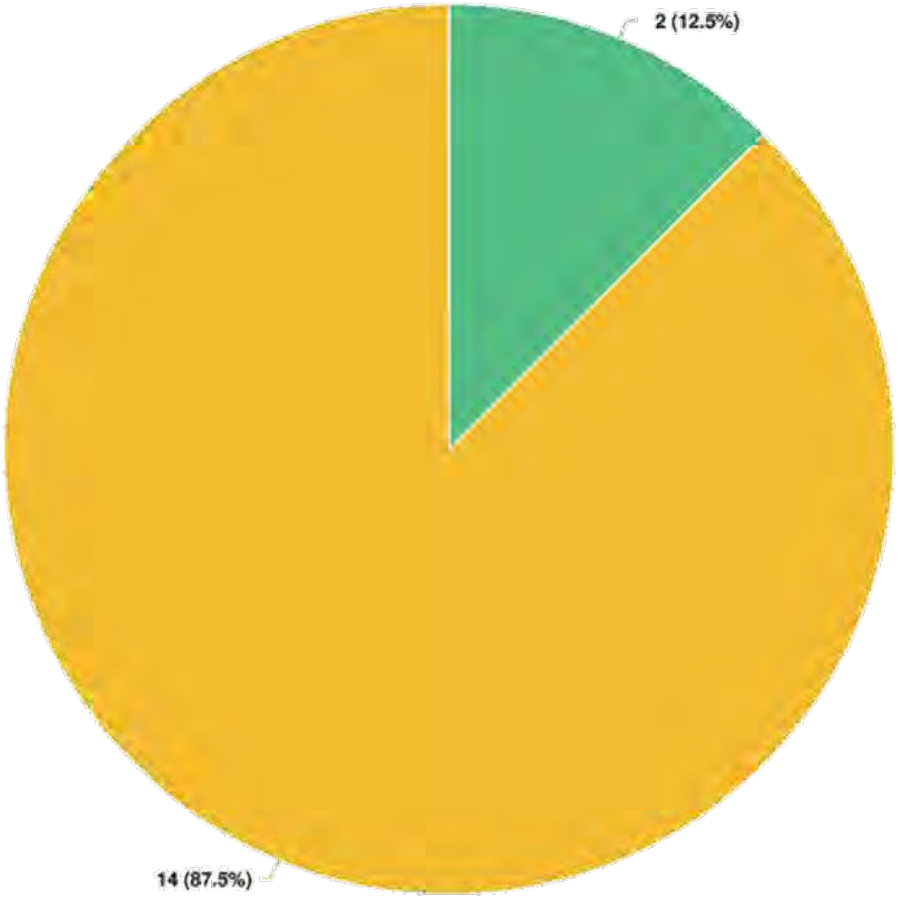


Question options

- Increase rates to fund the infrastructure and repay borrowings as quickly as possible.
- Reduce services to fund the cost of new/upgraded infrastructure.
- Use borrowings to fund the cost of new/upgraded infrastructure.
- A combination of the above.
- Other (please specify)

Mandatory Question (16 response(s))
Question type: Radio Button Question

Q3 The principle of intergenerational equity (refer to page 9) relates to fairly sharing the cost of new and upgraded infrastructure between current and future ratepayers. Do you believe Council should:

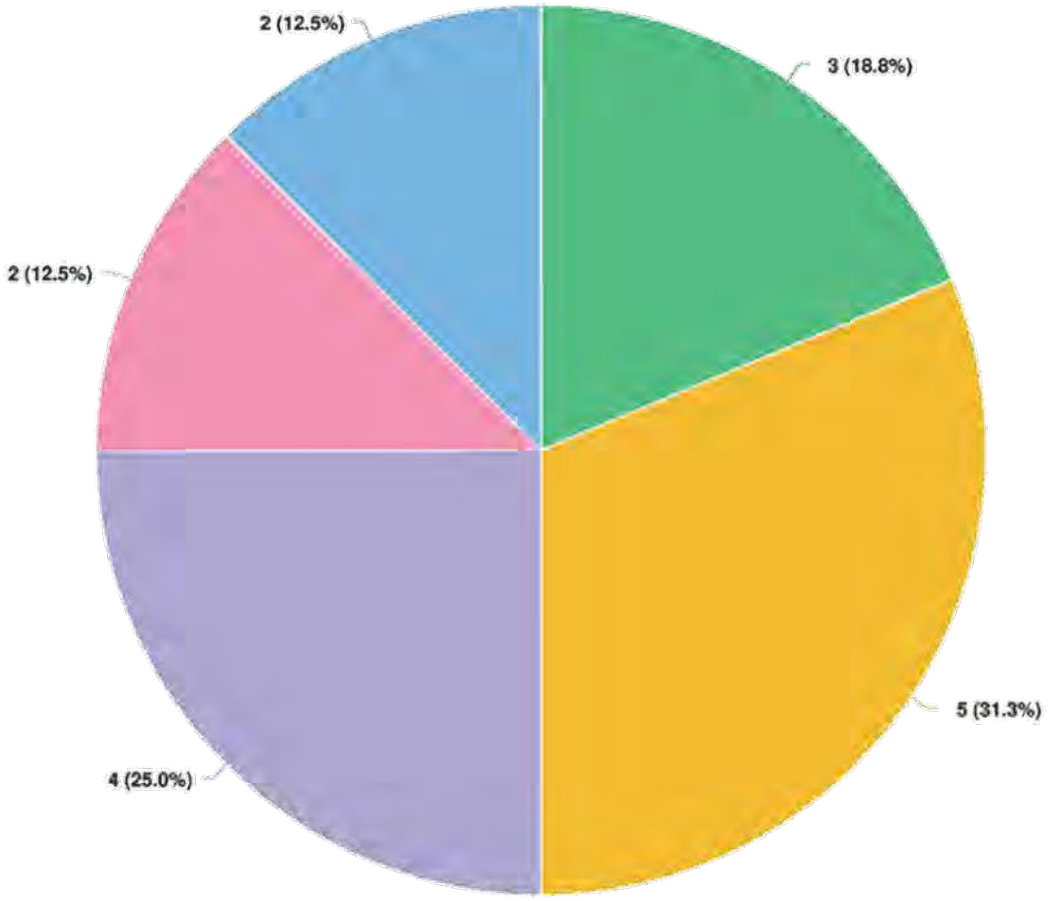


Question options

- Repay borrowings as quickly as possible.
- Repay borrowings progressively, spreading the cost of funding the new/upgraded infrastructure over the period that the community will receive the benefit of the infrastructure.

Mandatory Question (16 response(s))
Question type: Radio Button Question

Q4 How comfortable are you with forecast borrowings of $10.7M in 2033-34 to support the funding of new and upgraded infrastructure, noting that the forecast net financial liabilities of 20% are well within the target of less than 80%?

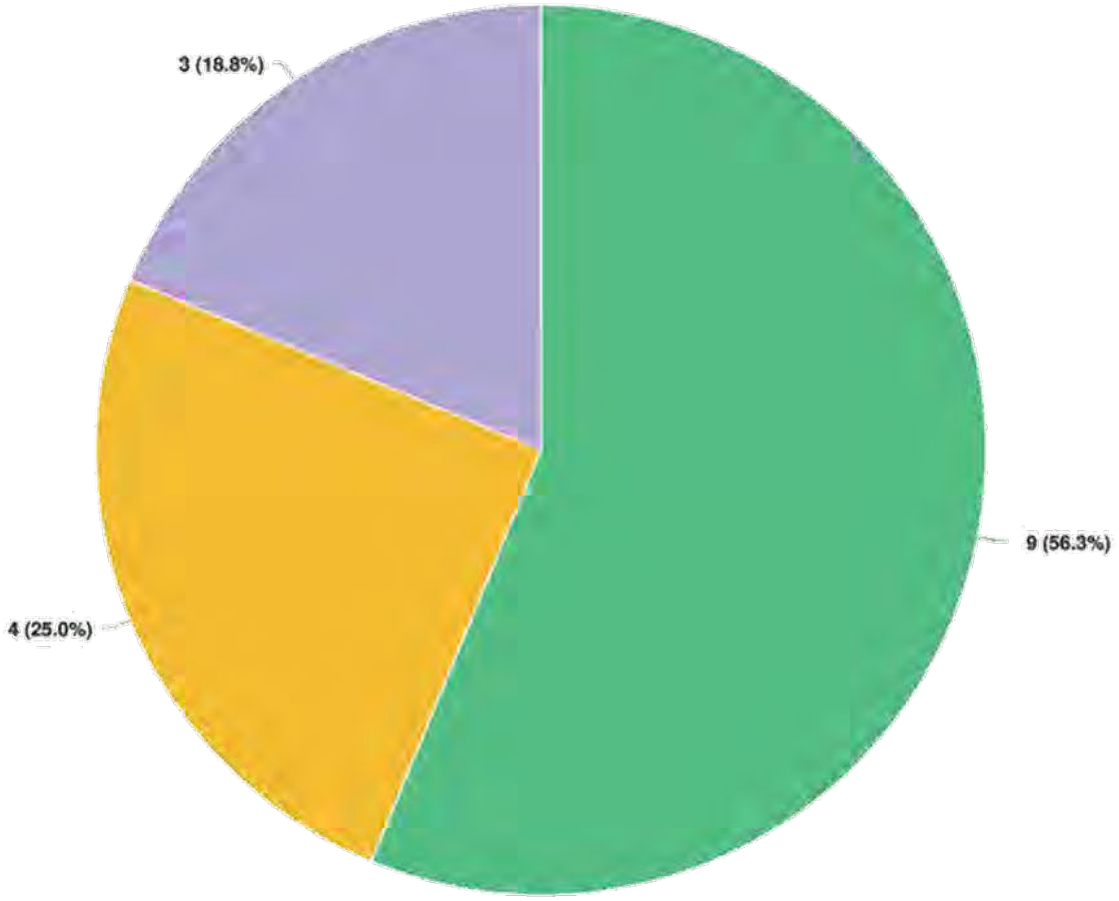


Question options

Extremely comfortable, Comfortable Unsure/Don't know Uncomfortable Extremely uncomfortable

Mandatory Question (16 response(s))
Question type: Radio Button Question

Q5 Do you support spending $140M over the next 10 years to fully fund the asset management plans, and replace assets as required?

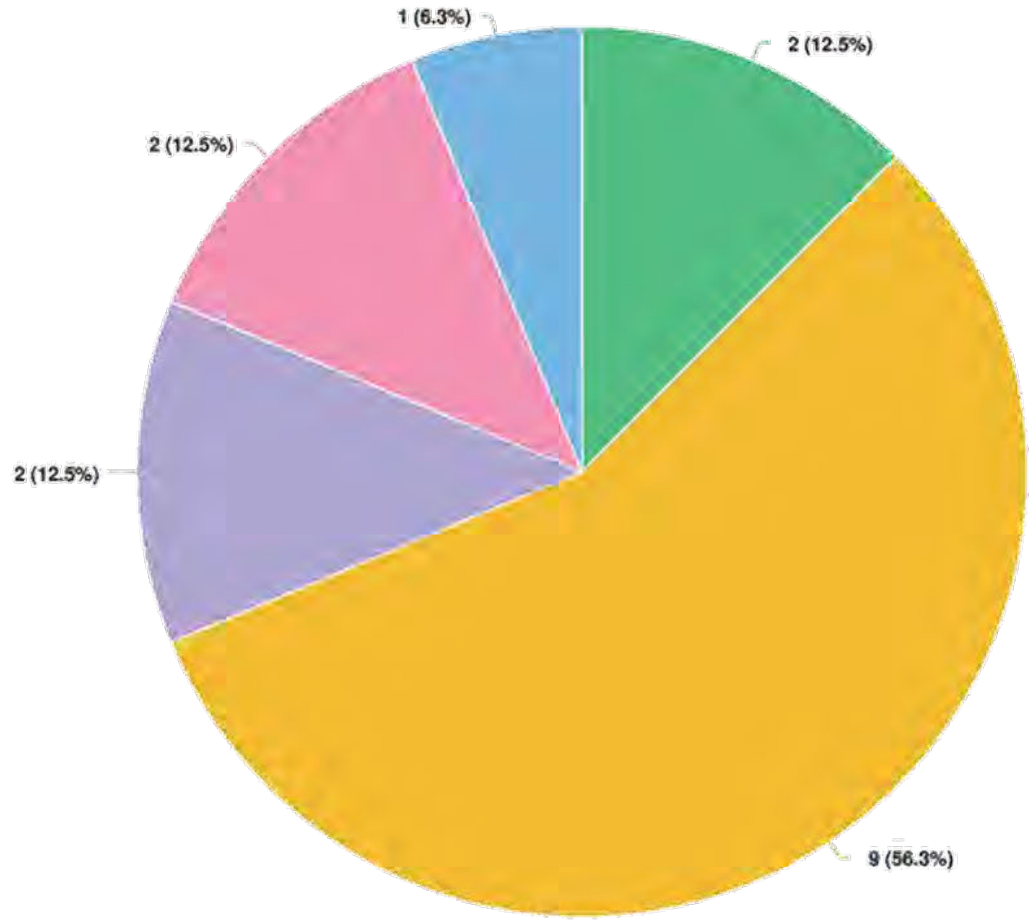


Question options

Yes No Unsure/Don't know

Optional question (16 response(s), 0 skipped)
Question type: Radio Button Question

Q6 Are you satisfied with the allocation of approximately $46M for new and upgraded capital projects across the life of the Long Term Financial Plan (LTFP)?

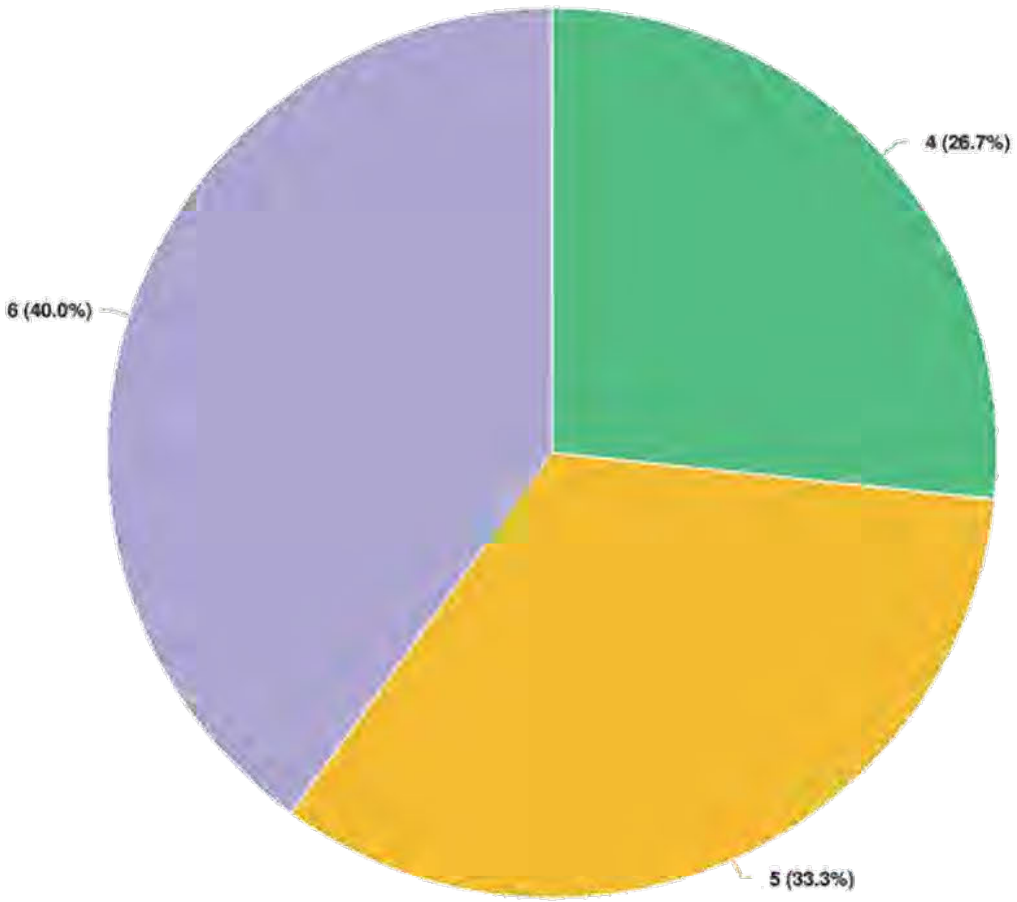


Question options

Extremely satisfied
Somewhat satisfied
Unsure/Don't know
Somewhat unsatisfied
Extremely unsatisfied

Optional question (16 response(s), 0 skipped)
Question type: Radio Button Question

Q7 Do you have objections to any part of the LTFP?



Question options

Yes No Unsure/Don't know

Optional question (15 response(s), 1 skipped)
Question type: Radio Button Question

Q8 Tell us what your objections are.

[redacted]

More protected bike infrastructure to be included

[redacted]

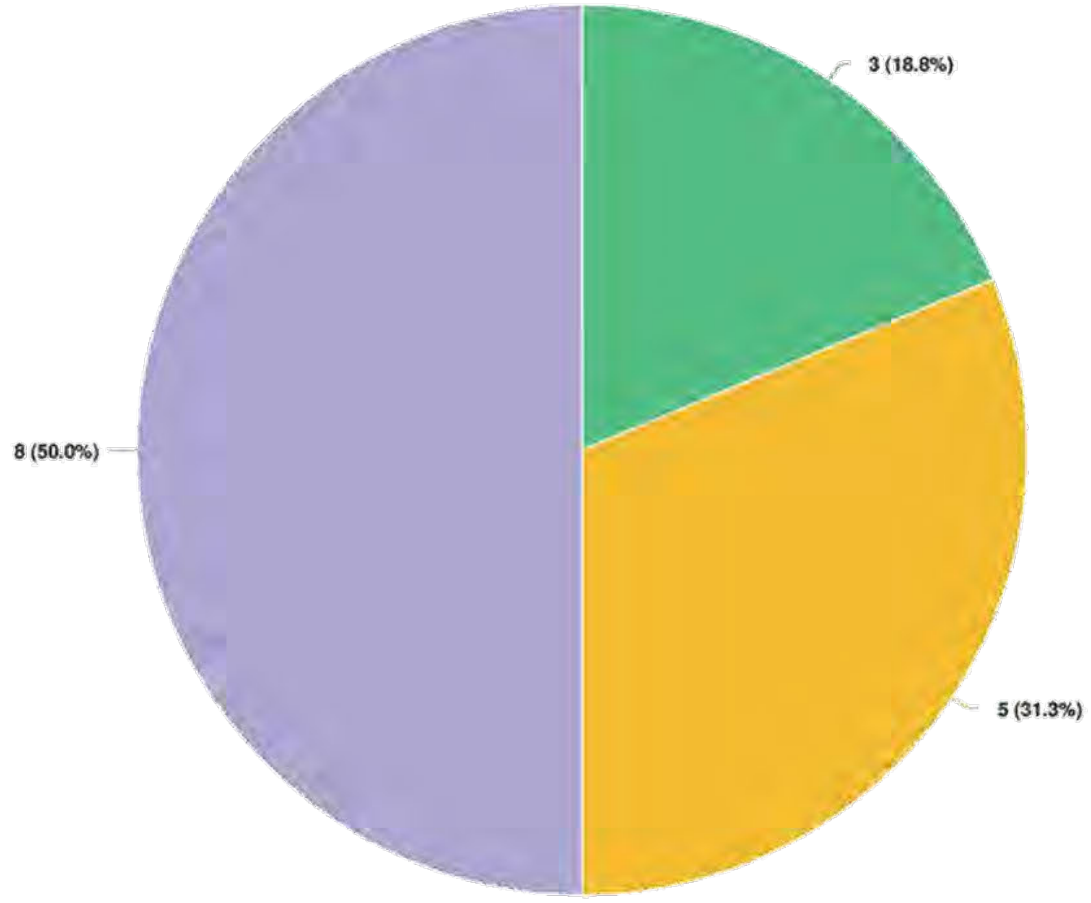
Council remains captured by Mainstreet Trader Associations and proposes to continue with the current separate rate without broad consultation or ensuring it is equitable. For instance, it should be voluntary as many Unley Road ratepayers have NO BENEFITS from the additional rate and the way it is spent and no practical way of influencing how it is spent. It should be discontinued. If need be a proper survey of EVERY ratepayer on Unley Road (if not a referendum) should be held and the different interests of various parts of the ratepayer cohort understood.

[redacted]

Spending money to design and cost a fence around Unley Oval is TERRIBLE, It's a TERRIBLE waste of ratepayer funds, especially when the budget doesnt support this waste. Councillors should be FAR more responsible with it comes to spending any money to even consider fencing this valuable open (and RARE) accessible space. Shame on those who voted for this terrible and insulting idea. There are so many more reasonable initiatives we could be spending money on STOP SPENDING SO MUCH MONEY ON STURT. They have a strange hold over council.... shameful. Please act more responsibly. What about the rest of the community? You keep forgetting them! Councillors are like a deer in the headlights when it comes to Sturt. NO FENCE NO FENCE

Optional question (3 response(s), 13 skipped)
Question type: Essay Question

Q9 Do you have any new suggestion or is there anything missing from the LTFP that you think could be of benefit to the community?



Question options

Yes No Unsure/Don't know

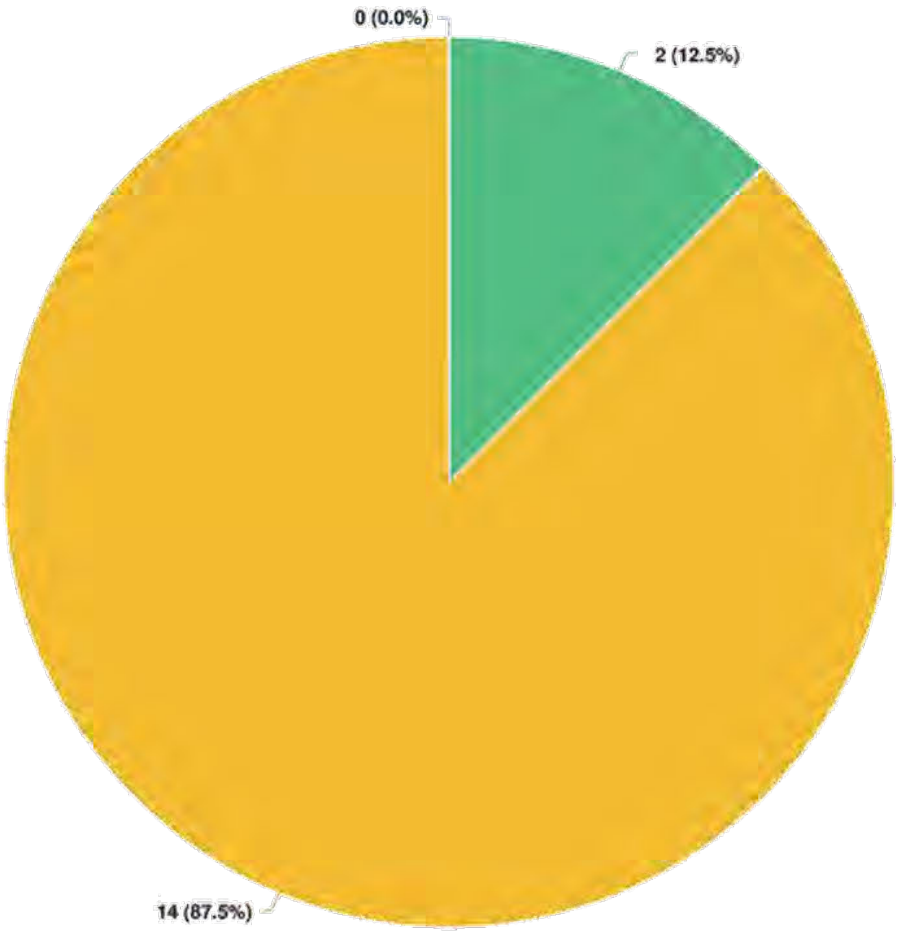
Mandatory Question (16 response(s))
Question type: Radio Button Question

Q10 Tell us your new suggestions and/or what is missing.

[redacted]	More protected bike infrastructure to be included
[redacted]	No recognition of the major trend to the uptake of EVs and it's impact on the City and what City of Unley can do to exploit this, even economically.
[redacted]	NO FENCE around Unley Oval; Spend the design money on improving the parks and gardens around Unley

Optional question (3 response(s), 13 skipped)
Question type: Essay Question

Q11 Do you have any additional comments or feedback regarding the City of Unley's financial sustainability and the information provided in the LTFP?



Question options

Yes No Unsure/Don't know

Mandatory Question (16 response(s))
Question type: Radio Button Question

Q12 Tell us your additional comments or feedback.

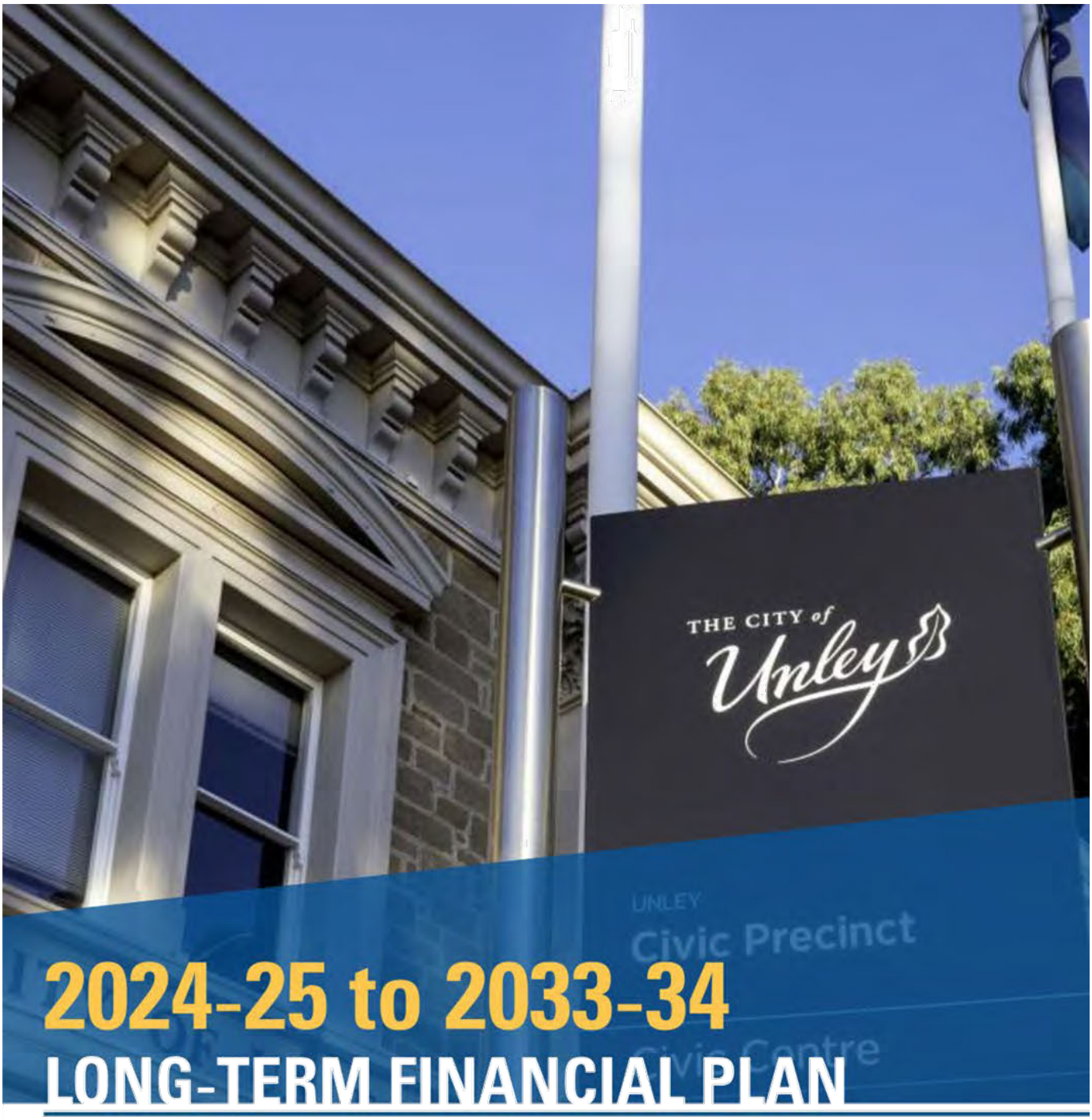
[redacted]

Stop insulting the community and making decision that impact house values. Don't de-value houses around the oval at the expense of supporting Sturt. NO FENCE around Unley Oval. Spend the design money on improving the parks and gardens around Unley Since this is just a financial survey - Budget provision: : Unley Council will need to budget on a compensation plan for local residents if a fence is erected around the oval as the value of the properties are reasonably likely to fall. Every realestate brochure talks about the access to the oval and the beautiful green space, and houses in proximity to the park fetch a premium price. People have paid a PREMIUM to live there and some of that value will be taken away. At 1-5% of the value of a house (easily arguable), a compensation plan would involve $30,000-$225,000 per house depending on proximity. This issue will not just impact houses that face the park but also those in back streets close to the park. The Unley Council Budget should have a provision for compensation of approximately $4-6m.

[redacted]

Disappointed that Other community projects have been cut due to extra funds required to finish off the turf and grandstand works at Unley oval - tenant gaining the main benefit from the works undertaken. Projects should benefit the whole community and not just a minority group.

Optional question (2 response(s), 14 skipped)
Question type: Essay Question



2024-25 to 2033-34
LONG-TERM FINANCIAL PLAN

THE CITY of Unley



KAURNA ACKNOWLEDGEMENT

We would like to acknowledge the City of Unley is part of the traditional lands for the Kaurna people and we respect their spiritual relationship with their country.

We 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.

All images within this document are from the City of Unley portfolio of photos.

CONTENTS

Chief Executive Officer's Introduction **4**
Council's Community Plan 2033 and Long-Term Objectives 8
What is financial sustainability 9
Considerations in preparing the Plan 10
Chief Executive Officer's Report on Financial Sustainability **12**
Financial Planning Framework 14
Approach to maintaining financial stability 16
Financial Ratios and Targets 17
Key Assumptions 22
LTFP Summary **23**
Appendix 1: Explanation of Assumptions 24
Forecast Financial Statements 30
Appendix 2: Asset Renewal Expenditure 34



Chief Executive Officer's Introduction

The City of Unley spans 14 square kilometres, has a population of nearly 40,000 and over 19,600 rateable properties. The City contains five vibrant shopping precincts nestled in character residential settings with infrastructure and assets worth in excess of $700M.

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

Council uses the Long-Term Financial Plan (LTFP) to guide its financial decisions to ensure its financial sustainability.

The LTFP is underpinned by Council's Financial Planning Framework, Local Government financial sustainability principles, and Council's Treasury Management Policy.

The LTFP for 2024-25 to 2033-34 is based on a series of assumptions and the best information available at the time. These include:

- The City of Unley Community Plan 2033,
- Council's 4 Delivery Year Plan 2021-2025,
- Council's Asset Management Plans (AMP),
- current and future levels of service,
- projected rating strategies, and
- economic forecasts.



In preparing the LTFP, consideration has been given to:

- what services are to be provided,
- the level of those services,
- the rating impost to avoid unexpected rate shocks,
- income from other sources,
- potential new assets and service demands,
- the level of funding required from borrowings, and
- the ability to service those borrowings.

The LTFP has been divided into three phases relative to the level of confidence in future forecasts may diminish over the period of the Plan:

- Years 1-3: 2024-25 to 2026-27 – Higher confidence in forecasts
- Years 4-6: 2027-28 to 2029-30 – Moderate confidence in forecasts
- Years 7-10: 2030-31 to 2033-24 – Lower level of confidence.

A further explanation of these phases is contained within this Plan.

The following table provides a financial overview of the Long-term Financial Plan from 2024-25 to 2033-34, with a full summary of the LTFP on page 23.

Chief Executive Officer's Introduction

LTFP Averages over the life of the Plan	
General Rate Increase	2.7%
General Rates Growth	0.5%
Total Increase in Revenue from Rates	3.2%
General Rates	$56.7M
Other Operating Income	$12.3M
	$69.0M
less Operating Expenses	$65.4M
Net Operating Surplus	$3.6M
Operating Surplus Ratio	5.2%
Net Financial Liabilities Ratio	15%
Asset Renewal Funding Ratio (relative to IAMPs)	100%
Asset Sustainability Ratio (relative to depreciation)	99%
LTFP Totals	
General Rates	$567M
Other Operating Income	$123M
	$690M
less Operating Expenses	$654M
Net Operating Surplus	$36M
Net Capital Replacement Expenditure	$140M
Net New Capital Expenditure	$46M
Total Capital Expenditure	$186M
Depreciation	$142M
At Year 10 (2023-34)	
Total Borrowings	$9.6M

This LTFP has been prepared excluding the equity accounted businesses of Council, namely the Centennial Park Cemetery Authority, the Brown Hill Keswick Creek Stormwater Project, and Eastern Waste Management Authority.

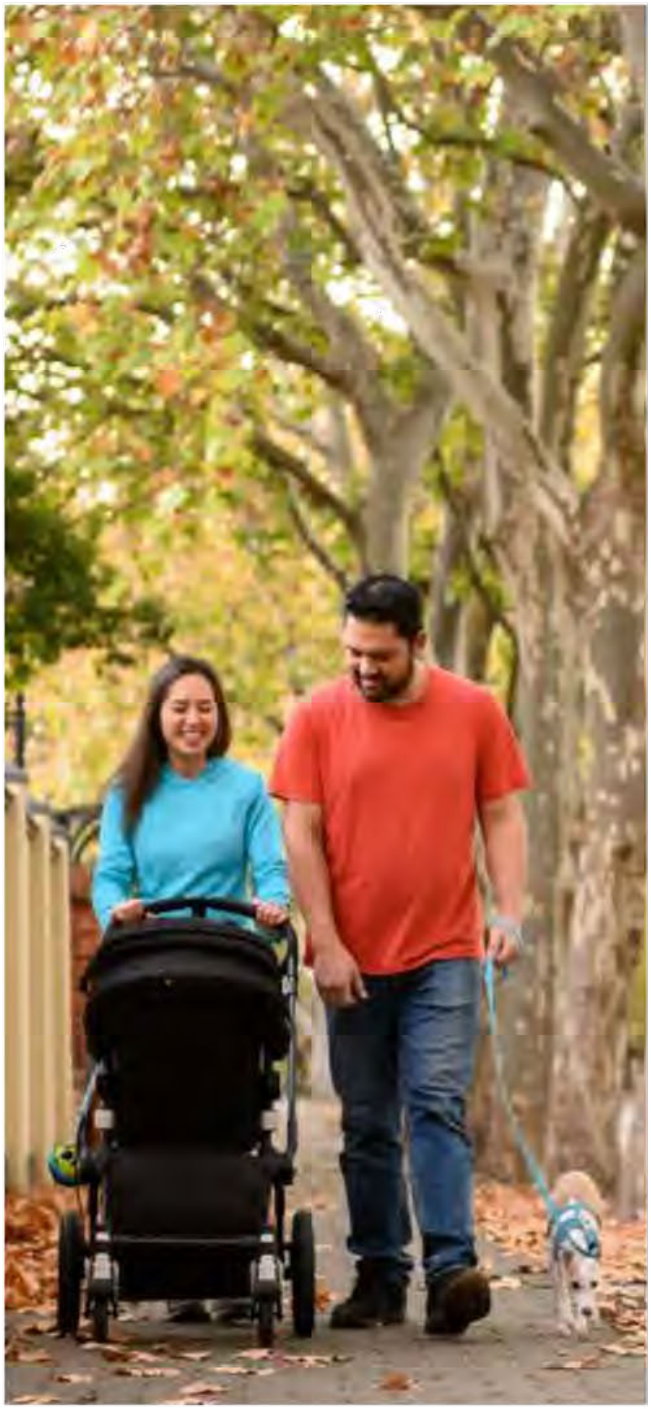
In summary, the LTFP forecasts the City of Unley will remain financially sustainable.

Current service levels can be maintained with rate stability and the minimum target operating surplus ratio will be achieved.

The Asset Management Plans are fully funded to undertake the asset renewals required. Sufficient funding capacity has also been provided to progressively deliver new and upgraded infrastructure.

Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.

The LTFP is reviewed regularly (at least annually) and updated to reflect the most current information available. Further explanation of the financial ratios and targets, and the basis of Council's financial sustainability, are contained within this Plan on pages 17 to 21.



Council's Community Plan 2033 and Long-Term Objectives

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



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



Environmental Stewardship
We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing



Economic Prosperity
Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy



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

Council is about to commence a review of its Community Plan. The next iteration of the LTFP will be updated to reflect this.

Council uses the LTFP to guide the development of its Annual Business Plan and Budget by setting the high level parameters and targets that will assist Council in maintaining the current level of services, without unplanned or significant increases to the rates paid by ratepayers or unplanned cuts to services. Council also aims to achieve 'intergenerational equity' as explained on the following page.

What is financial sustainability

The three key principles that underlie financial sustainability within local government are:

- Program Stability
- Rate Stability
- Intergenerational Equity

In simple terms, it means delivering consistent levels of service over the long term, avoiding unnecessary fluctuations in annual rate increases, and ensuring each generation 'pays their way' for the services and assets they utilised.

Where a council records operating deficits, it means that future generations will be subsidising the current costs of services and will be responsible for addressing the issue of funding the replacement of worn out assets. On the flip side, where a council records significant operating surpluses, the current generation may be contributing more than required to fund the services they use, and the assets they consume.

Program stability

This relates to the provision of reliable quality services over time, and requires a stable and consistent set of actions, from the perspective of day-to-day operations and infrastructure management.

Rate stability

This relates to charging ratepayers reasonably to fund the services, underpinned by the program of works noted previously (program stability). Rates should be stable, noting that stable does not mean fixed, but rather the absence of large or unplanned year-on-year variances.

Intergenerational equity

This relates to fairly sharing services and the associated cost between current and future ratepayers. It requires adopting sound long-term financial management principles, particularly in relation to the balance between debt and cash in financing service delivery.

Considerations in preparing the Plan

In preparing the LTFP, consideration has been given to:

- what services are to be provided,
- the level of those services,
- the rating impost to avoid unexpected rate shocks,
- income from other sources,
- potential new assets and changes to service demands,
- the level of funding required from borrowings, and
- the ability to service those borrowings.

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

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

Growth in Rates

Additional general rate income from new developments and capital improvements to existing properties has been assumed to be 0.5% per annum.

When growth above 0.5% is received:

- a proportion of the additional rates income (0.35% of growth above 0.5%) is set aside for the future purchase of land for useable green open space in line with Council's Open Space Fund policy.
- a review of expenditure relating to programs is undertaken and adjusted where necessary; and
- Future infrastructure requirements, along the impact on the life of infrastructure assets, is considered and incorporated into future planning.

Equity Accounted Businesses

This LTFP has been prepared excluding the equity accounted businesses of Council, namely the Centennial Park Cemetery Authority, the Brown Hill Keswick Creek Stormwater Project, and Eastern Waste Management Authority. The financial management and long term sustainability of these businesses is monitored through reports to Council, and in the case of Centennial Park Cemetery Authority, their Owners Executive Committee and Audit and Risk Committee.

Chief Executive Officer's Report on Financial Sustainability

The City of Unley's Long-term Financial Plan indicates that the Council will maintain financial sustainability over the next 10 years, while balancing the principles of program stability, rate stability and intergenerational equity.

The LTFP is informed by the assumptions and objectives within Council's strategic plans: City of Unley Community Plan 2033, Council's 4 Year Plan 2021-2025, and Council's Strategic Infrastructure & Asset Management Plan (IAMP).

Program Stability and Rate Stability

The LTFP assumes existing service levels are maintained, and the existing capacity for operating projects and initiatives continues. General rate increases are in line with the budget for 2024-25, forecast CPI for the next two years (2025-26 & 2026-27), and a longer term forecast of 2.5% for 2027-28 onwards.

On this basis, the operating surplus ratio is forecast to range between 5.0% and 5.6%, from Year 2 of the LTFP, noting the Budget for 2024-25 is forecasting a ratio of 4.5%. The average Operating Surplus Ratio is 5.2% across the life of the plan, in line with Council's current target of 5%. It is also consistent with the proposed range of 4% to 6%, and proposed average of 5% over the life of the LTFP. This indicates that Council's delivery of services are financially sustainable.

Asset Sustainability

The Draft Asset Management Plans have proposed a significant investment in capital renewal. Approximately $140M is proposed to be spent on capital renewal across the next 10 years, with the Asset Management Plans fully funded.

New/Upgraded Capital and Intergenerational Equity

Capacity has been provided for New Capital Projects, with approximately $46m allocated of the life of the LTFP. The new and significantly upgraded infrastructure includes:

- Capital contributions to the Brownhill Keswick Creek Stormwater Project;
- The delivery of endorsed strategies such as the Climate and Energy Plan and the Walking and Cycling Plan;
- The progressive delivery of upgraded infrastructure, including stormwater, as identified in the Draft Asset Management Plans; and
- a staged approach to the delivery of the existing, Council endorsed Master Plans.

Council will require additional borrowings to support the funding of New Capital Projects. Borrowings are forecast to increase to $9.6M by 2033-34. These borrowings are well within Council's capacity, and scope of existing debt facilities.

Should the Council decide to embark on major projects, or fast-track significant infrastructure upgrades, capacity exists to utilise further borrowings to ensure the cost of the investment is spread across the users of those assets over time.

Chief Executive Officer's Report on Financial Sustainability

Risks

The LTFP has been developed based on the best information and assumptions available at the time of development. However, users of this information should be aware that there is uncertainty associated with using forecasts of economic indicators such as CPI. While current demographics such as population growth and age can assist in modelling community need, these also have limitations. As with any forecast, the further out a forecast extends, the level of confidence in the forecast reduces.

To assist in understanding the relative level of uncertainty, and to manage expectations, the LTFP has been divided into three phases of time.

- Years 1-3: 2024-25 to 2026-27
- Years 4-6: 2027-28 to 2029-30
- Years 7-10: 2030-31 to 2033-34

These phases have been given a confidence rating of between 1 and 5, with 5 representing a high level of confidence, and 1 representing the lower level of confidence as demonstrated below:

Confidence Level	Highest				Lowest
Rating	5	4	3	2	1

The basis of the confidence levels for each phase of the LTFP is explained below:

Phases	Years 1-3 2024-25 to 2026-27	Years 4-6 2027-28 to 2029-30	Years 7-10 2030-31 to 2033-34
Confidence Level	4	3	2
Economic indicators	Based on published forecasts	Based on generic long term forecasts	
Operational income and expenditure	Based on existing service levels or known changes (where applicable), CPI forecasts and Enterprise agreements	Assumed services levels, noting forecast changes in community expectations and population demographics	Assumed services levels, noting changes in community expectations, population demographics and technology will shift over time
Operating Projects and New Capital	Based on **identified** priorities and endorsed strategies/plans	Based on a mixture of identified and anticipated priorities, strategies and plans	
		More confidence due to as strategies/plans extend 3-5 years out. Proposed developments and changing demographics inform medium term priorities.	Lower confidence as beyond most current detailed plans/strategies. Changes in community need, demographics and technology less known.
Capital Renewal Program	3 Year Program informed by Asset Management Plans	Forecasts based on Asset Management Plans utilising current condition and forecast renewal costs	

A high degree of confidence lies in the forecast for the first three years of the LTFP, 2024-25 to 2026-27. However, the economic environment, future needs of the community, and influence of technological change are more difficult to predict, especially in the outer years (7-10) of the LTFP.

Council also recognises the increasing challenges in delivering services at a local level, and over time, changes in community expectations regarding service levels. To mitigate some this risk, the LTFP is reviewed at least annually.

Summary

The LTFP indicates the City of Unley will remain financially sustainable.

The current service levels can be maintained with rate stability and the target operating surplus ratio achieved;

The Asset Management Plans are fully funded to deliver the required levels of asset renewals, and sufficient capacity has also been provided to progressively deliver new and upgraded infrastructure; and

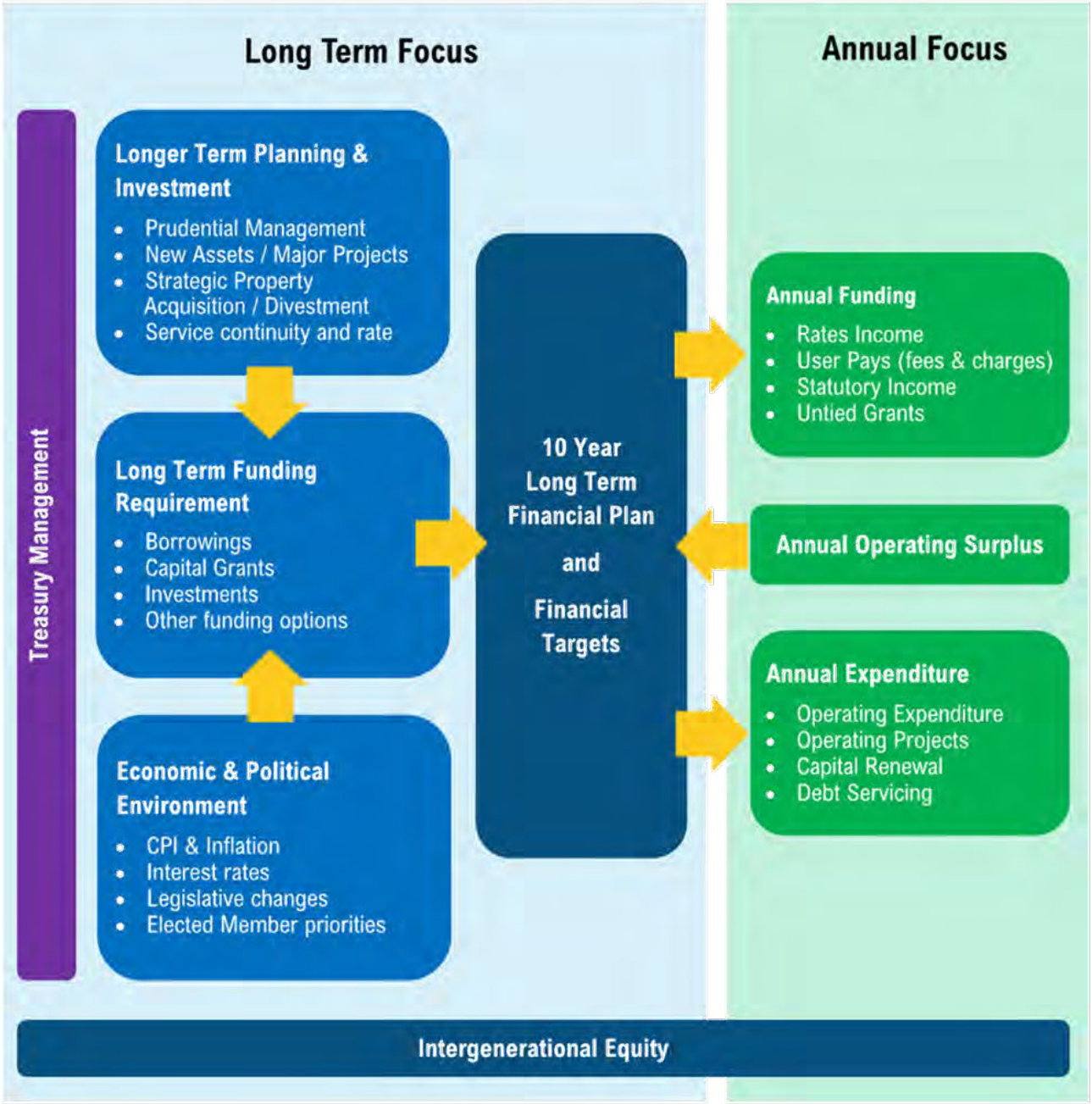
Council has the borrowing capacity to respond should unforeseen circumstances or opportunities arise.

Council will continue to be proactive in monitoring and managing its financial sustainability. The forecast ratios are continually monitored and reported quarterly (in the quarterly budget review reports), with the final results reported in the annual financial statements.

The LTFP will be reviewed at least annually to ensure the plan is timely and relevant to Council forecasts, and aligned to updates to Council's strategic plans and objectives, including updated iterations of the Asset Management Plans.

Financial Planning Framework

To ensure financial sustainability whilst delivering the objectives of Council's Community Plan, a Financial Planning Framework has been developed. An overview is illustrated below.



Overall, the planning framework is guided by the principle of Intergenerational Equity, as explained earlier in this document (Page 8) and the Treasury Management Policy as adopted by Council.

Council's financial sustainability plans for the long-term investment in new assets and major projects, the potential of strategic property acquisitions while intentionally providing for service/ program and rating stability. Planning for such investment's consideration is given to the different funding mechanisms available to Council. This includes property divestment, borrowings, external grant opportunities or other funding opportunities like partnerships and alternative income generating initiatives.

Unfortunately, Council is not immune to the effects of changes in the economic and political environment, including shifts in CPI, interest rates and imposed changes through legislation. Combined, these inform the long term projections within the LTFP and financial targets within the plan.

Council uses the LTFP to inform the annual planning focus. Specifically, the LTFP guides the annual funding required, through rates, user pays charges and other sources, to fund the annual services/ programs delivered by Council. This includes operational expenditure, projects, capital renewal and the servicing cost of debt. Council uses the target Operating Surplus to first offset any additional funding for renewal capital and any remaining to offset future required borrowings (Hence projected operating surpluses are fed back into the LTFP for future years).

Council's Treasury Management Policy is available on Council's website.

Approach to maintaining financial stability

Principal Policy Positions

The plan considers the following 'policy positions':

- Existing service levels are maintained,
- New services may only be introduced through a service review incorporated as part of the annual business planning process,
- New capital assets may only be considered if they form part of an adopted council strategy, and
- Capital renewal will be in accordance with Council's Asset Management Plans.

Monitoring the Economic and Political Environment

The plan considers economic data from the following sources:

- South Australian Government Department of Treasury and Finance,
- Reserve Bank of Australia,
- Local Government Finance Authority,
- Consumer Price Index (CPI), and
- Local Government Price Index (LGPI).

Policies and Initiatives to Support Financial Sustainability

Council has various mechanisms it uses to manage financial, asset and service sustainability. These include:

- Treasury Management Policy,
- Risk Management Policy and Framework,
- Prudential Management Policy,
- Enterprise Finance System,
- Project Management Framework,
- Enterprise Asset Management System and Geographic Information System,
- Service Improvement Reviews, and
- Shared Service and Fee for Service opportunities.

Key Assumptions

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

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

Risk Management

Council maintains and regularly reviews its Strategic Risk and Operational Risk Registers as part of its Risk Management Policy and Framework. Council also has a Business Continuity Plan to ensure the continuity of critical services and functions should unforeseen events arise.

Financial Ratios and Targets

Financial Ratios

The Local Government (Financial Management) Regulations 2011 requires the following three key financial ratios to be monitored:

- Operating Surplus Ratio
- Net Financial Liabilities Ratio
- Asset Renewal Funding Ratio

A fourth ratio, the Asset Sustainability Ratio, is also monitored.

These indicators are presented in a manner consistent with South Australia Model Financial Statements and Local Government Association's Financial Indicators Financial Sustainability Information Paper.

Key Financial Targets

Council proposes financial targets for the Operating Surplus Ratio, Net Financial Liabilities Ratio, and Asset Renewal Funding Ratio to guide the direction of the LTFP, while also monitoring the Asset Sustainability Ratio.

When assessing Council's financial sustainability, the financial ratios and targets should be considered together, rather than each in isolation.

Council monitors these ratios on a quarterly basis through its financial performance reporting.

Financial Indicator	Adopted Target	Proposed Target	LTFP Average
Operating Surplus Ratio	5.0%	Annual rate 4% - 6% 5% average over the life of the LTFP	5.2%
Net Financial Liabilities Ratio	< 80%	< 80%	15%
Asset Renewal Funding Ratio (10 Year average)	≈ 100%	≈ 100%	100%
Asset Sustainability Ratio (10 Year average)	≈ 100%	≈ 100%	99%

Operating Surplus Ratio

Operating surplus as a percentage of operating income.

This ratio measures the Council's ability to cover annual operational costs and have revenues available for capital funding, repayment of debt or the introduction of new services.

The operating surplus ratio reflects Council's capacity to fund capital works (New Assets) and repay its borrowings, of fund new services.

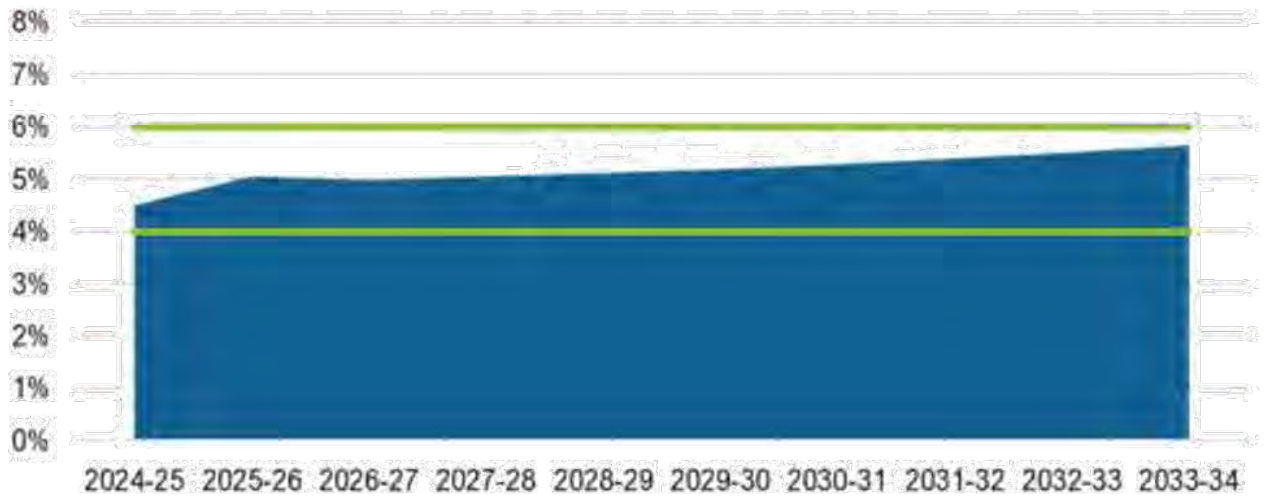
Council is forecasting an average operating surplus ratio range between 5.0% and 5.6% from Year 2 of the LTFP, noting the Draft Budget for 2024-25 is forecasting a ratio of 4.5%. The average Operating Surplus Ratio is 5.2% for the life of the LTFP, which is inline with the existing target of 5%. It is also consistent with the proposed range of 4-6%, and average of 5% over the life of the LTFP.

Although the ratio is forecast to increases in the outer years of the LTFP, for the reasons previously stated, it is more challenging to reliably forecast Years 7-10 of the LTFP. The ratio will be monitored and assumptions for the LTFP reviewed as those years draw closer.

How is it calculated:

$$\text{Operating Surplus Ratio} = \frac{\text{Operating Surplus}}{\text{Total Operating Income}}$$

Years 1-3			Years 4-6			Years 7-10			
2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
4.5%	5.1%	5.0%	5.0%	5.1%	5.2%	5.3%	5.4%	5.5%	5.6%



Net Financial Liabilities Ratio

Net financial liabilities as a percentage of operating surplus.

This ratio measures Council's net debt relative to its operating income, and Council's ability to repay what is owes (debt, creditors etc) at the end of a financial year compared with its income for the year.

An increase in this ratio indicates that Council requires more of its operating income to fund its financial obligations. A drop in this ratio indicates that Council's capacity to meet its financial obligations from operating income is strengthening.

Council is forecasting an average net financial liabilities ratio of 15% for the LTFP, commencing at 11% and plateauing at 18%, which is well within the target range of less than 80%. The ratio will be monitored and assumptions for the LTFP will be reviewed as those years draw nearer.

All existing services, operational activities and the proposed capital renewal can be met from existing resources. Council will require additional borrowings to support the funding of New Capital Projects. Borrowings are forecast to increase to $9.6M by 2033-34. These borrowings are well within Council's capacity, and scope of existing debt facilities which are cash advance debentures with the Local Government Financing Authority.

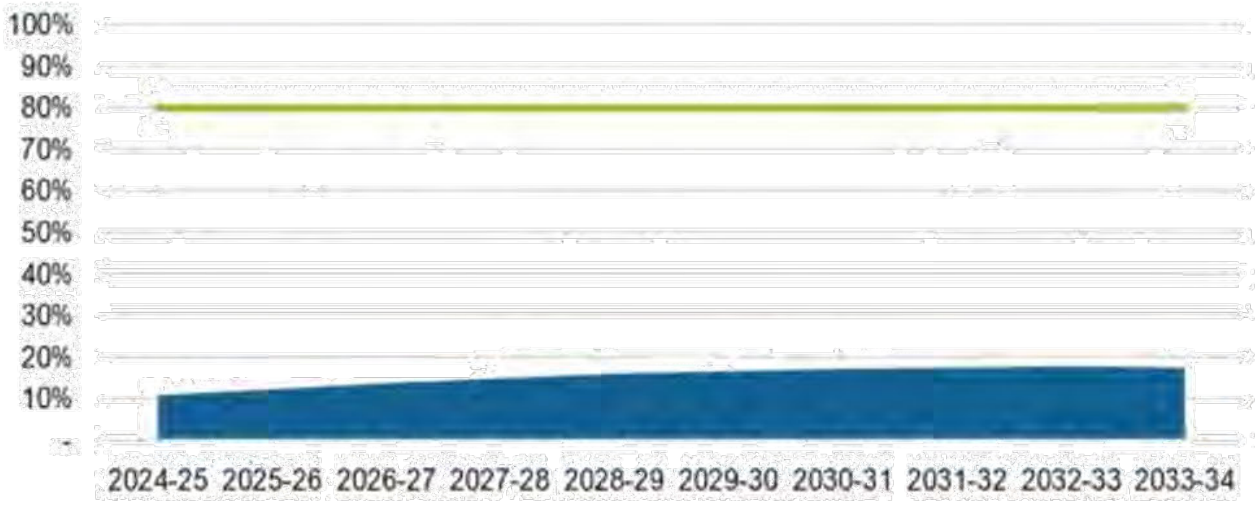
Council has borrowing capacity to respond should unforeseen circumstances or opportunities arise.

How is it calculated:

$$\text{Net Financial Liabilities Ratio} = \frac{\text{Net Financial Liabilities*}}{\text{Total Operating Income}}$$

* *Net Financial Liabilities = Total Liabilities less Current cash and cash equivalents, Current trade & other receivables, Current other financial assets, and Non-current financial assets (from Statement of Financial Position)*

Years 1-3			Years 4-6			Years 7-10			
2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
11%	12%	14%	15%	16%	17%	17%	18%	18%	18%



Asset Renewal Funding Ratio

Capital renewal expenditure as a percentage of recommended expenditure in the Asset Management Plans.

The Asset Renewal Funding Ratio represents the level of capital expenditure on the renewal of assets relative to the level of such expenditure identified as warranted in Council's Asset Management Plans.

The recommended expenditure by the Asset Management Plans has been 'smoothed' over the 10 years to assist in managing resources. Associated risks have been considered to ensure the assets are managed in a sustainable manner.

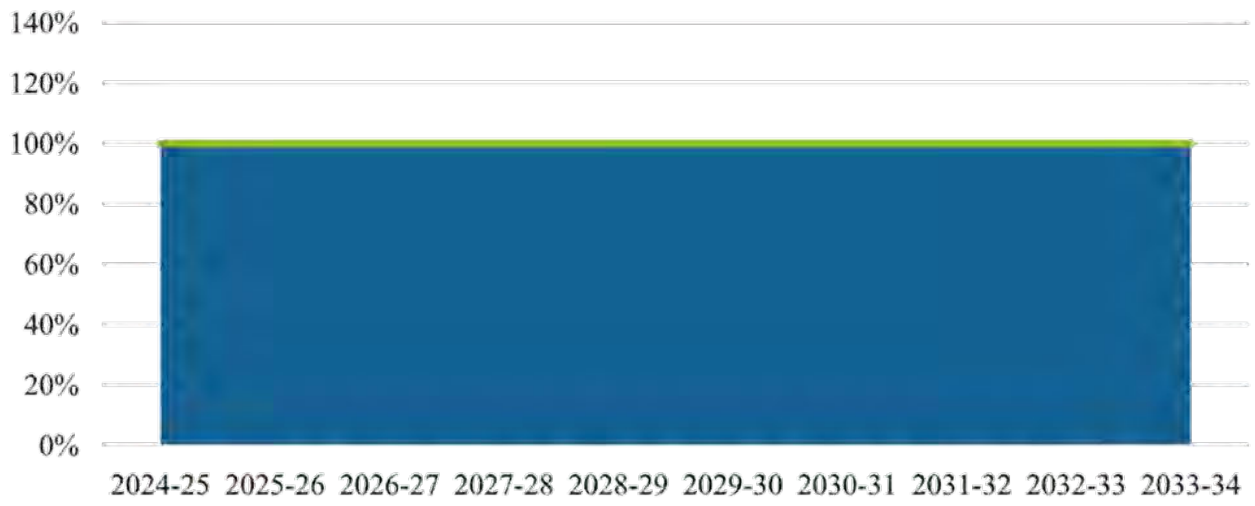
Council is forecasting an Asset Renewal Funding Ratio of 100% for the duration of the LTFP, as the expenditure in the LTFP is in line with the proposed funding required in the Asset Management Plans.

While the expenditure has been smoothed within the Asset Management Plans, condition inspections may impact the actual spend in each year over the 10 year life of the LTFP.

How is it calculated:

$$\text{Asset Renewal Funding Ratio} = \frac{\text{Capital Renewal Expenditure}}{\text{Asset Management Plan Expenditure}}$$

Years 1-3			Years 4-6			Years 7-10			
2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%



Asset Sustainability Funding Ratio

Capital renewal expenditure as a percentage of depreciation.

This ratio compares capital renewal expenditure relative to the consumption of the asset over its life.

The Essential Services Commission of South Australia (ESCOSA) monitor the Asset Sustainability Ratio as council rates are used to fund depreciation.

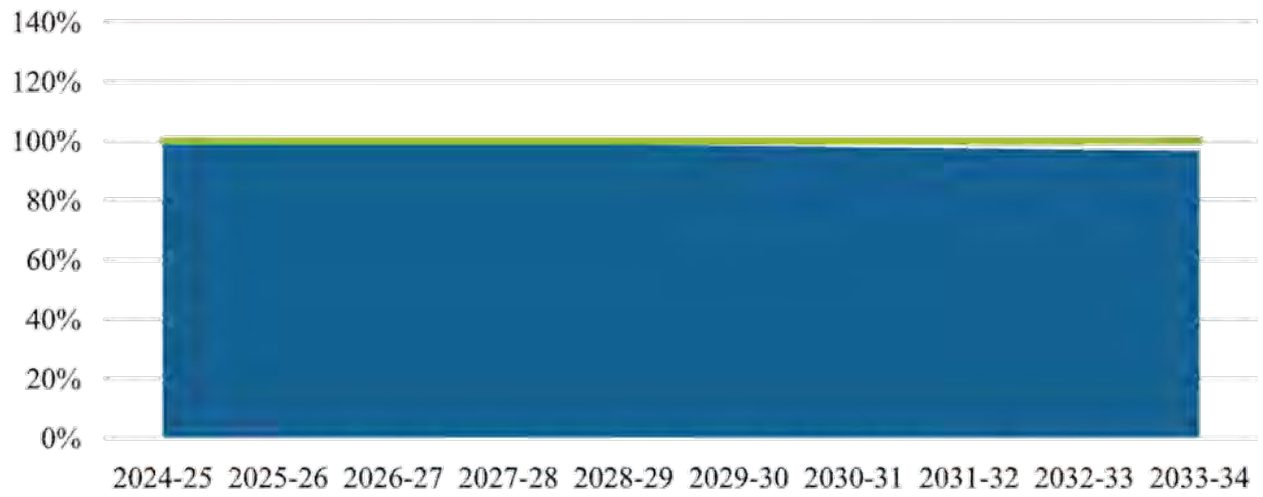
Council uses this ratio to monitor that the life of an asset is appropriate to its physical use.

Council is forecasting an average Asset Sustainability Ratio of 99%. A proportion of Council's infrastructure assets have useful lives in excess of 50 years, and are in good condition, the Asset Management Plans do not require proposed capital renewal expenditure to match depreciation over the life of this Plan.

How is it calculated:

$$\textit{Asset Sustainability Ratio} = \frac{\textit{Capital Renewal Expenditure}}{\textit{Total Depreciation}}$$

Years 1-3			Years 4-6			Years 7-10			
2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
101%	100%	100%	99%	99%	98%	98%	98%	97%	97%



Key Assumptions

The key assumptions are summarised in the table below:

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Adelaide CPI Forecast (SA Treasury)*	3.75%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Rates Assumptions										
Rates Increase based on CPI	3.95%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase in rates from new developments	0.58%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Total Increase in Rates Revenue	4.53%	4.00%	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-Rate Income Assumptions (based on CPI)	3.75%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Employee Costs (EBA/Ave Weekly Earnings)	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-employee Expenditure (based on CPI)	3.75%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Interest Rate Assumptions										
RBA interest rate assumption (NAB Forecast)	3.98%	3.35%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest Rates - Fixed (Existing)	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Interest Rates - Fixed (potential future borrowings)	6.58%	5.96%	5.61%	5.61%	5.61%	5.61%	5.61%	5.61%	5.61%	5.61%
Interest Rate - Variable	6.98%	6.35%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Interest Income	3.48%	2.85%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

* Forecast at 30 June of the preceding year used to inform Budget

Long-Term Financial Plan Summary

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Income										
General Rates Income	48,849	50,803	52,581	54,158	55,783	57,457	59,180	60,956	62,784	64,668
Other Rates and Levies	2,242	2,321	2,385	2,445	2,502	2,565	2,625	2,691	2,754	2,823
Statutory Charges	1,792	1,855	1,910	1,958	2,007	2,057	2,109	2,161	2,215	2,271
User Charges	2,465	2,551	2,628	2,694	2,761	2,830	2,901	2,973	3,047	3,124
Grants, subsidies & contributions	3,142	3,258	3,153	3,232	3,313	3,395	3,480	3,567	3,657	3,748
Investment Income	15	15	15	15	15	15	15	15	15	15
Reimbursements	217	225	231	237	243	249	255	262	268	275
Other Income	1,070	1,107	1,141	1,169	1,198	1,228	1,259	1,291	1,323	1,356
Projects	-	-	-	-	-	-	-	-	-	-
Total Income	**59,792**	**62,135**	**64,044**	**65,909**	**67,822**	**69,797**	**71,824**	**73,916**	**76,064**	**78,280**
Expenditure										
Employee Costs	20,927	21,649	22,298	22,967	23,656	24,366	25,097	25,850	26,625	27,424
Materials, Contracts & Other Expenses	22,009	22,779	23,463	24,049	24,650	25,267	25,898	26,546	27,210	27,890
Depreciation, Amortisation & Impairment	12,247	12,731	13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
Finance Costs	231	235	273	321	363	399	428	449	461	463
Operating Projects	1,688	1,600	1,648	1,689	1,731	1,775	1,819	1,865	1,911	1,959
Total Expenditure	**57,102**	**58,994**	**60,851**	**62,583**	**64,357**	**66,172**	**68,030**	**69,931**	**71,875**	**73,863**
Operating Surplus/(Deficit)	**2,690**	**3,141**	**3,193**	**3,326**	**3,466**	**3,625**	**3,794**	**3,985**	**4,188**	**4,416**
Principal Repayment of Borrowings	288	-	-	-	-	-	-	-	-	-
Cash surplus/(deficiency) after repayments	**2,402**	**3,141**	**3,193**	**3,326**	**3,466**	**3,625**	**3,794**	**3,985**	**4,188**	**4,416**
Capital Renewal Expenditure (net)	12,320	12,743	13,125	13,453	13,790	14,134	14,488	14,850	15,221	15,602
New Capital Expenditure (net)	4,320	4,140	4,264	4,371	4,480	4,592	4,707	4,825	4,945	5,069
Total Capital Expenditure (net)	**16,640**	**16,883**	**17,389**	**17,824**	**18,270**	**18,727**	**19,195**	**19,675**	**20,166**	**20,671**
Add back Depreciation	12,247	12,731	13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
Operating Surplus/(Deficit) less capital expenditure	**(1,703)**	**(1,011)**	**(1,027)**	**(941)**	**(848)**	**(735)**	**(613)**	**(467)**	**(310)**	**(127)**
Fixed Term Borrowings	-	-	-	-	-	-	-	-	-	-
Cash Advance Debenture (CAD Borrowings)	**3,558**	**4,569**	**5,596**	**6,538**	**7,386**	**8,121**	**8,734**	**9,201**	**9,511**	**9,637**
Total Borrowings	**3,558**	**4,569**	**5,596**	**6,538**	**7,386**	**8,121**	**8,734**	**9,201**	**9,511**	**9,637**

Appendix 1: Explanation of Assumptions

Operating Revenue

General Rates

General Rate revenue is the Council's primary income source contributing about 82% of operating income.

When determining the level of rates, the current costs of service delivery is determined. Council will raise enough income to come its operating expenses.

Rating Method

Council intends to continue with three differential rates and the application of a minimum rate, applied against the capital improved value of properties. This is a fair and equitable method of rating.

Forecast General Rate Increase

The average general rate increase per annum are:

- in line with the budget for 2024-25
- in line with forecast CPI for the next two years (2025-26 to 2026-27), and
- a longer term forecast of 2.5% for 2027-28 onwards, in line with anticipated CPI.

Growth from New Developments & Capital Additions

The increase in general rate revenue from new developments and capital improvements has been assumed to be 0.5% for the duration of the LTFP.

Council has recently adopted an Open Space Fund Policy, where a third of any increased revenue from growth above 0.5% will be contributed to an Open Space Fund. For example, if growth is 0.8%, 0.1% (a third of the differential between 0.8% and 0.5%) of the rates will be allocated to the fund for the procurement of open usable space.

Potential Changes in rebates

Council has approximately 470 SA Housing Trust properties within its boundaries. No adjustment has been made for any transfer of these properties to housing associations. Future transfers will decrease rate revenue as they will attract a considerable rate rebate.

Other Rates and Levies

Separate Rates in the Dollar

Council proposes to continue to raise a separate rate for the promotion of businesses and traders for Unley Road, King William Road, Fullarton Road and Goodwood Road.

Council collects the separate rate and contracts with the Main Street Trader Associations for the provision of marketing, street beautification and minor value-added infrastructure projects.

Landscape Levy

Council collects the Landscape Levy on behalf of the Green Adelaide Board, and transfers the funds to the Board. Council does not retain this revenue, nor determine how the revenue is spent.

For the purposes of the LTFP, the Levy and corresponding payment to the Board is assumed to be in line with CPI.

Statutory Charges

Statutory charges, such as fees associated with services regulated under the *Road Traffic Act 1961*, the *Planning, Development and Infrastructure Act 2016*, the *South Australian Public Health Act 2011*, the *Food Act 2001* and the

Dog & Cat Management Act 1995, are specified by the respective statute and not determined by Council. However an annual increase in line with CPI has been included.

From time to time, legislative reform can change the revenue received from statutory charges under a specific statute. The impact of any future reform will be reflected in future updates to the LTFP, if and when changes in service levels are confirmed, and the impact on statutory charges revenue is quantified.

User Charges

User charges are fees collected for the use of Council facilities or services in a fee for use type arrangement.

Council reviews its fees and charges annually in conjunction with the development of the Annual Business Plan and Budget to ensure the proposed fees:

- Reflect (or move progressively toward) the cost of the services given;
- Are comparable with market rates, where appropriate;
- Consider the benefit derived by users;
- Are consistent with Council directions;
- Achieve consistency across functional areas of Council.

Although there may be specific variations from year to year, for the purposes of the LTFP it is assumed the fees reflect CPI based on the assumption the fees reflect the cost of the services provide, and are comparable to market rates.

Grants, Subsidies and Contributions

Grants, Subsidies and Contributions have been based on identifiable and confirmed grants, including subsidies and contributions from all sources, but excludes amounts received specifically for new and upgraded assets.

The Grants includes the Financial Assistant Grants which include the General Purpose Grant and Identified Local Roads Grant.

Funding levels with a projected increase of CPI, where applicable.

Investment Income

In accordance with Council's Treasury Management Policy, Council funds that are not immediately required for operations and that cannot be applied to either reduce existing borrowings or avoid the arising of new borrowings, will be invested in one of the following ways:

- Deposits with the Local Government Finance Authority,
- Bank interest bearing deposits,
- Bank accepted/ endorsed bank bills,
- Bank negotiable Certificate Deposits, or
- State / Commonwealth Government Bonds.

Interest income is forecast based on the estimated cash held for the financial year multiplied by the forecast interest rate for deposits.

The forecast interest rate for cash deposit is 0.5% lower than the forecast Reserve Bank Cash Rate.

Reimbursements and Other Income

Reimbursements and other revenue increases have been assumed to increase in line with forecast CPI.

Appendix 1: Explanation of Assumptions

Operating Expenditure

Employee Costs

Employee costs include all labour related expenses such as wages and salaries, and on-costs such as allowances, leave entitlements and employer superannuation.

The base budget for employee costs is linked to the current Enterprise Bargaining Agreements. At the end of the agreements employee costs are based on predicted Average Weekly Earnings.

Actual increases will be dependent upon future enterprise agreement negotiations. New agreements will be reflected in the LTFP.

Increases in the Superannuation Guarantee are consistent with advice from the Australian Taxation Office.

Materials, Contractual & Other Expenses

Materials, Contractual Services and Other Expenses are generally expected to increase in line with forecast CPI. Where there are variations of a material value due to contractual commitments (e.g. hard waste levy, electricity contract) or changes in service levels, an adjustment will be made to future updates to the LTFP as they are identified, quantified and agreed.

Depreciation

Depreciation recognises the use of assets across their useful life. All assets are depreciated on a straight line basis.

Forecast depreciation incorporates:

1. Annual indexation in line with forecast CPI to reflect an increase in valuation; and
2. An annual allowance for the construction of new and upgraded asset based on an average estimated useful life of 50 years.

The Asset Management Plans cost calculations are reviewed annually, with any material variations to be reflected in future updates of the LTFP.

Finance Costs

In accordance with Council's Treasury Management Policy, Council will generally only borrow funds to support long-term cash flow to fund new and upgraded assets (including strategic land purchases) identified in Council endorsed strategies.

Council has Cash Advance Debentures and a Credit Foncier Loan in place with the Local Government Financing Authority (LGFA). There are therefore two components to finance costs:

- Interest incurred when drawing down on Council's Cash Advance facilities; and
- Interest on existing credit foncier loans (fixed term and fixed repayment basis) and this is obtained from the current loan schedule.

The finance costs in the LTFP are based on Council's forecast borrowing requirement (when not in a cash lending position) multiplied by the forecast weighted average interest rate. Any variable component of the weighted average interest rate is estimated to be 3.0% above the Reserve Bank's forecast cash rate.

Operating Projects / Initiatives

Operating Projects (and Initiatives) are:

- Projects or distinct one-off initiatives to deliver an outcome in line with Council's endorsed strategies;
- Discretionary expenditure that has been regularly budgeted in recent years (eg. events such as the Tour Down Under Stage Start); and
- Short-term increases to current services levels that are longer than one year.

The level of Operating Project Expenditure has been based on a $1.6m allocation in 2025-26 and indexed in line with forecast CPI. Additional funding has been allocated in 2026 and 2030 for the Local Government Elections.

New Capital Projects

New Capital Projects are capital works to create new infrastructure and assets, or significant upgrades to existing infrastructure and assets.

New Capital Projects include (but is not limited to) capital works associated with the following:

- Council's Asset Management Plans, such as new and upgraded stormwater infrastructure;
- Council endorsed strategies and plans, such as the Climate and Energy Plan, Walking and Cycling Plan, and Local Area Traffic Management Plan;
- Council's capital contribution to the Brown Hill Keswick Creek Stormwater Project (BHKC Project).

Council endorsed Master Plans may also incorporate significant components of new capital expenditure.

New Capital Expenditure

New capital expenditure forecast in the LTFP are based on two components:

1. An annual allocation to fund the Council's capital contributions to BHKC Project, Council endorsed strategies and plans, and council led projects/ capital works (including detailed design).
2. Specific funding, where required, for the delivery of major projects or significant new/upgraded infrastructure identified in the Asset Management Plans.

The forecasts in the LTFP for New Capital Expenditure will be reviewed annually in line with the review of the Asset Management Plans.

Grants and Contributions

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

Appendix 1: Explanation of Assumptions

Capital Renewal

Capital Renewal Programs are capital programs to renew Council's infrastructure and assets. The programs are based on Council's Asset Management Plans which are developed based on condition audits and agreed levels of service.

Capital Renewal Expenditure

Capital Renewal expenditure forecast in the LTFP is in line with the recommended expenditure from the Asset Management Plans.

The LTFP forecasts for Capital Renewal Expenditure will be reviewed annually as part of the annual review of the Asset Management Plans.

Capital Receipts

These are a combination of grants and amounts received for the sale of plant, fleet and equipment that are due to be replaced or surplus to current and future requirements. An estimate of trade-ins (disposed through auctions) have been incorporated in the net expenditure.

Loans & Borrowings

Council's borrowings are guided by its Treasury Management Policy.

Council's primary source of debt are Cash Advance Debenture (CAD) Facilities with the Local Government Financing Authority. These will continue to be held until maturity to provide capacity to fund emerging priorities in line with Council's strategic objectives.

Interests in Other Entities

No provision for the effect of Council's interest in other entities have been made in the plan. Council has an equity interest in the following regional subsidiaries:

- Centennial Park Cemetery Authority,
- Brown Hill Keswick Creek Stormwater Project, and
- Eastern Region Waste Management.

Monitoring Assumptions

The key assumptions within the LTFP are reviewed at least annually to ensure they reflect the latest economic forecasts and are aligned to any updates to Council's strategic plans and objectives, including updated iterations of the Asset Management Plans.

The Audit and Risk Committee review the key assumptions and financial targets prior to the commencement of the budget process.



Forecast Uniform Presentation of Finances

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Income										
General Rates Income	48,849	50,803	52,581	54,158	55,783	57,457	59,180	60,956	62,784	64,668
Other Rates and Levies	2,242	2,321	2,385	2,445	2,502	2,565	2,625	2,691	2,754	2,823
Statutory Charges	1,792	1,855	1,910	1,958	2,007	2,057	2,109	2,161	2,215	2,271
User Charges	2,465	2,551	2,628	2,694	2,761	2,830	2,901	2,973	3,047	3,124
Grants, subsidies & contributions	3,142	3,258	3,153	3,232	3,313	3,395	3,480	3,567	3,657	3,748
Investment Income	15	15	15	15	15	15	15	15	15	15
Reimbursements	217	225	231	237	243	249	255	262	268	275
Other Income	1,070	1,107	1,141	1,169	1,198	1,228	1,259	1,291	1,323	1,356
Projects	-	-	-	-	-	-	-	-	-	-
Total Income	**59,792**	**62,135**	**64,044**	**65,909**	**67,822**	**69,797**	**71,824**	**73,916**	**76,064**	**78,280**
Expenditure										
Employee Costs	20,927	21,649	22,298	22,967	23,656	24,366	25,097	25,850	26,625	27,424
Materials, Contracts & Other Expenses	22,009	22,779	23,463	24,049	24,650	25,267	25,898	26,546	27,210	27,890
Depreciation, Amortisation & Impairment	12,247	12,731	13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
Finance Costs	231	235	273	321	363	399	428	449	461	463
Operating Projects	1,688	1,600	1,648	1,689	1,731	1,775	1,819	1,865	1,911	1,959
Total Expenditure	**57,102**	**58,994**	**60,851**	**62,583**	**64,357**	**66,172**	**68,030**	**69,931**	**71,875**	**73,863**
Operating Surplus / (Deficit) before Capital Amounts	**2,690**	**3,141**	**3,193**	**3,326**	**3,466**	**3,625**	**3,794**	**3,985**	**4,188**	**4,416**
less Net Outlays on Existing Assets										
Net Capital Expenditure on Renewal & Replacement of Existing Assets	(12,766)	(13,054)	(13,446)	(13,782)	(14,127)	(14,480)	(14,842)	(15,213)	(15,593)	(15,983)
less Depreciation, Amortisation and Impairment	12,247	12,731	13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
less Amounts received specifically for Replacement of Existing Assets	-	-	-	-	-	-	-	-	-	-
less Proceeds from the Sale of Replaced Assets	446	311	321	329	337	345	354	363	372	381
Net Outlays on Existing Assets	**(73)**	**(12)**	**44**	**104**	**166**	**232**	**300**	**372**	**447**	**526**
less Net Outlays on New and Upgraded Assets										
Net Capital Expenditure on New and Upgraded Assets	(4,320)	(4,140)	(4,264)	(4,371)	(4,480)	(4,592)	(4,707)	(4,825)	(4,945)	(5,069)
less Amounts received specifically for New and Upgraded Assets	-	-	-	-	-	-	-	-	-	-
less Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-
Net Outlays on New and Upgraded Assets	**(4,320)**	**(4,140)**	**(4,264)**	**(4,371)**	**(4,480)**	**(4,592)**	**(4,707)**	**(4,825)**	**(4,945)**	**(5,069)**
Net Lending / (Borrowing) for the Financial Year	**(1,703)**	**(1,011)**	**(1,027)**	**(941)**	**(848)**	**(735)**	**(613)**	**(467)**	**(310)**	**(127)**
Net Financial Liabilities at Beginning of Year	4,554	6,420	7,589	8,756	9,818	10,790	11,652	12,394	12,994	13,440
Decrease / (increase) in Other	-	-	-	-	-	-	-	-	-	-
Net Financial Liabilities at End of Year	**6,420**	**7,589**	**8,756**	**9,818**	**10,790**	**11,652**	**12,394**	**12,994**	**13,440**	**13,706**

Forecast Statement of Financial Performance

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Income										
Rates	48,849	50,803	52,581	54,158	55,783	57,457	59,180	60,956	62,784	64,668
Other Rates	2,242	2,321	2,385	2,445	2,502	2,565	2,625	2,691	2,754	2,823
Statutory Charges	1,792	1,855	1,910	1,958	2,007	2,057	2,109	2,161	2,215	2,271
User Charges	2,465	2,551	2,628	2,694	2,761	2,830	2,901	2,973	3,047	3,124
Grants, Subsidies & Contributions	3,142	3,258	3,153	3,232	3,313	3,395	3,480	3,567	3,657	3,748
Investment Income	15	15	15	15	15	15	15	15	15	15
Reimbursements	217	225	231	237	243	249	255	262	268	275
Other Income	1,070	1,107	1,141	1,169	1,198	1,228	1,259	1,291	1,323	1,356
Operating Projects	-	-	-	-	-	-	-	-	-	-
Total Income	**59,792**	**62,135**	**64,044**	**65,909**	**67,822**	**69,797**	**71,824**	**73,916**	**76,064**	**78,280**
Expenditure										
Employee Costs	20,927	21,649	22,298	22,967	23,656	24,366	25,097	25,850	26,625	27,424
Materials, Contracts & Other Expenses	22,009	22,779	23,463	24,049	24,650	25,267	25,898	26,546	27,210	27,890
Depreciation, Amortisation & Impairment	12,247	12,731	13,170	13,557	13,956	14,366	14,788	15,222	15,668	16,128
Finance Costs	231	235	273	321	363	399	428	449	461	463
Operating Projects	1,688	1,600	1,648	1,689	1,731	1,775	1,819	1,865	1,911	1,959
Total Expenditure	**57,102**	**58,994**	**60,851**	**62,583**	**64,357**	**66,172**	**68,030**	**69,931**	**71,875**	**73,863**
Operating Surplus / (Deficit)	**2,690**	**3,141**	**3,193**	**3,326**	**3,466**	**3,625**	**3,794**	**3,985**	**4,188**	**4,416**
Asset Disposal & Fair Value Adjustments	446	311	321	329	337	345	354	363	372	381
Amounts received specifically for new, upgraded or replacement assets	-	-	-	-	-	-	-	-	-	-
Net Outlays on New and Upgraded Assets	**446**	**311**	**321**	**329**	**337**	**345**	**354**	**363**	**372**	**381**
Net Surplus / (Deficit)	**3,136**	**3,452**	**3,514**	**3,654**	**3,803**	**3,971**	**4,148**	**4,348**	**4,560**	**4,798**
Share of Other Comprehensive Income – Equity Accounted Council Businesses	-	-	-	-	-	-	-	-	-	-
Total Comprehensive Income	**3,136**	**3,452**	**3,514**	**3,654**	**3,803**	**3,971**	**4,148**	**4,348**	**4,560**	**4,798**

Forecast Statement of Financial Position

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Assets										
Current Assets										
Cash & cash equivalents	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655
Trade & other receivables	3,784	3,916	4,034	4,135	4,238	4,344	4,452	4,564	4,678	4,795
Other financial assets	-	-	-	-	-	-	-	-	-	-
Total Current Assets	**5,439**	**5,571**	**5,689**	**5,790**	**5,893**	**5,999**	**6,107**	**6,219**	**6,333**	**6,450**
Non-current Assets										
Financial Assets	-	-	-	-	-	-	-	-	-	-
Equity accounted investments in Council businesses	33,017	34,173	35,198	36,078	36,980	37,904	38,852	39,823	40,819	41,839
Infrastructure, Property, Plant & Equipment	745,304	775,541	803,027	827,370	852,368	878,038	904,396	931,458	959,243	987,767
Total Non-current Assets	**778,321**	**809,714**	**838,225**	**863,448**	**889,348**	**915,942**	**943,247**	**971,281**	**1,000,061**	**1,029,606**
Total Assets	**783,759**	**815,285**	**843,914**	**869,237**	**895,241**	**921,941**	**949,355**	**977,500**	**1,006,394**	**1,036,056**
Liabilities										
Current Liabilities										
Trade & Other Payables	3,848	3,983	4,102	4,205	4,310	4,418	4,528	4,641	4,757	4,876
Borrowings Fixed Term	-	-	-	-	-	-	-	-	-	-
Provisions	4,210	4,358	4,488	4,600	4,715	4,833	4,954	5,078	5,205	5,335
Total Liabilities Assets	**8,058**	**8,340**	**8,591**	**8,805**	**9,025**	**9,251**	**9,482**	**9,719**	**9,962**	**10,211**
Non-current liabilities										
Borrowings	3,558	4,569	5,596	6,537	7,386	8,121	8,733	9,201	9,511	9,637
Provisions	243	251	259	265	272	279	286	293	300	308
Total Non-current Liabilities	**3,800**	**4,820**	**5,855**	**6,803**	**7,657**	**8,400**	**9,019**	**9,494**	**9,811**	**9,945**
Total Liabilities	**11,859**	**13,161**	**14,445**	**15,608**	**16,683**	**17,651**	**18,501**	**19,213**	**19,773**	**20,156**
Net Assets	**771,901**	**802,124**	**829,469**	**853,629**	**878,558**	**904,290**	**930,853**	**958,287**	**986,621**	**1,015,899**
Equity										
Accumulated Surplus	185,528	188,980	192,494	196,148	199,951	203,921	208,070	212,418	216,978	221,776
Asset Revaluation Reserves	586,142	612,913	636,744	657,250	678,376	700,138	722,553	745,638	769,412	793,893
Other Reserves	230	230	230	230	230	230	230	230	230	230
Total Equity	**771,901**	**802,124**	**829,469**	**853,629**	**878,558**	**904,290**	**930,853**	**958,287**	**986,621**	**1,015,899**
Net Financial Liabilities	**6,420**	**7,589**	**8,756**	**9,818**	**10,790**	**11,652**	**12,394**	**12,994**	**13,440**	**13,706**

Forecast Statement of Cash Flows

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Cash Flows from Operating Activities										
Receipts										
Operating Receipts	59,777	62,120	64,029	65,894	67,807	69,782	71,809	73,901	76,049	78,265
Investment Receipts	15	15	15	15	15	15	15	15	15	15
Payments										
Operating Payments to suppliers and employees	(44,625)	(46,028)	(47,409)	(48,705)	(50,038)	(51,407)	(52,814)	(54,260)	(55,746)	(57,272)
Finance Payments	(231)	(235)	(273)	(321)	(363)	(399)	(428)	(449)	(461)	(463)
Net Cash provided by (or used in) Operating Activities	**14,936**	**15,872**	**16,363**	**16,883**	**17,422**	**17,991**	**18,582**	**19,207**	**19,857**	**20,544**
Cash Flows from Investing Activities										
Receipts										
Amounts specifically for new or upgraded assets	-	-	-	-	-	-	-	-	-	-
Amounts received specifically for Replacement of Existing Assets	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Surplus Assets	-	-	-	-	-	-	-	-	-	-
Sale of replaced assets	446	311	321	329	337	345	354	363	372	381
Repayments of loans by community groups	-	-	-	-	-	-	-	-	-	-
Payments										
Expenditure on renewal/placement of assets	(12,766)	(13,054)	(13,446)	(13,782)	(14,127)	(14,480)	(14,842)	(15,213)	(15,593)	(15,983)
Expenditure on new/upgraded assets	(4,320)	(4,140)	(4,264)	(4,371)	(4,480)	(4,592)	(4,707)	(4,825)	(4,945)	(5,069)
Net purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-
Capital Contributed to Equity Accounted Council Businesses	-	-	-	-	-	-	-	-	-	-
Distributions Received from Equity Accounted Council Businesses - Gain/(Loss)										
Net Cash provided by (or used in) Investing Activities	**(16,640)**	**(16,883)**	**(17,389)**	**(17,824)**	**(18,270)**	**(18,727)**	**(19,195)**	**(19,675)**	**(20,166)**	**(20,671)**
Cash Flows from Financing Activities										
Receipts										
Proceeds from borrowings	1,704	1,011	1,027	941	848	735	613	467	310	127
Payments										
Repayments of borrowings										
Net Cash provided by (or used in) Financing Activities	**1,704**	**1,011**	**1,027**	**941**	**848**	**735**	**613**	**467**	**310**	**127**
Net Increase/(Decrease) in cash held	-	-	-	-	-	-	-	-	-	-
Plus: Cash & cash equivalents at beginning of period	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655	1,655
Cash & cash equivalents at end of period	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**	**1,655**

Appendix 2: Asset Renewal Expenditure

Renewal Expenditure before indexation

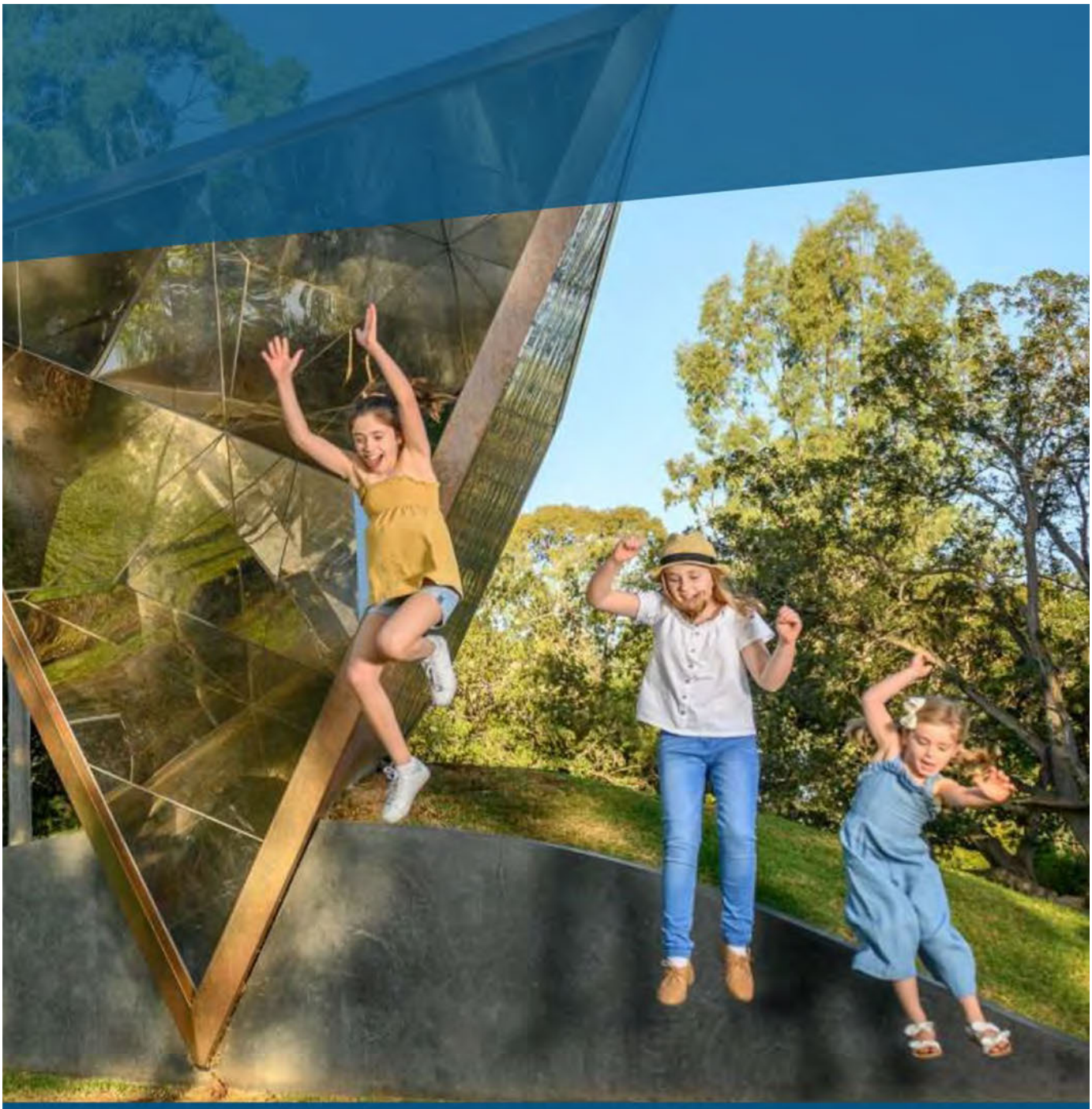
$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Buildings	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
Transportation	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296
Stormwater	700	700	700	700	700	700	700	700	700	700
Open Space	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
ICT	550	550	550	550	550	550	550	550	550	550
Light Fleet	211	211	211	211	211	211	211	211	211	211
Plant	700	700	700	700	700	700	700	700	700	700
Subtotal Expenditure	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**	**12,157**
Renewal Income										
Light Fleet Income	115	115	115	115	115	115	115	115	115	115
Plant	175	175	175	175	175	175	175	175	175	175
Subtotal Income	290	290	290	290	290	290	290	290	290	290
Net Renewal Expenditure	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**	**11,867**

Renewal Expenditure inclusive of indexation

$'000	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5	2029-30 Year 6	2030-31 Year 7	2031-32 Year 8	2032-33 Year 9	2033-34 Year 10
Buildings	1,453	1,503	1,548	1,587	1,627	1,667	1,709	1,752	1,796	1,841
Transportation	7,570	7,835	8,070	8,271	8,478	8,690	8,907	9,130	9,358	9,592
Stormwater	726	752	774	794	813	834	855	876	898	920
Open Space	1,349	1,396	1,438	1,474	1,511	1,548	1,587	1,627	1,667	1,709
ICT	571	591	608	624	639	655	671	688	705	723
Light Fleet	219	227	233	239	245	251	258	264	271	277
Plant	726	752	774	794	813	834	855	876	898	920
Subtotal Expenditure	**12,613**	**13,054**	**13,446**	**13,782**	**14,127**	**14,480**	**14,842**	**15,213**	**15,593**	**15,983**
Renewal Income										
Light Fleet Income	119	123	127	130	134	137	140	144	148	151
Plant	182	188	194	198	203	208	214	219	224	230
Subtotal Income	301	311	321	329	337	345	354	363	372	381
Net Renewal Expenditure	**12,312**	**12,743**	**13,125**	**13,453**	**13,790**	**14,134**	**14,488**	**14,850**	**15,221**	**15,602**

The asset renewal expenditure and income shown here is based on Council's Asset Management Plans. Year 1 of the LTFP is based on Council's 2024-25 Budget, therefore the values may differ by asset category or total net expenditure.





Civic Centre

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DECISION REPORT

REPORT TITLE:	PROPOSED 2024-25 FEES AND CHARGES
ITEM NUMBER:	4.8
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	EDDIE PETERS, FINANCE BUSINESS PARTNER
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT
ATTACHMENTS:	1. PROPOSED 2024-25 FEES AND CHARGES SCHEDULE

1. PURPOSE

This report presents the proposed 2024-25 Fees and Charges Schedule for Council approval. The new fees and charges will be applicable from 1 July 2024 unless stated otherwise within the schedule.

2. RECOMMENDATION

That:

1. The report be received.

2. The Fees and Charges Schedule for the 2024-25 financial year, as set out in Attachment 1 to this report (Item 4.8, Council Meeting 24 June 2024) be approved to take effect from 1 July 2024.

3. Staff be authorised to include statutory fees and charges on the Council's website, subsequent to those being published in the SA Government Gazette.

4. The Chief Executive Officer be authorised to make minor editorial amendments to the 2024-25 Fees and Charges Schedule as part of the finalisation of the document.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

4. Civic Leadership
4.1 We have strong leadership and governance.
4.2 Council provides best value services to the community.

4. BACKGROUND

In accordance with Section 188 of the *Local Government Act 1999*, (Act) the Council may impose fees and charges for the following:

- For the use of any property or facility owned, controlled, or managed by the council;
- For services supplied to a person at their request;
- For carrying out work at a person's request;
- For providing information, or materials, or copies of, or extracts from council's records;
- In respect of any application to the council;
- In respect of any authorisation, license or permit granted by the council;
- In respect of any other matter for which another act provides that a fee fixed under this Act is to be payable; and
- In respect to any other prescribed matter.

Furthermore, the Act provides the legal context for setting fees and charges as follows:

- Fees and charges are determined by resolution of council;
- A council is unable to fix or vary fees or charges prescribed under other acts;
- Fees for the use of facilities, services or works requests by council are not required to be set in reference to the cost of the service to council; and
- Council is required to have the Fees and Charges Schedule available on the Council's website and provide updates where fees and charges are varied during the year.

Generally, Council is unable to fix or vary fees or charges prescribed under other Acts, however a link to these fees and charges are included on Council's website.

All other fees and charges are set by Council. In recent years, Council has set a CEO KPI to increase revenue from non-rate-based income. Fees and charges listed in the schedule are the fees that Council sets.

5. DISCUSSION

Council reviews its fees and charges each year in conjunction with the development of the Annual Business Plan and Budget. As in previous years, a comprehensive review of Council's fees and charges has now been undertaken to ensure that the fees proposed:

- Reflect (or move progressively toward) the cost of the services given;
- Are comparable with market rates, where appropriate;
- Consider the benefit derived by users;
- Are consistent with Council directions;

- Are consistent with Council's Long Term Financial Plan assumptions; and
- Achieve consistency across functional areas of Council.

The annual review of Council's fees and charges is undertaken as part of the 2024-25 Annual Business Plan and Budget process focusing on the following aspects:

- Reviewing and updating costs (where applicable) associated with the delivery of Council services;
- Charges currently imposed by Council but not formally recorded in the current schedule;
- Current and new policies of Council that may have an impact on fees and charges; and
- Other economic factors or impact during the 2024-25 financial year.

Mindful of the financial impact that rising inflation and interest rates are having on households and businesses, most fee increases are less than the Adelaide CPI of 4.3% for the year ended 31 March 2024. Where fees have increased above Adelaide CPI, the increases are generally due to:

- Increased costs in delivering services. For example, the fee for wall opening/closing at the Goodwood Community Centre has increased by 35%, due to the increased cost of the third party providing the service, and the Museum for research and information requests increases which more accurately reflect the time spent on these requests; and
- Step increases, for example, taking prices to the nearest 5c, 10c or $1, resulting in a greater than CPI increase.

Fees and charges that have not increased relate to:

- The Commonwealth Home Support Programs which have largely remained unchanged from 2022-23 when they were last amended, however a reduction of 50c has been proposed for several fees to align what is considered an appropriate price; and
- Additional green organics bins are proposed to remain unchanged to promote the uptake and use of these bins and assist in reducing green organics being sent to landfill.

New fees and charges have been introduced for:

- Animal Management, based on a 50% concession for concession card holders for the 'Puppy Fee', in line with the concession discount provided to other dog registration fees;
- Traffic Services, temporary road closures for customers who request either (1) a permit to be issued urgently, or (2) the extension of an existing permit, and
- Unley Swimming Centre, proposed for two-on-one ½ hour lessons.

It is proposed that the new fees take effect from 1st July 2024.

A number of the statutory fees and charges determined by an Act of Parliament or by Local Government Regulations will not be gazetted until after adoption of the Council set fees and charges.

It is proposed that links to the statutory fees be added to the Fees and Charges page on the Council's website once they have been gazetted. It is anticipated that this will occur early in the new financial year. These fees include but are not limited to development lodgement, application and referral fees, Freedom of Information applications, and private parking infringement fees.

A copy of Council's proposed Fees and Charges Schedule for 2024-25 is provided as Attachment 1.

Attachment 1

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- As part of the Council review of fees and charges, consideration is given to ensuring that the fees proposed are consistent with Council's direction, policy, and plans.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Fees and Charges Schedule for the 2024-25 financial year, as set out in Attachment 1 to this report (Item 4.8, Council Meeting 24 June 2024) be approved to take effect from 1 July 2024.

3. Staff be authorised to include statutory fees and charges on the Council's website, subsequent to those being published in the SA Government Gazette.

4. The Chief Executive Officer be authorised to make minor editorial amendments to the 2024-25 Fees and Charges Schedule as part of the finalisation of the document.

This option will result in the proposed fees and charges schedule being adopted.

Option 2 –

1. The report be received.

2. The Fees and Charges Schedule referred to in Attachment 1 for the 2024-25 financial year, as set out in Attachment 1 to this report (Item 4.8, Council Meeting 24 June 2024), be approved subject to the incorporation of the following amendments:

   - *[insert details of amendment]*

to take effect from July 1 2024.

3. Staff be authorised to include statutory fees and charges on the Council's website, subsequent to those being published in the SA Government Gazette.

4. The Chief Executive Officer be authorised to make minor editorial amendments to the 2024-25 Fees and Charges Schedule as part of the finalisation of the document.

This option allows for further amendments to the proposed fees and charges schedule. Should Council wish to make amendments, it would be recommended that the 2024-25 Annual Business Plan and Budget be deferred to July for adoption. This will enable the full impact of any amendment to be reflected in the 2024-25 Annual Business Plan and Budget.

8. REPORT CONSULTATION

All fees and charges have been proposed through the relevant functional area, reviewed by the appropriate Business Unit Manager, and approved by the relevant General Manager.

The proposed 2024-25 Fees and Charges Schedule was provided separately to Members for their review between 24 May and 5 June 2024.

9. RECOMMENDED OPTION

Option 1 is the recommended option.

10. REPORT AUTHORISERS

Name	Title
Alex Brown	Manager Finance and Procurement



2024-25
FEES AND CHARGES

THE CITY of Unley

Table Of Contents

City of Unley 5
Unley Oval Community Hub 5
TOWN HALL - Including Kitchen 5
Full Day and Night 5
UNLEY COMMUNITY CENTRE 5
CONFERENCE ROOM 5
MAIN HALL 5
Main HALL & KITCHEN 5
KITCHEN / DINING ROOM 6
NORTHERN MEETING ROOM 6
BACK VERANDA 6
COMPLETE FACILITY 6
PROGRAMS 6
FULLARTON PARK COMMUNITY CENTRE 7
RED ROOM 7
HOWARD AND BOARD ROOMS - 30 sq m 7
COMMUNITY ROOM - 40 sq m 7
PARKVIEW ROOM - 85 sq m 7
LOUNGE, KITCHEN 8
BANQUET ROOM - 195 sq m 8
BANQUET ROOM & KITCHEN - 195 sq m 8
ENTIRE MAIN FUNCTION AREA - 390 sq m 8
WHOLE BUILDING (Hireable space) 575 sq m 8
ART STUDIO 9
STUDY 9
RETREAT 9
GALLERY 9
CAR PARK 9
BONDS 9
PROGRAMS 9
GOODWOOD COMMUNITY CENTRE 9
BANQUET HALL AND KITCHEN 216 sq m 9
ACTIVITY HALL 283 sq m 10
BOTH HALLS AND KITCHEN 499 sq m 10
INTERVIEW ROOM 9 sq m 10
ROSA OFFICE 12 sq m 10
COMMUNITY OFFICE 10 sq m 10
GROUP ROOM 10 sq m 10
BOARD ROOM 22 sq m 10
Other 10
ANIMAL MANAGEMENT ACT - Statutory 11
DOG REGISTRATIONS 11
ANIMAL MANAGEMENT ACT - Non Statutory 11
REGISTRATIONS 11

Table Of Contents [continued]

FOOD ACT – Non Statutory 11
EVENTS / INSPECTIONS 11
Other 12
WASTE MANAGEMENT SERVICES 12
Special Events (240L MGB hire costs) 12
Compost / Other 13
Waste Services 13
TRAFFIC SERVICES 13
PAID PARKING 13
VEHICLE IMPOUNDING FEE 13
TEMPORARY ROAD CLOSURES 13
Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc 14
RESIDENTIAL PARKING EXEMPTIONS/PERMITS 14
STREET TRADERS 14
Renewed Outdoor Dining Permit - Rental per square metre of public land per week 14
BUSKING 14
COMMONWEALTH HOME SUPPORT PROGRAM 14
COMMUNITY BUS 15
Special Purpose & Non-Profit Community Group (Charter) 15
Other 15
COMMUNITY FACILITIES - COMMUNITY EVENT COSTS 15
COMMUNITY EVENT COSTS 15
TENNIS COURT (HARD COURTS) 16
COMMERCIAL FITNESS GROUPS 16
COMMERCIAL DOG TRAINING IN PARKS 16
EVENTS IN OPEN SPACES 16
LIBRARIES - GENERAL 17
GOODWOOD LIBRARY 18
Digital Literacy Classes 18
LIBRARIES - UNLEY (CIVIC CENTRE) 18
LIBRARIES - TOY 18
MUSEUM 18
DAMAGE TO FOOTWAY 19
Bitumen 19
Pavers 19
KERB 19
REINSTATEMENT 19
DISPOSAL OF STORMWATER 19
WOODCHIPS/MULCH 19
BOLLARDS & SIGNS 19
KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS 19
APPLICATIONS TO ALTER PUBLIC ROAD 19
TREE WATER WELLS 20

Table Of Contents [continued]

BANNERS 20
UNLEY SWIMMING CENTRE 20
Admission Costs 20
Learn to Swim 20
Children Parties - 10 children 20
Group Fitness Classes 21
Passes 21
Hire Charges 21
Carnival Hire 21
Atlantis AUSSI Masters Swimming Club Membership and Hire Charges 21
Unley Amateur Swimming Club Membership and Hire Charges 21
Administration Charges 22
DEVELOPMENT SERVICES 22
COPIES DEVELOPMENT PLAN 22
ASSETS AND INFRASTRUCTURE 22
ENCROACHMENT PERMIT 22
Street Lighting 24
MISCELLANEOUS ITEMS 24
Council Documents 24
PHOTOCOPYING OF COUNCIL DOCUMENTS 25
Council Documents 25

City of Unley

Unley Oval Community Hub

Council's Hire of Unley Oval Community Hub policy outlines discounts are available to: not for profit, schools, charities, local residents and local businesses.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Monday-Thursday all day hire (8am-10pm)	$700.00	$700.00	Y
Friday (8am-midnight); Saturday (8am–midnight); Sunday (8am-10pm) all day hire	$875.00	$875.00	Y
Hourly Rate (Monday-Thursday)	$50.00	$50.00	Y
Hourly Rate (Friday-Sunday)	$70.00	$70.00	Y
Cleaning Fee	$150.00	$150.00	Y

TOWN HALL - Including Kitchen

Council's Hire of Civic and Town Hall policy outlines discounts are available to: not for profit, schools, charities, local residents and local businesses.

Full Day and Night

Monday - Thursday (8am - Midnight)	$700.00	$700.00	Y
Friday, Saturday(8am- midnight) Sunday (8am-10pm)	$875.00	$875.00	Y
Hourly Rate - Monday to Thursday	$50.00	$50.00	Y
Hourly Rate - Friday - Sunday	$70.00	$70.00	Y
Cleaning Fee	$150.00	$150.00	Y

UNLEY COMMUNITY CENTRE

Council's Hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

CONFERENCE ROOM

Any Day Rate - Per Hour	$27.00	$28.00	Y
Any Day Rate - Half Day (up to 4hrs)	$82.00	$84.00	Y
Any Day Rate - Full Day (up to 8hrs)	$163.00	$168.00	Y

MAIN HALL

Weekend (Up to 8 Hours)	$310.00	$320.00	Y
Weekend Rate - Per Hour	$54.00	$56.00	Y
Weekday (Up to 8 Hours)	$240.00	$248.00	Y
Weekday Rate - Per Hour	$38.00	$39.00	Y
Bond Standard Function < 80 people	$200.00	$200.00	N
Bond Large Function > 80 people	$500.00	$500.00	N

Main HALL & KITCHEN

Weekend (Up to 8 Hours)	$340.00	$350.00	Y
Weekend Rate per hour	$65.00	$67.00	Y
Weekday (up to 8 hours)	$273.00	$283.00	Y
Weekday Rate - per hour	$44.00	$45.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
KITCHEN / DINING ROOM			
Any Day Rate - Full Day (up to 8 hours)	$225.00	$234.00	Y
Any Day Rate - Half Day (up to 4 hours)	$113.00	$117.00	Y
Any Day Rate - per hour	$38.00	$39.00	Y
NORTHERN MEETING ROOM			
Any Day Rate - Per Hour	$17.00	$18.00	Y
Any Day Rate - Half Day (up to 4 hours)	$38.00	$39.00	Y
Any Day Rate - Full day (up to 8 hours)	$75.00	$78.00	Y
BACK VERANDA			
Any Day Rate - Per Hour	$17.00	$18.00	Y
Any Day Rate - Half Day (up to 4 hours)	$38.00	$39.00	Y
Any Day Rate - Full day (up to 8 hours)	$75.00	$78.00	Y
COMPLETE FACILITY			
Weekend (Up to 8 Hours)	$525.00	$545.00	Y
Weekend Rate - Per Hour	$120.00	$124.00	Y
Weekday (Up to 8 Hours)	$415.00	$430.00	Y
Weekday Rate - Per Hour	$103.00	$107.00	Y
Meal Service - from $3.00 - $12.00		$3.00- $12.00 Min. Fee incl. GST: $3.00	Y
PROGRAMS			
Craft Corner - from $ 3.00 - $ 10.00		$3-$10 Min. Fee incl. GST: $3.00	Y
Drawing and Sketching	$8.00	$8.00	Y
Painting with Acrylics - from $3.00 - $ 8.00		$3-$8 Min. Fee incl. GST: $3.00	Y
Programs and Events		$1.00-$50.00 Min. Fee incl. GST: $1.00	Y
Watercolour painting	$8.00	$8.00	Y
Tai Chi	$8.00	$8.00	Y
Strength for Life	$8.00	$8.00	Y

FULLARTON PARK COMMUNITY CENTRE

Council's Hire of Community Centres policy outlines discounts available to not for profit groups, schools, charities, local residents and local businesses.

General Hire Charges as below:
Hourly rate – Minimum 1hr charge - for bookings of 3hrs or fewer, bookings over 3hrs will be charged at the applicable session or day rate.
Single Session – a 4hr time period between 8.30am-6pm.
Evening Session – begins from 6pm.
Extra hours – add up to 2hrs to single or evening sessions, more than 6hrs, the hire fee reverts to a full day rate.
Full Day rate – This rate is for any hire of more than 6hrs.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Reusable Coffee cups - (Keep Cups)	$8.00	$8.50	Y

RED ROOM

Full Day Weekday	$84.00	$87.00	Y
Full Day Weekend	$140.00	$145.00	Y
Hourly rate	$18.00	$19.00	Y
Session Weekday	$55.00	$57.00	Y
Session Weekend	$78.00	$80.00	Y

HOWARD AND BOARD ROOMS - 30 sq m

Weekday - Single session	$95.00	$98.00	Y
Weekday - Double session	$144.00	$149.00	Y
Weekday - Evening session	$95.00	$98.00	Y
Weekend - Single session	$105.00	$109.00	Y
Weekend - Full day session	$168.00	$174.00	Y
Weekend - Evening session	$128.00	$133.00	Y
Hourly Rate	$22.00	$23.00	Y

COMMUNITY ROOM - 40 sq m

Weekday - Single session	$114.00	$118.00	Y
Weekday - Double session	$184.00	$191.00	Y
Weekday - Evening session	$114.00	$118.00	Y
Weekend - Single session	$127.00	$132.00	Y
Weekend - Full day session	$217.00	$225.00	Y
Weekend - Evening session	$139.00	$144.00	Y
Hourly Rate	$28.00	$29.00	Y

PARKVIEW ROOM - 85 sq m

Weekday - Single session	$170.00	$176.00	Y
Weekday - Double session	$306.00	$317.00	Y
Weekday - Evening session	$170.00	$176.00	Y
Weekend - Single session	$228.00	$237.00	Y
Weekend - Full day session	$381.00	$395.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
PARKVIEW ROOM - 85 sq m [continued]			
Weekend - Evening session	$306.00	$317.00	Y
Hourly Rate	$45.00	$47.00	Y
LOUNGE, KITCHEN			
Weekday-Single session	$386.00	$400.00	Y
Weekday-Double session	$608.00	$631.00	Y
Weekday - Evening session	$386.00	$400.00	Y
Weekend-Single session	$474.00	$492.00	Y
Weekend-Full day session	$808.00	$838.00	Y
Weekend-Evening session	$644.00	$668.00	Y
Hourly Rate	$71.00	$75.00	Y
BANQUET ROOM - 195 sq m			
Weekday - Single session	$365.00	$379.00	Y
Weekday - Double session	$571.00	$592.00	Y
Weekday - Evening session	$365.00	$379.00	Y
Weekend - Single session	$484.00	$502.00	Y
Weekend - Full day session	$758.00	$786.00	Y
Weekend - Evening session	$602.00	$625.00	Y
Hourly Rate	$64.00	$66.00	Y
BANQUET ROOM & KITCHEN - 195 sq m			
Weekday-Single session	$407.00	$422.00	Y
Weekday-Double session	$654.00	$679.00	Y
Weekday-Evening session	$407.00	$422.00	Y
Weekend-Single session	$571.00	$592.00	Y
Weekend-Full day session	$880.00	$913.00	Y
Weekend-Evening session	$700.00	$725.00	Y
Hourly Rate	$72.00	$75.00	Y
ENTIRE MAIN FUNCTION AREA - 390 sq m			
Weekday-Single session	$613.00	$636.00	Y
Weekday-Double session	$958.00	$994.00	Y
Weekday-Evening session	$613.00	$636.00	Y
Weekend-Single session	$793.00	$823.00	Y
Weekend-Full day session	$1,270.00	$1,320.00	Y
Weekend - Evening session	$1,005.00	$1,043.00	Y
Hourly Rate	$111.00	$115.00	Y
WHOLE BUILDING (Hireable space) 575 sq m			
Full Day Session - weekend	$1,900.00	$1,970.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
ART STUDIO			
Weekday - per hour	$14.00	$15.00	Y
Weekday – Full day session	$113.00	$117.00	Y
Weekend - per hour	$14.00	$15.00	Y
Weekend – Full day session	$113.00	$117.00	Y
STUDY			
Per day = 8 hours	$72.00	$75.00	Y
Per half day = 4 hours	$38.00	$40.00	Y
Per hour	$11.00	$11.00	Y
RETREAT			
Wellbeing Suite - half day	$38.00	$40.00	Y
Retreat - Per day	$14.00	$15.00	Y
Wellbeing Suite - per day	$70.00	$75.00	Y
GALLERY			
Per Week	$79.00	$82.00	Y
22% Commission on all sales	22% commission on all sales		Y
CAR PARK			
Hire of front car park	$185.00	$190.00	Y
BONDS			
Bond All Rear High Risk Hirer	$1,500.00	$1,500.00	N
Bond Lounge /Dining High Risk Hirer	$1,000.00	$1,000.00	N
Bond Parkview High Risk Hirer	$500.00	$500.00	N
PROGRAMS			
Programs and Events		$1.00-$50.00 Min. Fee incl. GST: $1.00	Y
Quilting Group and Tuesday Stitchers per person	$3.00	$3.00	Y
Friday Social Group	$3.00	$3.00	Y
Mah Jong Group per person	$3.00	$3.00	Y
English Language Program - Casual	$4.00	$4.00	Y
English Language Program - Term	$36.00	$36.00	Y
GOODWOOD COMMUNITY CENTRE			
BANQUET HALL AND KITCHEN 216 sq m			
Hourly Rate Mon-Fri 5pm	$50.00	$52.00	Y
Hourly Rate Fri 5pm-Sun	$70.00	$72.00	Y
Whole Day Mon-Thurs	$700.00	$720.00	Y
Whole Day Fri-Sun	$875.00	$900.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
ACTIVITY HALL 283 sq m			
Hourly Rate Mon-Fri 5pm	$50.00	$50.00	Y
Hourly Rate Fri 5pm-Sun	$70.00	$70.00	Y
Whole Day Mon-Thurs	$700.00	$700.00	Y
Whole Day Fri-Sun	$875.00	$875.00	Y
BOTH HALLS AND KITCHEN 499 sq m			
Hourly Rate Mon-Fri 5pm	$100.00	$100.00	Y
Hourly Rate Fri 5pm-Sun	$140.00	$140.00	Y
Whole Day Mon-Thurs	$1,300.00	$1,350.00	Y
Whole Day Fri-Sun	$1,650.00	$1,710.00	Y
INTERVIEW ROOM 9 sq m			
Hourly Rate Mon-Fri 5pm	$10.00	$10.00	Y
Hourly Rate Fri 5pm-Sun	$10.00	$10.00	Y
Whole Day Mon-Thurs	$140.00	$145.00	Y
Whole Day Fri-Sun	$140.00	$145.00	Y
ROSA OFFICE 12 sq m			
Hourly Rate Mon-Fri 5pm	$10.00	$10.00	Y
Hourly Rate Fri 5pm-Sun	$10.00	$10.00	Y
Whole Day Mon-Thurs	$140.00	$145.00	Y
Whole Day Fri-Sun	$140.00	$145.00	Y
COMMUNITY OFFICE 10 sq m			
Hourly Rate Mon-Fri 5pm	$10.00	$10.00	Y
Hourly Rate Fri 5pm-Sun	$10.00	$10.00	Y
Whole Day Mon-Thurs	$140.00	$145.00	Y
Whole Day Fri-Sun	$140.00	$145.00	Y
GROUP ROOM 10 sq m			
Hourly Rate Mon-Fri 5pm	$10.00	$10.00	Y
Hourly Rate Fri 5pm-Sun	$10.00	$10.00	Y
Whole Day Mon-Thurs	$140.00	$145.00	Y
Whole Day Fri-Sun	$140.00	$145.00	Y
BOARD ROOM 22 sq m			
Hourly Rate Mon-Fri 5pm	$20.00	$20.00	Y
Hourly Rate Fri 5pm-Sun	$20.00	$20.00	Y
Whole Day Mon-Thurs	$280.00	$290.00	Y
Whole Day Fri-Sun	$280.00	$290.00	Y
Other			
Wall opening/closing (per occasion)	$100.00	$135.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Other [continued]			
Cleaning fee - extra clean where required (2 hours)	$150.00	$150.00	Y
Car Park - hire of front Car Park	$185.00	$190.00	Y
ANIMAL MANAGEMENT ACT - Statutory			
DOG REGISTRATIONS			
New Rescue Dog First Year of Registration Free (AWL and RSPCA only)		No Charge	N
Puppy Fee (under 6 months) between 1 July & 31 December	$47.00	$49.00	N
Puppy Fee (under 6 months) between 1 July & 31 December - Concession	$0.00	$24.50	N
Non-Standard Dog (neither desexed nor microchipped)	$94.00	$98.00	N
Accredited Assistance Dog		NO FEE	N
Racing Greyhound (GRSA Registered) and Working Livestock Dog (no additional rebates)	$19.00	$24.50	N
Standard Dog	$47.00	$49.00	N
Standard Dog – Concession	$23.00	$24.50	N
Standard Dog – Temp Concession	$23.00	$24.50	N
Non-Standard Dog – Concession	$47.00	$49.00	N
Non-Standard Dog – Temp Concession	$47.00	$49.00	N
ANIMAL MANAGEMENT ACT - Non Statutory			
Transport to Long Term Impounding	$250.00	$265.00	N
Fees for seizure and detention	$65.00	$65.00	N
Long Term Impounding Fee	$262.50	$294.00	N
Daily Holding Fee (Short term impound facility)	$89.00	$95.50	N
Daily Holding Fee (Long Term Impound Facility)	$0.00	$67.00	N
Multi Dog Permit Application Fee	$61.00	$64.00	N
Multi Dog Permit Variation Application Fee	$32.00	$34.00	N
REGISTRATIONS			
Business Registration (per dog)(not entitled to rebates)	$97.00	$101.00	N
Replacement Dog Registration Disc	$10.00	$11.00	N
Penalty for late Registration	$12.00	$13.00	N
Percentage rebate for partial year registration		50%	N
FOOD ACT – Non Statutory			
EVENTS / INSPECTIONS			
Food Premises - 1 day event at the Showgrounds (per day)			
Mon - Fri 3Hrs	$205.00	$213.00	Y
Mon - Fri 4Hrs	$267.50	$277.00	Y
Mon - Fri 5Hrs	$336.00	$349.00	Y
Mon - Fri 6Hrs	$398.00	$413.00	Y
Sat/ Sun 3Hrs	$301.50	$313.00	Y
Sat/ Sun 4Hrs	$398.00	$413.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Food Premises - 1 day event at the Showgrounds (per day) [continued]			
Sat/ Sun 5Hrs	$512.00	$531.50	Y
Sat/ Sun 6Hrs	$586.00	$608.00	Y
Food Premises - large events at the Showgrounds (per day)			
Mon - Fri	$603.50	$626.50	Y
Sat/ Sun	$848.00	$880.00	Y
Other			
Food Premises - Adelaide Show at the Showgrounds (up to 10 days)	$4,467.00	$4,634.50	Y
Food Premises - charitable/not for profit (ineligible for GST)		No Charge	Y
Food Premises - Stalls at fetes, trading tables etc.		No Charge	Y
Food Premises - nominal risk (newsagents, chemists)	$67.50	$70.50	Y
Food Premises - Food transport vehicle with Notification from another Council		No Charge	Y
FOOD SAFETY AUDITS			
On-Site Audit (including re-audits) per hr	$173.00	$179.50	N
Desktop Audit (at Auditors Office) per hr	$87.00	$90.50	N
Desktop Audit (on-site) per hr	$173.00	$179.50	N
Travel (more than 50km away from Council Offices) per hr	$87.00	$90.50	N
WASTE MANAGEMENT SERVICES			
The following grouped fees are applicable from 1/7/24 to 30/6/25. The fees will be billed by the Waste Contractor and payable to them.			
Additional Garbage 140L MGB - domestic/Council/groups	$231.00	$240.00	Y
Additional Recycling 240L MGB - domestic/Council/groups	$110.00	$115.00	Y
Additional Green Organics 240L MGB - domestic/Council/ groups	$110.00	$110.00	Y
Additional Garbage 140L MGB - Kindy/school/childcare	$231.00	$240.00	Y
Additional Recycling 240L MGB - Kindy/school/childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	$92.00	$95.00	Y
Additional Recycling 240L MGB - Kindy/school/childcare (in excess of 500 - fee per bin)	$110.00	$115.00	Y
Additional Green Organics 240L MGB - Kindy/school/childcare	$110.00	$110.00	Y
Garbage 140L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	$231.00	$240.00	Y
Recycling 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	$110.00	$115.00	Y
Green Organics 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	$110.00	$110.00	Y
Kitchen Caddy (inc roll of 150 liners & brochure)	$0.00	$0.00	Y
Roll of 150 Compostable liners	$0.00	$0.00	Y
Special Events (240L MGB hire costs)			
Event bins $220 + $20.00 per bin (Waste disposal + handling & cleaning)		$220 + $20.00 per bin	Y
Event bins - missing/ not recovered	$91.00	$94.50	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Compost / Other			
Collection of Illegal Dumped Rubbish (per hr per staff member)	$110.00	$114.15	Y
Disposal of Illegally Dumped Rubbish (per cubic metre)	$214.50	$223.00	Y
Immediate collection of hard refuse(within 5 days) not including mattresses	$83.50	$86.65	N
Waste Services			
Pack of Compostable Dog bags	$5.00	$5.30	Y
Dog pouch holder (1) Green	$4.80	$5.00	Y
TRAFFIC SERVICES			
PAID PARKING			
Paid Parking - Business Permits per hr	$1.00	$1.05	N
Paid Parking - Business Permits per day	$4.00	$4.15	N
Paid Parking per hr	$1.50	$1.55	Y
Paid Parking per day	$6.00	$6.00	Y
VEHICLE IMPOUNDING FEE			
Vehicle Impounding Fee	$190.00	$200.00	N
Storage fee per day	$12.00	$22.00	N
TEMPORARY ROAD CLOSURES			
Street Parties i.e. non-commercial (M-F)		Subject to quote	N
Street Parties i.e. non-commercial (Sat -Sun)		Subject to quote	N
Temporary Hoarding on Council Roads		Application Fee: $70.00, Standard Fee: $6.50 per m2 per week (or part thereof) Min. Fee incl. GST: $70.00	N
Temporary hoarding on Council Roads - Priority Application Fee		Application Fee: $105.00, Standard Fee: $6.50 per m2 per week (or part thereof) Min. Fee incl. GST: $105.00	N
Temporary hoarding on Council Roads - Application to extend existing approval	$0.00	$35.00	N
Street Party/ on Street Event - with commercial benefit	$2,211.00	$2,294.00	N
Temporary Parking Controls			
Building work, filming, wide loads & works by public authorities - 1st Day	$67.00	$70.00	N
Rolling Closures at request of Police		FREE	N
Community Facility name signs	$68.00	$71.00	Y
Bin on Street / Skip/ Shipping Container approval (maximum of 7 days)	$41.00	$43.00	N
Bin on Street / Skip / Shipping Container approval (maximum of 7 days) - Priority Application Fee	$0.00	$65.00	N
Street Parties i.e. non-commercial (Sat)		Subject to quote	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc			
Within Business Hours	$77.40	$80.30	N
Within Business hrs - Non Commercial		Subject to quote	N
After Hours/ Saturday per hr Minimum 3 Hours	$171.90	$178.35	N
After Hrs / Sunday per hr Minimum 3 hrs	$229.90	$238.50	N
RESIDENTIAL PARKING EXEMPTIONS/PERMITS			
Resident Parking Permit for 2 years	$43.00	$45.00	N
Work Zone /Tradesperson permit	$18.00	$19.00	N
Joint Venture On-Street Car Park Annual Permit	$630.00	$654.00	N
Replacement Parking Permit / Exemption Label	$9.00	$10.00	N
Residential Parking Permit in Excess of Policy Entitlements Annual	$70.00	$73.00	N
STREET TRADERS			
Street Traders - Mobile Street Traders - per month	$50.00	$52.00	N
Street Trading Table Licence/day	$8.50	$9.00	N
Display of goods on footway-roadway/yr	$69.00	$72.00	N
Street. Traders-Mobile Street Trader/ Yearly fee	$499.00	$518.00	N
Street. Traders - on-street public events (per day)	$18.00	$19.00	N
Renewed Outdoor Dining Permit - Rental per square metre of public land per week			
Application fee for Administration (excl Development Application - $79.80)	$0.00	$0.00	N
Defined retail precincts - with liquor	$1.00	$1.00	N
Defined retail precincts - without liquor	$0.70	$0.70	N
Other commercial areas - with liquor	$1.00	$1.00	N
Other commercial areas - without liquor	$0.70	$0.70	N
Residential areas - with liquor	$0.80	$1.00	N
Residential areas - without liquor	$0.50	$0.70	N
BUSKING			
BUSKING - fee per day (Permits for Business Purposes Policy S222 LGA)	$8.00	$9.00	N
COMMONWEALTH HOME SUPPORT PROGRAM			
Fees are set as per Commonwealth Fund Agreement All services delivered are required to collect a 10-15% client contribution (minimum) and self funded retirees to pay more than those on a pension			
Domestic Assistance - Full Pensioner per hr	$19.00	$19.00	N
Domestic Assistance Self Funded Retiree per hr	$24.00	$24.00	N
Shopping Support - Full Pensioner per hr	$16.00	$16.00	N
Shopping Support - Self Funded Retiree per hr	$21.00	$21.00	N
Respite - Full Pensioner per hr	$8.00	$7.50	N
Respite - Self Funded Retiree per hr	$11.00	$10.50	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
COMMONWEALTH HOME SUPPORT PROGRAM [continued]			
Spring Clean - Full Pensioner per hr	$24.00	$24.00	N
Spring Clean Self Funded Retiree per hr	$29.00	$29.00	N
Handyman Services Full Pensioner per hr + materials	$19.00	$19.00	N
Handyman Services Self Funded Retiree per hr + materials	$24.00	$24.00	N
Gutter Clean - Full Pensioner per hr	$35.00	$35.00	N
Gutter Clean - Self Funded Retiree per hr	$40.00	$40.00	N
Gardening - Full Pensioner per hr	$24.00	$24.00	N
Gardening - Self Funded Retiree per hr	$29.00	$29.00	N
Window Cleaning Full Pensioner per hr	$24.00	$24.00	N
Window Cleaning Self Funded Retiree per hr	$29.00	$29.00	N
Social Activities and Trips - Full Pensioner per trip (Refreshments and activity costs at own expense)	$9.00	$8.50	N
Social Activities and Trips - Self Funded Retirees per trip (Refreshments and activity costs at own expense)	$12.00	$11.50	N
Social Support One on One Full Pensioner per hr	$8.00	$7.50	N
Social Support One on One Self Funded Retiree per hr	$11.00	$10.50	N
Centre Based Group Activities - Full Pensioner per session	$13.00	$13.00	N
Centre Based Group Activities - Self Funded Retiree per session	$19.00	$19.00	N
Group Activities (eg Tai Chi / Better Balance) – Pension	$0.00	$9.00	N
Group Activities (eg Tai Chi / Better Balance) – Self Funded	$0.00	$12.00	N
Volunteer based car service - Full Pensioner per trip (each way)	$4.00	$3.50	N
Volunteer based car service - Self Funded Retiree per trip (each way)	$6.00	$5.50	N
COMMUNITY BUS			
* Note that Council's Community Transport Policy outlines special conditions under which discounts may apply.			
Special Purpose & Non-Profit Community Group (Charter)			
Per Kilometre	$2.50	$2.60	Y
Minimum Charge	$55.00	$55.00	Y
Late Cancellation fee	$60.00	$66.00	Y
Other			
Shopping Bus Service (one way fee)	$2.50	$2.50	N
Community Bus Service - out and about Tours (refreshments & activity costs at own expense)	$9.00	$8.50	Y
COMMUNITY FACILITIES - COMMUNITY EVENT COSTS			
COMMUNITY EVENT COSTS			
Installation or removal of temporary parking controls and road closures - After hours (M-F) & Saturday (2 staff members / 3 hour call out)	$457.00	$642.00	Y
Installation or removal of temporary parking controls and road closures - Sundays and Public Holidays (2 Staff members / 3 hour call out)	$609.00	$725.00	Y
Large Scale Event Refundable Bond - Payable for events expecting 1000 or more attendees and/or involves road closures or speed restrictions and/or involves activity that council deems as high risk	$200.00	$250.00	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
COMMUNITY EVENT COSTS [continued]			
Development of Traffic Management Plan		Subject to Quote	Y
Mandatory advertisement - notification of road closure (Newspaper - standard size)		Subject to Quote	N
Response Crew Assistance eg. delivery of bollards, bunting, assistance with installation of event infrastructure - After Hours (M-F) & Saturday (one staff member / three hour call out)	$231.00	$345.00	Y
Response Crew Assistance eg. delivery of bollards, bunting, assistance with installation of event infrastructure - Sundays & Public Holidays - (one staff member / three hour call out)	$294.00	$405.00	Y
Powerbox access fee (per powerbox / per day)	$52.50	$54.50	Y
Additional Toilet Cleaning, hourly rate	$60.00	$62.50	Y
TENNIS COURT (HARD COURTS)			
Unley based residents / groups / schools / clubs per hr	$8.10	$8.40	Y
Non-Unley based residents / groups / schools / clubs per hr	$11.70	$12.15	Y
COMMERCIAL FITNESS GROUPS			
1-4 people (not including fitness trainer) per location per month (new fee structure)	$12.00	$12.45	Y
5-10 people (not including fitness trainer) per location per month (new fee structure)	$28.00	$29.05	Y
11-20 people (not including fitness trainer) per location per month (new fee structure)	$50.00	$51.85	Y
COMMERCIAL DOG TRAINING IN PARKS			
Standard monthly fee regardless of group size per location per month (new fee structure)	$50.00	$51.85	Y
EVENTS IN OPEN SPACES			
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - External event organiser / per day charge	$120.00	$124.50	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Ratepayer discount / per day charge	$60.00	$62.25	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Local Schools and Sporting Groups / per hour charge	$25.00	$25.95	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Local Schools with Community use agreements		No fee	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - External event organiser / per day charge	$180.00	$186.75	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Ratepayer discount / per day charge	$90.00	$93.40	Y

EVENTS IN OPEN SPACES [continued]

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Local Schools and Sporting Groups / per hour charge	$40.00	$41.50	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Local Schools with Community use agreements		No fee	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval - External event organiser / per day charge	$290.00	$300.90	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval - Ratepayer discount / per day charge	$145.00	$150.45	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools and Sporting Groups within the City of Unley – per day	$60.65	$62.95	Y
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence.Schools, Sporting Clubs, Groups and Sporting Associations within the City of Unley – per hr (new fee structure)	$8.50	$8.80	Y
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence.Schools, Sporting Clubs, Groups and Sporting Associations outside the City of Unley – per hr (new fee structure)	$18.50	$19.20	Y
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. – External Sports and Recreation organisations – per hr (new fee for 2023-24)	$28.50	$29.55	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval - Schools with Community use agreements - per hr		No fee	Y

LIBRARIES - GENERAL

Book Club (fee or donation of 8 books)	$200.00	$200.00	Y
Book sale items (Range from $0.50 to $10.00)	Range from $0.50 to $10.00 Min. Fee incl. GST: $0.50		Y
Library Bag	Range from $2.50 - $5.00 Min. Fee incl. GST: $2.50		Y
Library programs user charges	Range from $2.00 - $50.00 Min. Fee incl. GST: $2.00		Y
Notice Fee	$5.00	$5.00	N
Processing fee for lost library material - One Card System	$6.00	$6.00	N
Replacement library card	$2.50	$2.50	N
Payment for lost library materials - One Card System		As per cost	N
Library programs and events		$2.00 - $40.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
GOODWOOD LIBRARY			
MEETING ROOM			
Per full day	$50.00	$50.00	Y
Per hour	$10.00	$10.00	Y
Digital Literacy Classes			
Tech Help drop in - 25 minute support sessions		Gold Coin	N
LIBRARIES - UNLEY (CIVIC CENTRE)			
Ear Bud Headphones	$3.50	$4.00	Y
LIBRARIES - TOY			
$5 discount membership voucher/promotion as determined by Toy Library Coordinator	$0.00	$0.00	N
Cleaning fee (per item) - Small Item	$5.00	$5.00	N
Cleaning fee (per item) - Large Item	$10.00	$10.00	N
Lost or damaged RFID tag or container - Toy Library	$5.00	$6.00	N
Family (per year from date of joining)	$50.00	$50.00	N
Group/Organisation (per year from date of joining)	$70.00	$70.00	N
Concessions (per year from date of joining)	$40.00	$40.00	N
Damaged/Lost Toy		Replacement value	N
Temporary Member - Borrowing Fee per loan	$10.00	$10.00	N
Missing Pieces		$3.00 - $15.00	N
Processing fee for lost toy library material - One Card System	$5.00	$6.00	N
Replacement Toy Library card	$2.50	$2.50	N
MUSEUM			
Photograph of Unley Oval - SA v England 1903 (unframed)	$42.00	$45.00	Y
Photographic reproduction - Commercial use	$115.00	$120.00	Y
Research and information requests per hour	$15.00	$30.00	Y
Special Events including school holiday program events	$6.00	$6.00	Y
Unley Museum – Promotional items including bags, magnets etc.	Range from $4.00 - $10.00 Min. Fee incl. GST: $4.00		Y
Whistler's Unley : Then and Now	$20.00	$20.00	Y
From Cottage to Community Centre	$6.00	$6.00	Y
A History of Unley and Goodwood	$6.00	$6.00	Y
Mornington - A Gentleman's Residence	$6.00	$6.00	Y
Walford's Houses	$6.00	$6.00	Y
Braested - An English House	$6.00	$6.00	Y
House History Searches	$45.00	$50.00	Y
Photographic Scanning and Reproduction (minimum charge)	$30.00	$30.00	Y
Set of 4 historic images on cards with envelopes - $1 per card - Set of 4 = $4	$4.00	$4.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
DAMAGE TO FOOTWAY			
Bitumen			
1 - 5 square metres		Subject to Quote	Y
6 - 10 square metres		Subject to Quote	Y
11 - 15 square metres		Subject to Quote	Y
Greater than 15 square metres		Subject to Quote	Y
Pavers			
1 - 5 square metres		Subject to Quote	Y
6 - 10 square metres		Subject to Quote	Y
11 - 15 square metres		Subject to Quote	Y
Greater than 15 square metres		Subject to Quote	Y
KERB			
KERB AND WATER TABLE-Per lineal metre		Subject to Quote	Y
REINSTATEMENT			
UNDERGROUND ELECTRICAL REINSTATEMENT		Subject to Quote	Y
Across footpath +		Subject to Quote	Y
Per lineal metre parallel to kerb		Subject to Quote	Y
NATURE STRIPS Per square metre		Subject to Quote	Y
DISPOSAL OF STORMWATER			
Stormwater Pipe (80mm-100mm) per lineal metre		Subject to Quote	Y
Box Gutter per lineal metre		Subject to Quote	Y
WOODCHIPS/MULCH			
1 Truck Load (3 tonne/4 cubic metres)	$350.00	$363.10	Y
0.5 Truck Load	$175.00	$181.55	Y
BOLLARDS & SIGNS			
To hire - a sign or bollard per week or part thereof		Subject to quote	Y
To hire - a section of "fencing" per week or part thereof		Subject to quote	Y
KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS			
1-5 square metres		Subject to Quote	Y
6 - 10 square metres		Subject to Quote	Y
11 - 15 square metres		Subject to Quote	Y
Greater than 15 square metres		Subject to Quote	Y
APPLICATIONS TO ALTER PUBLIC ROAD			
Authorisation to alter public road	$63.00	$65.35	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
TREE WATER WELLS			
Installation of tree wells in verge		Subject to quote	Y
BANNERS			
Pole Banners		$60 per pole banner Min. Fee incl. GST: $60.01	Y
Installation Cost/Banner	$595.00	$620.00	Y
Hire Cost /site/week - commercial organisation	$450.00	$475.00	Y
UNLEY SWIMMING CENTRE			
Admission Costs			
"Friday for a cause" Gold Coin Entry	$0.00	$0.00	N
Adult (70-80 years) photo ID required	$2.70	$2.80	Y
Adult (80-90 years) photo ID required	$1.70	$1.80	Y
Adult (90 - 100 years) photo ID required	$0.90	$1.00	Y
Adult 100+ (Free)	$0.00	$0.00	Y
Adults	$8.50	$8.80	Y
Children Under 12 months		Free of Charge	Y
Children 1 - 4 years	$4.20	$4.30	Y
Children (5 - 15)	$7.00	$7.20	Y
Carers for mobility impaired		Free of Charge	Y
Family (2 adults + 3 children)	$28.00	$28.00	Y
Concession Card Holder	$7.00	$7.20	Y
Spectators/ Supervising Adults	$4.20	$4.30	Y
School Groups (per person) invoice rate structured activity	$4.70	$5.00	Y
School Groups (per person) invoice rate unstructured activity	$5.20	$6.00	Y
Adult Groups (per person) invoice rate structured activity	$5.80	$6.00	Y
Adult Groups (per person) invoice rate unstructured activity	$6.30	$7.00	Y
Learn to Swim			
Two on One 1/2 hr (per lesson) - Multiple Lessons	$0.00	$65.00	N
Block of 10 babies and toddlers	$190.00	$195.00	N
Block of 10 (L1-L7)	$210.00	$215.00	N
One on One 1/2 hr	$55.00	$55.00	Y
One on One 1/2 hr (per lesson) - Multiple Lessons	$45.00	$45.00	Y
Two on one 1/2 hr	$75.00	$75.00	Y
Adult (Block of ten Lessons)	$210.00	$215.00	Y
Children Parties - 10 children			
extra child	$22.00	$22.50	Y
Childrens Parties - 10 children	$220.00	$225.00	Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Group Fitness Classes			
Casual visit	$14.50	$14.50	Y
Concession casual visit	$11.00	$11.50	Y
Season pass holder only	$8.00	$8.50	Y
10 visit adult	$125.00	$130.00	Y
10 visit concession	$87.00	$90.00	Y
10 visit season pass holder	$80.00	$85.00	Y
Passes			
Membership Pass Renewal Discount - 10% Off	$0.00	$0.00	Y
Adult Multi Visit Pass (10 Visits)	$70.00	$73.00	Y
Concession Multi Visit Pass (10 Visits)	$60.00	$63.00	Y
Adult Multi Visit Pass (30 Visits)	$180.00	$185.00	Y
Concession Multi Visit Pass (30 Visits)	$150.00	$155.00	Y
Adult 12 Month Membership Pass	$570.00	$590.00	Y
Concession 12 Month Membership Pass	$430.00	$450.00	Y
Family 12 Month Membership (2+3)	$1,140.00	$1,180.00	Y
Hire Charges			
Department for Education & Child development & VACSWIM Lane hire exemption	$0.00	$0.00	Y
Long Term Lane Hire (Per Hour) - Not For Profit	40% off the Regular Lane Hire Rate (per lane per hour)		Y
Lane Hire (casual user per hour)	$34.00	$35.00	Y
Lane Hire (regular user per hour)	$23.00	$23.50	Y
Carnival Hire			
Promotional Multi Visit Passes (10 x Adult 10 Visit Passes)	$0.00	$0.00	Y
Entire Centre (including Junior pools, Centre closed to public) per hr (does not include participant entry fee)	$340.00	$355.00	Y
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	$290.00	$300.00	Y
Atlantis AUSSI Masters Swimming Club Membership and Hire Charges			
Lane Hire	55% off the Regular Lane Hire Rate (per lane per hour)		Y
Adult Season Pass	20% off the Regular Rate		Y
Concession Season Pass	20% off the Regular Rate		Y
Unley Amateur Swimming Club Membership and Hire Charges			
Lane Hire	55% off the Regular Lane Hire Rate (per lane per hour)		Y
Carnival Hire	55% off the Regular Carnival Hire Rate		Y
Carnival Entry Rate	55% off the Structured Activity Entry Rate		Y
Adult Season Pass	20% off the Regular Rate		Y

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Unley Amateur Swimming Club Membership and Hire Charges [continued]			
Concession Season Pass	20% off the Regular Rate		Y
Family Season Pass	20% off the Regular Rate		Y
Adult 30 visit Pass	20% off the Regular Rate		Y
Adult 10 visit Pass	20% off the Regular Rate		Y
Concession 30 visit Pass	20% off the Regular Rate		Y
Concession 10 visit Pass	20% off the Regular Rate		Y
Administration Charges			
Replacement Card Fee	$0.00	$10.00	N
Stripe Refund Administration Fee	$0.00	$10.00	Y
DEVELOPMENT SERVICES			
Public Notification Advertising Fee	$265.00	$275.00	N
Local Nuisance Exemption Application fee	$106.50	$110.50	N
The Nuisance and Litter regulations 6,1(b) prescribe that Council is to set the fee under the powers of 188 (1)(g) of the Local Government Act			
COPIES DEVELOPMENT PLAN			
Certificate of Title (required for planning assessment)*	$43.50	$45.50	N
Land Services Group advise increase annually*			
ASSETS AND INFRASTRUCTURE			
ENCROACHMENT PERMIT			
Application fee			
Application Fee	$63.40	$65.80	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST

Permit Renewal and Cancellation

An Encroachment Permit is valid for 12 months upon approval unless a longer term is approved by an appropriate delegate, and may be cancelled or amended if:

The owner/occupier fails to comply

(If the encroachment is approved, the following fees apply in relation to the issue of a Permit for the first year)

A fee at 50% of the standard rate described in Parts 1 to 6 to encroachments applies as follows:

· Where a property is State or or local heritage listed (or on an interim/provisional list) as contained in the Unley (City) Development Plan or on the State Heritage Register, or contained as a proposed heritage place within a draft Development Plan Amendment; or
· Where the property owner demonstrates that the encroachment was constructed prior to 1945, and/or contributes to the historic character of the building (as determined by Council's Heritage Advisory Service provider).

Renewal Fee	$129.10	$133.95	N

Type of Encroachment - 1

Verandah, cornice, awning, hood, sign (non freestanding), pergola, or covered way projecting from non-residential premises and being used directly for any commercial purpose or activity.

15% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the verandah, pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.

Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N

Type of Encroachment - 2

Any balcony projecting from non-residential premises and being used directly for any commercial purpose or activity.

20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.* +

Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N

Type of Encroachment - 3

Verandah, pediment, cornice, awning, hood, sign, pergola, or covered way projecting from residential premises and being used directly for any commercial purpose or activity

3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the verandah, pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.* +

Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N

Type of Encroachment - 4

Any balcony projecting from residential premises (except as in paragraph 5)

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Type of Encroachment - 4 [continued]			
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment - Minimum fee : $128.25	$123.60	$128.25	N
Type of Encroachment - 5			
Any balcony projecting from premises and being used directly for any commercial purpose or activity 3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.* +			
Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N
Type of Encroachment - 6			
Any overpass, sky bridge, or other structure, not being a balcony, verandah, pediment, cornice, awning, hood, sign, pergola, or covered way			
20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the overpass, bridge or other structure expressed in square metres.* +			
Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N
Type of Encroachment - 7			
Any footing or other structure including any tunnel, duct, underpass, lift or escalator pit, lift or escalator footing or lift overrun.			
1% above the annualised last published Consumer Price Index for Adelaide of the value of the area on or under the public street or public place occupied by the encroachment.			
Minimum fee: $201.00 per annum where applicable	$193.75	$201.00	N
Type of Encroachment - 8			
Signs and/or advertisements which are not in the form of an applied finish to the encroachment (i.e. painted or stencilled) $200.00 per square metre of total surface area.*			
Minimum fee: $267.95 per annum where applicable	$258.25	$267.95	N
Street Lighting			
Street Lighting Shield	Subject to Quote by SA Power Networks		Y
MISCELLANEOUS ITEMS			
S270 Internal Review Applications	$20.00	$20.75	N
Council Documents			
By Laws (full set)	$5.40	$5.60	N
By Laws (per page)	$0.30	$0.35	N
Code of Practice for Access to Meetings and Associated Documents	$3.20	$3.35	N
Code of Practice for Meeting Procedures	$3.20	$3.35	N

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
Council Documents [continued]			
Fees and Charges (Full Document)	$5.40	$5.60	N
Fees and Charges (per page)	$0.30	$0.30	N
Minutes of Council. Committee or Sub- Committee Meeting	$0.30	$0.35	N
Notice of Agenda for Meetings of Council and Committees (per page)	$0.30	$0.35	N
Representation Options Papers and Reports on Reviews	$11.15	$11.55	N
Strategic Management Plans (full set)	$11.15	$11.50	N
Register			
Allowances and Benefits – Elected Members (full set)	$5.40	$5.60	N
Allowances and Benefits – Elected Members (per page)	$0.30	$0.35	N
Community Land Register (per page)	$0.30	$0.35	N
Delegations Register (per page)	$0.30	$0.35	N
Financial Interests – CAP (per page)	$0.30	$0.30	N
Financial Interests – Elected Members (full set)	$5.40	$5.60	N
Financial Interests – Elected Members (per page)	$0.30	$0.35	N
Public Roads Register (full register)	$5.40	$5.60	N
Public Roads Register (per page)	$0.30	$0.35	N
Remuneration, Salaries and Benefits Register (full register)	$5.40	$5.60	N
Remuneration, Salaries and Benefits Register (per page)	$0.30	$0.35	N
Copy Register of Members' Interests (individual return)	$6.80	$7.05	N
Copy Register of Members' Interests (complete register)	$39.00	$40.45	N
Customer Service			
Photocopying B&W A4 (per page)	$0.30	$0.30	Y
Photocopying B&W A3 (per page)	$0.40	$0.40	Y
Photocopying Colour A4 (per page)	$1.40	$1.40	Y
Photocopying Colour A3 (per page)	$1.50	$1.50	Y
Voters Roll			
The Voters Roll is available for inspection free of charge by any member of the public (refer S15ss14 of the LGEA 1999), however, a member of the public may not purchase the roll. The costs listed below apply to standing candidates during an election period only			
Voters Roll for the Area (Candidates) (after first copy)	$3.25	$3.35	N
House of Assembly and Council Roll (Paper Copy)	$94.50	$98.05	N
House of Assembly and Council Roll per ward (Paper Copy) (after first copy)	$21.10	$21.90	N

PHOTOCOPYING OF COUNCIL DOCUMENTS

Council Documents

Photocopying & copies of Council documents otherwise not listed (including Legislation, By-laws, Code of Practice Procedures at Meetings, Representation Reviews, Policies, Delegations, etc.)

Rate Notice reprints - 1st reprint of current year		Free	N
Further copies of prior year rate notice reprints	$10.85	$11.25	N

Council Documents [continued]

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	GST
List Property Addresses & Names (Assessment Records) - cost per entry. As per S 174 (2) LG Act 1999	$4.00	$4.15	N
Request for Copies of Development Plans and Reports held by council (excluding SA Plan portal documents)	$27.30	$28.50	N
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	$47.25	$49.00	N

Index of all Fees

Fee Name	Parent Name	Page
0		
0.5 Truck Load	[WOODCHIPS/MULCH]	19
1		
1 - 5 square metres	[Bitumen]	19
1 - 5 square metres	[Pavers]	19
1 Truck Load (3 tonne/4 cubic metres)	[WOODCHIPS/MULCH]	19
10 visit adult	[Group Fitness Classes]	21
10 visit concession	[Group Fitness Classes]	21
10 visit season pass holder	[Group Fitness Classes]	21
11 - 15 square metres	[Bitumen]	19
11 - 15 square metres	[Pavers]	19
11 - 15 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS]	19
11-20 people (not including fitness trainer) per location per month (new fee structure)	[COMMERCIAL FITNESS GROUPS]	16
1-4 people (not including fitness trainer) per location per month (new fee structure)	[COMMERCIAL FITNESS GROUPS]	16
1-5 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS]	19
2		
22% Commission on all sales	[GALLERY]	9
5		
5-10 people (not including fitness trainer) per location per month (new fee structure)	[COMMERCIAL FITNESS GROUPS]	16
6		
6 - 10 square metres	[Bitumen]	19
6 - 10 square metres	[Pavers]	19
6 - 10 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS]	19
A		
A History of Unley and Goodwood	[MUSEUM]	18
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment - Minimum fee : $128.25	[Type of Encroachment - 4]	24
Accredited Assistance Dog	[DOG REGISTRATIONS]	11
Across footpath +	[REINSTATEMENT]	19
Additional Garbage 140L MGB - domestic/Council/ groups	[WASTE MANAGEMENT SERVICES]	12
Additional Garbage 140L MGB - Kindy/school/ childcare	[WASTE MANAGEMENT SERVICES]	12
Additional Green Organics 240L MGB - domestic/ Council/ groups	[WASTE MANAGEMENT SERVICES]	12
Additional Green Organics 240L MGB - Kindy/ school/childcare	[WASTE MANAGEMENT SERVICES]	12
Additional Recycling 240L MGB - domestic/Council/ groups	[WASTE MANAGEMENT SERVICES]	12
Additional Recycling 240L MGB - Kindy/school/ childcare (in excess of 500 - fee per bin)	[WASTE MANAGEMENT SERVICES]	12
Additional Recycling 240L MGB - Kindy/school/ childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	[WASTE MANAGEMENT SERVICES]	12
Additional Toilet Cleaning, hourly rate	[COMMUNITY EVENT COSTS]	16
Adult (70-80 years) photo ID required	[Admission Costs]	20
Adult (80-90 years) photo ID required	[Admission Costs]	20
Adult (90 - 100 years) photo ID required	[Admission Costs]	20
Adult (Block of ten Lessons)	[Learn to Swim]	20
Adult 10 visit Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22

Fee Name	Parent Name	Page
A [continued]		
Adult 100+ (Free)	[Admission Costs]	20
Adult 12 Month Membership Pass	[Passes]	21
Adult 30 visit Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22
Adult Groups (per person) invoice rate structured activity	[Admission Costs]	20
Adult Groups (per person) invoice rate unstructured activity	[Admission Costs]	20
Adult Multi Visit Pass (10 Visits)	[Passes]	21
Adult Multi Visit Pass (30 Visits)	[Passes]	21
Adult Season Pass	[Atlantis AUSSI Masters Swimming Club Membership and Hire Charges]	21
Adult Season Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	21
Adults	[Admission Costs]	20
After Hours/ Saturday per hr Minimum 3 Hours	[Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc]	14
After Hrs / Sunday per hr Minimum 3 hrs	[Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc]	14
Allowances and Benefits – Elected Members (full set)	[Register]	25
Allowances and Benefits – Elected Members (per page)	[Register]	25
Any Day Rate - Full Day (up to 8hrs)	[CONFERENCE ROOM]	5
Any Day Rate - Full day (up to 8 hours)	[BACK VERANDA]	6
Any Day Rate - Full day (up to 8 hours)	[NORTHERN MEETING ROOM]	6
Any Day Rate - Full Day (up to 8 hours)	[KITCHEN / DINING ROOM]	6
Any Day Rate - Half Day (up to 4 hours)	[BACK VERANDA]	6
Any Day Rate - Half Day (up to 4 hours)	[KITCHEN / DINING ROOM]	6
Any Day Rate - Half Day (up to 4 hours)	[NORTHERN MEETING ROOM]	6
Any Day Rate - Half Day (up to 4hrs)	[CONFERENCE ROOM]	5
Any Day Rate - per hour	[KITCHEN / DINING ROOM]	6
Any Day Rate - Per Hour	[CONFERENCE ROOM]	5
Any Day Rate - Per Hour	[BACK VERANDA]	6
Any Day Rate - Per Hour	[NORTHERN MEETING ROOM]	6
Application Fee	[Application fee]	22
Application fee for Administration (excl Development Application - $79.80)	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Authorisation to alter public road	[APPLICATIONS TO ALTER PUBLIC ROAD]	19
B		
Bin on Street / Skip / Shipping Container approval (maximum of 7 days) - Priority Application Fee	[Temporary Parking Controls]	13
Bin on Street / Skip/ Shipping Container approval (maximum of 7 days)	[Temporary Parking Controls]	13
Block of 10 (L1-L7)	[Learn to Swim]	20
Block of 10 babies and toddlers	[Learn to Swim]	20
Bond All Rear High Risk Hirer	[BONDS]	9
Bond Large Function > 80 people	[MAIN HALL]	5
Bond Lounge /Dining High Risk Hirer	[BONDS]	9
Bond Parkview High Risk Hirer	[BONDS]	9
Bond Standard Function < 80 people	[MAIN HALL]	5
Book Club (fee or donation of 8 books)	[LIBRARIES - GENERAL]	17
Book sale items (Range from $0.50 to $10.00)	[LIBRARIES - GENERAL]	17
Box Gutter per lineal metre	[DISPOSAL OF STORMWATER]	19
Braested - An English House	[MUSEUM]	18
Building work, filming, wide loads & works by public authorities - 1st Day	[Temporary Parking Controls]	13
Business Registration (per dog)(not entitled to rebates)	[REGISTRATIONS]	11
BUSKING - fee per day (Permits for Business Purposes Policy S222 LGA)	[BUSKING]	14
By Laws (full set)	[Council Documents]	24
By Laws (per page)	[Council Documents]	24
C		
Car Park - hire of front Car Park	[Other]	11
Carers for mobility impaired	[Admission Costs]	20
Carnival Entry Rate	[Unley Amateur Swimming Club Membership and Hire Charges]	21

Fee Name	Parent Name	Page
C [continued]		
Carnival Hire	[Unley Amateur Swimming Club Membership and Hire Charges]	21
Casual visit	[Group Fitness Classes]	21
Centre Based Group Activities - Full Pensioner per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Centre Based Group Activities - Self Funded Retiree per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Certificate of Title (required for planning assessment)*	[COPIES DEVELOPMENT PLAN]	22
Children (5 - 15)	[Admission Costs]	20
Children 1 - 4 years	[Admission Costs]	20
Children Under 12 months	[Admission Costs]	20
Childrens Parties - 10 children	[Children Parties - 10 children]	20
Cleaning Fee	[Unley Oval Community Hub]	5
Cleaning Fee	[Full Day and Night]	5
Cleaning fee - extra clean where required (2 hours)	[Other]	11
Cleaning fee (per item) - Large Item	[LIBRARIES - TOY]	18
Cleaning fee (per item) - Small Item	[LIBRARIES - TOY]	18
Code of Practice for Access to Meetings and Associated Documents	[Council Documents]	24
Code of Practice for Meeting Procedures	[Council Documents]	24
Collection of Illegal Dumped Rubbish (per hr per staff member)	[Compost / Other]	13
Community Bus Service - out and about Tours (refreshments & activity costs at own expense)	[Other]	15
Community Facility name signs	[Temporary Parking Controls]	13
Community Land Register (per page)	[Register]	25
Concession 10 visit Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22
Concession 12 Month Membership Pass	[Passes]	21
Concession 30 visit Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22
Concession Card Holder	[Admission Costs]	20
Concession casual visit	[Group Fitness Classes]	21
Concession Multi Visit Pass (10 Visits)	[Passes]	21
Concession Multi Visit Pass (30 Visits)	[Passes]	21
Concession Season Pass	[Atlantis AUSSI Masters Swimming Club Membership and Hire Charges]	21
Concession Season Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22
Concessions (per year from date of joining)	[LIBRARIES - TOY]	18
Copy Register of Members' Interests (complete register)	[Register]	25
Copy Register of Members' Interests (individual return)	[Register]	25
Craft Corner - from $ 3.00 - $ 10.00	[PROGRAMS]	6
D		
Daily Holding Fee (Long Term Impound Facility)	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Daily Holding Fee (Short term impound facility)	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Damaged/Lost Toy	[LIBRARIES - TOY]	18
Defined retail precincts - with liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Defined retail precincts - without liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Delegations Register (per page)	[Register]	25
Department for Education & Child development & VACSWIM Lane hire exemption	[Hire Charges]	21
Desktop Audit (at Auditors Office) per hr	[FOOD SAFETY AUDITS]	12
Desktop Audit (on-site) per hr	[FOOD SAFETY AUDITS]	12
Development of Traffic Management Plan	[COMMUNITY EVENT COSTS]	16
Display of goods on footway-roadway/yr	[STREET TRADERS]	14
Disposal of Illegally Dumped Rubbish (per cubic metre)	[Compost / Other]	13
Dog pouch holder (1) Green	[Waste Services]	13
Domestic Assistance - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Domestic Assistance Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Drawing and Sketching	[PROGRAMS]	6
E		
Ear Bud Headphones	[LIBRARIES - UNLEY (CIVIC CENTRE)]	18

Fee Name	Parent Name	Page
E [continued]		
English Language Program - Casual	[PROGRAMS]	9
English Language Program - Term	[PROGRAMS]	9
Entire Centre (including Junior pools, Centre closed to public) per hr (does not include participant entry fee)	[Carnival Hire]	21
Event bins - missing/ not recovered	[Special Events (240L MGB hire costs)]	12
Event bins $220 + $20.00 per bin (Waste disposal + handling & cleaning)	[Special Events (240L MGB hire costs)]	12
extra child	[Children Parties - 10 children]	20
F		
Family (2 adults + 3 children)	[Admission Costs]	20
Family (per year from date of joining)	[LIBRARIES - TOY]	18
Family 12 Month Membership (2+3)	[Passes]	21
Family Season Pass	[Unley Amateur Swimming Club Membership and Hire Charges]	22
Fees and Charges (Full Document)	[Council Documents]	25
Fees and Charges (per page)	[Council Documents]	25
Fees for seizure and detention	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Financial Interests – CAP (per page)	[Register]	25
Financial Interests – Elected Members (full set)	[Register]	25
Financial Interests – Elected Members (per page)	[Register]	25
Food Premises - Adelaide Show at the Showgrounds (up to 10 days)	[Other]	12
Food Premises - charitable/not for profit (ineligible for GST)	[Other]	12
Food Premises - Food transport vehicle with Notification from another Council	[Other]	12
Food Premises - nominal risk (newsagents, chemists)	[Other]	12
Food Premises - Stalls at fetes, trading tables etc.	[Other]	12
Friday (8am-midnight); Saturday (8am–midnight); Sunday (8am-10pm) all day hire	[Unley Oval Community Hub]	5
Friday Social Group	[PROGRAMS]	9
Friday, Saturday(8am- midnight) Sunday (8am-10pm)	[Full Day and Night]	5
From Cottage to Community Centre	[MUSEUM]	18
Full Day Session - weekend	[WHOLE BUILDING (Hireable space) 575 sq m]	8
Full Day Weekday	[RED ROOM]	7
Full Day Weekend	[RED ROOM]	7
Further copies of prior year rate notice reprints	[Council Documents]	25
G		
Garbage 140L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	[WASTE MANAGEMENT SERVICES]	12
Gardening - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Gardening - Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Greater than 15 square metres	[Bitumen]	19
Greater than 15 square metres	[Pavers]	19
Greater than 15 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY - PAVERS]	19
Green Organics 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	[WASTE MANAGEMENT SERVICES]	12
Group Activities (eg Tai Chi / Better Balance) – Pension	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Group Activities (eg Tai Chi / Better Balance) – Self Funded	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Group/Organisation (per year from date of joining)	[LIBRARIES - TOY]	18
Gutter Clean - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Gutter Clean - Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
H		
Handyman Services Full Pensioner per hr + materials	[COMMONWEALTH HOME SUPPORT PROGRAM]	15

Fee Name	Parent Name	Page
H [continued]		
Handyman Services Self Funded Retiree per hr + materials	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Hire Cost /site/week - commercial organisation	[BANNERS]	20
Hire of front car park	[CAR PARK]	9
Hourly rate	[RED ROOM]	7
Hourly Rate	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Hourly Rate	[COMMUNITY ROOM - 40 sq m]	7
Hourly Rate	[PARKVIEW ROOM - 85 sq m]	8
Hourly Rate	[LOUNGE, KITCHEN]	8
Hourly Rate	[BANQUET ROOM - 195 sq m]	8
Hourly Rate	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Hourly Rate	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Hourly Rate Fri 5pm-Sun	[BANQUET HALL AND KITCHEN 216 sq m]	9
Hourly Rate Fri 5pm-Sun	[ACTIVITY HALL 283 sq m]	10
Hourly Rate Fri 5pm-Sun	[ROSA OFFICE 12 sq m]	10
Hourly Rate Fri 5pm-Sun	[BOTH HALLS AND KITCHEN 499 sq m]	10
Hourly Rate Fri 5pm-Sun	[COMMUNITY OFFICE 10 sq m]	10
Hourly Rate Fri 5pm-Sun	[INTERVIEW ROOM 9 sq m]	10
Hourly Rate Fri 5pm-Sun	[GROUP ROOM 10 sq m]	10
Hourly Rate Fri 5pm-Sun	[BOARD ROOM 22 sq m]	10
Hourly Rate - Friday - Sunday	[Full Day and Night]	5
Hourly Rate - Monday to Thursday	[Full Day and Night]	5
Hourly Rate (Friday-Sunday)	[Unley Oval Community Hub]	5
Hourly Rate (Monday-Thursday)	[Unley Oval Community Hub]	5
Hourly Rate Mon-Fri 5pm	[COMMUNITY OFFICE 10 sq m]	10
Hourly Rate Mon-Fri 5pm	[ROSA OFFICE 12 sq m]	10
Hourly Rate Mon-Fri 5pm	[INTERVIEW ROOM 9 sq m]	10
Hourly Rate Mon-Fri 5pm	[BOARD ROOM 22 sq m]	10
Hourly Rate Mon-Fri 5pm	[ACTIVITY HALL 283 sq m]	10
Hourly Rate Mon-Fri 5pm	[GROUP ROOM 10 sq m]	10
Hourly Rate Mon-Fri 5pm	[BOTH HALLS AND KITCHEN 499 sq m]	10
Hourly Rate Mon-Fri 5pm	[BANQUET HALL AND KITCHEN 216 sq m]	9
House History Searches	[MUSEUM]	18
House of Assembly and Council Roll (Paper Copy)	[Voters Roll]	25
House of Assembly and Council Roll per ward (Paper Copy) (after first copy)	[Voters Roll]	25
I		
Immediate collection of hard refuse(within 5 days) not including mattresses	[Compost / Other]	13
Installation Cost/Banner	[BANNERS]	20
Installation of tree wells in verge	[TREE WATER WELLS]	20
Installation or removal of temporary parking controls and road closures - After hours (M-F) & Saturday (2 staff members / 3 hour call out)	[COMMUNITY EVENT COSTS]	15
Installation or removal of temporary parking controls and road closures - Sundays and Public Holidays (2 Staff members / 3 hour call out)	[COMMUNITY EVENT COSTS]	15
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	[Council Documents]	26
J		
Joint Venture On-Street Car Park Annual Permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	14
K		
KERB AND WATER TABLE-Per lineal metre	[KERB]	19
Kitchen Caddy (inc roll of 150 liners & brochure)	[WASTE MANAGEMENT SERVICES]	12
L		
Lane Hire	[Unley Amateur Swimming Club Membership and Hire Charges]	21
Lane Hire	[Atlantis AUSSI Masters Swimming Club Membership and Hire Charges]	21
Lane Hire (casual user per hour)	[Hire Charges]	21
Lane Hire (regular user per hour)	[Hire Charges]	21

Fee Name	Parent Name	Page
L [continued]		
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools and Sporting Groups within the City of Unley – per day	[EVENTS IN OPEN SPACES]	17
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval - External event organiser / per day charge	[EVENTS IN OPEN SPACES]	17
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval - Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	17
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval - Schools with Community use agreements - per hr	[EVENTS IN OPEN SPACES]	17
Large Scale Event Refundable Bond - Payable for events expecting 1000 or more attendees and/or involves road closures or speed restrictions and/or involves activity that council deems as high risk	[COMMUNITY EVENT COSTS]	15
Late Cancellation fee	[Special Purpose & Non-Profit Community Group (Charter)]	15
Library Bag	[LIBRARIES - GENERAL]	17
Library programs and events	[LIBRARIES - GENERAL]	17
Library programs user charges	[LIBRARIES - GENERAL]	17
List Property Addresses & Names (Assessment Records) - cost per entry. As per S 174 (2) LG Act 1999	[Council Documents]	26
Local Nuisance Exemption Application fee	[DEVELOPMENT SERVICES]	22
Long Term Impounding Fee	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Long Term Lane Hire (Per Hour) - Not For Profit	[Hire Charges]	21
Lost or damaged RFID tag or container - Toy Library	[LIBRARIES - TOY]	18
M		
Mah Jong Group per person	[PROGRAMS]	9
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	[Carnival Hire]	21
Mandatory advertisement - notification of road closure (Newspaper - standard size)	[COMMUNITY EVENT COSTS]	16
Meal Service - from $3.00 - $12.00	[COMPLETE FACILITY]	6
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - External event organiser / per day charge	[EVENTS IN OPEN SPACES]	16
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Local Schools and Sporting Groups / per hour charge	[EVENTS IN OPEN SPACES]	17
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Local Schools with Community use agreements	[EVENTS IN OPEN SPACES]	17
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	16
Membership Pass Renewal Discount - 10% Off	[Passes]	21
Minimum Charge	[Special Purpose & Non-Profit Community Group (Charter)]	15

Fee Name	Parent Name	Page
M [continued]		
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 1]	23
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 2]	23
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 3]	23
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 5]	24
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 6]	24
Minimum fee: $201.00 per annum where applicable	[Type of Encroachment - 7]	24
Minimum fee: $267.95 per annum where applicable	[Type of Encroachment - 8]	24
Minutes of Council. Committee or Sub- Committee Meeting	[Council Documents]	25
Missing Pieces	[LIBRARIES - TOY]	18
Mon - Fri	[Food Premises - large events at the Showgrounds (per day)]	12
Mon - Fri 3Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Mon - Fri 4Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Mon - Fri 5Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Mon - Fri 6Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Monday - Thursday (8am - Midnight)	[Full Day and Night]	5
Monday-Thursday all day hire (8am-10pm)	[Unley Oval Community Hub]	5
Mornington - A Gentleman's Residence	[MUSEUM]	18
Multi Dog Permit Application Fee	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Multi Dog Permit Variation Application Fee	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
N		
NATURE STRIPS Per square metre	[REINSTATEMENT]	19
New Rescue Dog First Year of Registration Free (AWL and RSPCA only)	[DOG REGISTRATIONS]	11
Non-Standard Dog – Concession	[DOG REGISTRATIONS]	11
Non-Standard Dog – Temp Concession	[DOG REGISTRATIONS]	11
Non-Standard Dog (neither desexed nor microchipped)	[DOG REGISTRATIONS]	11
Non-Unley based residents / groups / schools / clubs per hr	[TENNIS COURT (HARD COURTS)]	16
Notice Fee	[LIBRARIES - GENERAL]	17
Notice of Agenda for Meetings of Council and Committees (per page)	[Council Documents]	25
O		
One on One 1/2 hr	[Learn to Swim]	20
One on One 1/2 hr (per lesson) - Multiple Lessons	[Learn to Swim]	20
On-Site Audit (including re-audits) per hr	[FOOD SAFETY AUDITS]	12
Other commercial areas - with liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Other commercial areas - without liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
P		
Pack of Compostable Dog bags	[Waste Services]	13
Paid Parking - Business Permits per day	[PAID PARKING]	13
Paid Parking - Business Permits per hr	[PAID PARKING]	13
Paid Parking per day	[PAID PARKING]	13
Paid Parking per hr	[PAID PARKING]	13
Painting with Acrylics - from $3.00 - $ 8.00	[PROGRAMS]	6
Payment for lost library materials - One Card System	[LIBRARIES - GENERAL]	17
Penalty for late Registration	[REGISTRATIONS]	11
Per day = 8 hours	[STUDY]	9
Per full day	[MEETING ROOM]	18
Per half day = 4 hours	[STUDY]	9
Per hour	[STUDY]	9
Per hour	[MEETING ROOM]	18
Per Kilometre	[Special Purpose & Non-Profit Community Group (Charter)]	15
Per lineal metre parallel to kerb	[REINSTATEMENT]	19
Per Week	[GALLERY]	9
Percentage rebate for partial year registration	[REGISTRATIONS]	11
Photocopying B&W A3 (per page)	[Customer Service]	25
Photocopying B&W A4 (per page)	[Customer Service]	25
Photocopying Colour A3 (per page)	[Customer Service]	25

Fee Name	Parent Name	Page
P [continued]		
Photocopying Colour A4 (per page)	[Customer Service]	25
Photograph of Unley Oval - SA v England 1903 (unframed)	[MUSEUM]	18
Photographic reproduction - Commercial use	[MUSEUM]	18
Photographic Scanning and Reproduction (minimum charge)	[MUSEUM]	18
Pole Banners	[BANNERS]	20
Powerbox access fee (per powerbox / per day)	[COMMUNITY EVENT COSTS]	16
Processing fee for lost library material - One Card System	[LIBRARIES - GENERAL]	17
Processing fee for lost toy library material - One Card System	[LIBRARIES - TOY]	18
Programs and Events	[PROGRAMS]	6
Programs and Events	[PROGRAMS]	9
Promotional Multi Visit Passes (10 x Adult 10 Visit Passes)	[Carnival Hire]	21
Public Notification Advertising Fee	[DEVELOPMENT SERVICES]	22
Public Roads Register (full register)	[Register]	25
Public Roads Register (per page)	[Register]	25
Puppy Fee (under 6 months) between 1 July & 31 December	[DOG REGISTRATIONS]	11
Puppy Fee (under 6 months) between 1 July & 31 December - Concession	[DOG REGISTRATIONS]	11
Q		
Quilting Group and Tuesday Stitchers per person	[PROGRAMS]	9
R		
Racing Greyhound (GRSA Registered) and Working Livestock Dog (no additional rebates)	[DOG REGISTRATIONS]	11
Rate Notice reprints - 1st reprint of current year	[Council Documents]	25
Recycling 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	[WASTE MANAGEMENT SERVICES]	12
Remuneration, Salaries and Benefits Register (full register)	[Register]	25
Remuneration, Salaries and Benefits Register (per page)	[Register]	25
Renewal Fee	[Permit Renewal and Cancellation]	23
Replacement Card Fee	[Administration Charges]	22
Replacement Dog Registration Disc	[REGISTRATIONS]	11
Replacement library card	[LIBRARIES - GENERAL]	17
Replacement Parking Permit / Exemption Label	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	14
Replacement Toy Library card	[LIBRARIES - TOY]	18
Representation Options Papers and Reports on Reviews	[Council Documents]	25
Request for Copies of Development Plans and Reports held by council (excluding SA Plan portal documents)	[Council Documents]	26
Research and information requests per hour	[MUSEUM]	18
Resident Parking Permit for 2 years	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	14
Residential areas - with liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Residential areas - without liquor	[Renewed Outdoor Dining Permit - Rental per square metre of public land per week]	14
Residential Parking Permit in Excess of Policy Entitlements Annual	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	14
Respite - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Respite - Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Response Crew Assistance eg. delivery of bollards, bunting, assistance with installation of event infrastructure - After Hours (M-F) & Saturday (one staff member / three hour call out)	[COMMUNITY EVENT COSTS]	16

Fee Name	Parent Name	Page
R [continued]		
Response Crew Assistance eg. delivery of bollards, bunting, assistance with installation of event infrastructure - Sundays & Public Holidays - (one staff member / three hour call out)	[COMMUNITY EVENT COSTS]	16
Retreat - Per day	[RETREAT]	9
Reusable Coffee cups - (Keep Cups)	[FULLARTON PARK COMMUNITY CENTRE]	7
Roll of 150 Compostable liners	[WASTE MANAGEMENT SERVICES]	12
Rolling Closures at request of Police	[Temporary Parking Controls]	13
S		
S270 Internal Review Applications	[MISCELLANEOUS ITEMS]	24
Sat/ Sun	[Food Premises - large events at the Showgrounds (per day)]	12
Sat/ Sun 3Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Sat/ Sun 4Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	11
Sat/ Sun 5Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	12
Sat/ Sun 6Hrs	[Food Premises - 1 day event at the Showgrounds (per day)]	12
School Groups (per person) invoice rate structured activity	[Admission Costs]	20
School Groups (per person) invoice rate unstructured activity	[Admission Costs]	20
Season pass holder only	[Group Fitness Classes]	21
Session Weekday	[RED ROOM]	7
Session Weekend	[RED ROOM]	7
Set of 4 historic images on cards with envelopes - $1 per card - Set of 4 = $4	[MUSEUM]	18
Shopping Bus Service (one way fee)	[Other]	15
Shopping Support - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Shopping Support - Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	14
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - External event organiser / per day charge	[EVENTS IN OPEN SPACES]	16
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Local Schools and Sporting Groups / per hour charge	[EVENTS IN OPEN SPACES]	16
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Local Schools with Community use agreements	[EVENTS IN OPEN SPACES]	16
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve - Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	16
Social Activities and Trips - Full Pensioner per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Social Activities and Trips - Self Funded Retirees per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Social Support One on One Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Social Support One on One Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Special Events including school holiday program events	[MUSEUM]	18
Spectators/ Supervising Adults	[Admission Costs]	20
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. – External Sports and Recreation organisations – per hr (new fee for 2023-24)	[EVENTS IN OPEN SPACES]	17

Fee Name	Parent Name	Page
S [continued]		
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence.Schools, Sporting Clubs, Groups and Sporting Associations outside the City of Unley – per hr (new fee structure)	[EVENTS IN OPEN SPACES]	17
Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence.Schools, Sporting Clubs, Groups and Sporting Associations within the City of Unley – per hr (new fee structure)	[EVENTS IN OPEN SPACES]	17
Spring Clean - Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Spring Clean Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Standard Dog	[DOG REGISTRATIONS]	11
Standard Dog – Concession	[DOG REGISTRATIONS]	11
Standard Dog – Temp Concession	[DOG REGISTRATIONS]	11
Standard monthly fee regardless of group size per location per month (new fee structure)	[COMMERCIAL DOG TRAINING IN PARKS]	16
Storage fee per day	[VEHICLE IMPOUNDING FEE]	13
Stormwater Pipe (80mm-100mm) per lineal metre	[DISPOSAL OF STORMWATER]	19
Strategic Management Plans (full set)	[Council Documents]	25
Street Lighting Shield	[Street Lighting]	24
Street Parties i.e. non-commercial (M-F)	[TEMPORARY ROAD CLOSURES]	13
Street Parties i.e. non-commercial (Sat -Sun)	[TEMPORARY ROAD CLOSURES]	13
Street Parties i.e. non-commercial (Sat)	[Temporary Parking Controls]	13
Street Party/ on Street Event - with commercial benefit	[TEMPORARY ROAD CLOSURES]	13
Street Traders - Mobile Street Traders - per month	[STREET TRADERS]	14
Street Trading Table Licence/day	[STREET TRADERS]	14
Street. Traders - on-street public events (per day)	[STREET TRADERS]	14
Street. Traders-Mobile Street Trader/ Yearly fee	[STREET TRADERS]	14
Strength for Life	[PROGRAMS]	6
Stripe Refund Administration Fee	[Administration Charges]	22
T		
Tai Chi	[PROGRAMS]	6
Tech Help drop in - 25 minute support sessions	[Digital Literacy Classes]	18
Temporary Hoarding on Council Roads	[TEMPORARY ROAD CLOSURES]	13
Temporary hoarding on Council Roads - Application to extend existing approval	[TEMPORARY ROAD CLOSURES]	13
Temporary hoarding on Council Roads - Priority Application Fee	[TEMPORARY ROAD CLOSURES]	13
Temporary Member - Borrowing Fee per loan	[LIBRARIES - TOY]	18
To hire - a section of "fencing" per week or part thereof	[BOLLARDS & SIGNS]	19
To hire - a sign or bollard per week or part thereof	[BOLLARDS & SIGNS]	19
Transport to Long Term Impounding	[ANIMAL MANAGEMENT ACT - Non Statutory]	11
Travel (more than 50km away from Council Offices) per hr	[FOOD SAFETY AUDITS]	12
Two on one 1/2 hr	[Learn to Swim]	20
Two on One 1/2 hr (per lesson) - Multiple Lessons	[Learn to Swim]	20
U		
UNDERGROUND ELECTRICAL REINSTATEMENT	[REINSTATEMENT]	19
Unley based residents / groups / schools / clubs per hr	[TENNIS COURT (HARD COURTS)]	16
Unley Museum – Promotional items including bags, magnets etc.	[MUSEUM]	18
V		
Vehicle Impounding Fee	[VEHICLE IMPOUNDING FEE]	13

Fee Name	Parent Name	Page
V [continued]		
Volunteer based car service - Full Pensioner per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Volunteer based car service - Self Funded Retiree per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Voters Roll for the Area (Candidates) (after first copy)	[Voters Roll]	25
W		
Walford's Houses	[MUSEUM]	18
Wall opening/closing (per occasion)	[Other]	10
Watercolour painting	[PROGRAMS]	6
Weekday - Double session	[PARKVIEW ROOM - 85 sq m]	7
Weekday - Evening session	[PARKVIEW ROOM - 85 sq m]	7
Weekday - Evening session	[COMMUNITY ROOM - 40 sq m]	7
Weekday - Single session	[PARKVIEW ROOM - 85 sq m]	7
Weekday - Double session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekday - Double session	[COMMUNITY ROOM - 40 sq m]	7
Weekday - Double session	[BANQUET ROOM - 195 sq m]	8
Weekday - Evening session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekday - Evening session	[LOUNGE, KITCHEN]	8
Weekday - Evening session	[BANQUET ROOM - 195 sq m]	8
Weekday – Full day session	[ART STUDIO]	9
Weekday - per hour	[ART STUDIO]	9
Weekday - Single session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekday - Single session	[COMMUNITY ROOM - 40 sq m]	7
Weekday - Single session	[BANQUET ROOM - 195 sq m]	8
Weekday (up to 8 hours)	[Main HALL & KITCHEN]	5
Weekday (Up to 8 Hours)	[MAIN HALL]	5
Weekday (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekday Rate - per hour	[Main HALL & KITCHEN]	5
Weekday Rate - Per Hour	[MAIN HALL]	5
Weekday Rate - Per Hour	[COMPLETE FACILITY]	6
Weekday-Double session	[LOUNGE, KITCHEN]	8
Weekday-Double session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekday-Double session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Weekday-Evening session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekday-Evening session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Weekday-Single session	[LOUNGE, KITCHEN]	8
Weekday-Single session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekday-Single session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Weekend - Evening session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekend - Evening session	[COMMUNITY ROOM - 40 sq m]	7
Weekend - Evening session	[PARKVIEW ROOM - 85 sq m]	8
Weekend - Evening session	[BANQUET ROOM - 195 sq m]	8
Weekend - Evening session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Weekend - Full day session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekend - Full day session	[COMMUNITY ROOM - 40 sq m]	7
Weekend - Full day session	[PARKVIEW ROOM - 85 sq m]	7
Weekend - Full day session	[BANQUET ROOM - 195 sq m]	8
Weekend – Full day session	[ART STUDIO]	9
Weekend - per hour	[ART STUDIO]	9
Weekend - Single session	[HOWARD AND BOARD ROOMS - 30 sq m]	7
Weekend - Single session	[COMMUNITY ROOM - 40 sq m]	7
Weekend - Single session	[PARKVIEW ROOM - 85 sq m]	7
Weekend - Single session	[BANQUET ROOM - 195 sq m]	8
Weekend (Up to 8 Hours)	[MAIN HALL]	5
Weekend (Up to 8 Hours)	[Main HALL & KITCHEN]	5
Weekend (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekend Rate - Per Hour	[MAIN HALL]	5
Weekend Rate - Per Hour	[COMPLETE FACILITY]	6
Weekend Rate per hour	[Main HALL & KITCHEN]	5
Weekend-Evening session	[LOUNGE, KITCHEN]	8
Weekend-Evening session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekend-Full day session	[LOUNGE, KITCHEN]	8
Weekend-Full day session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekend-Full day session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Weekend-Single session	[LOUNGE, KITCHEN]	8

Fee Name	Parent Name	Page
W [continued]		
Weekend-Single session	[BANQUET ROOM & KITCHEN - 195 sq m]	8
Weekend-Single session	[ENTIRE MAIN FUNCTION AREA - 390 sq m]	8
Wellbeing Suite - half day	[RETREAT]	9
Wellbeing Suite - per day	[RETREAT]	9
Whistler's Unley : Then and Now	[MUSEUM]	18
Whole Day Fri-Sun	[GROUP ROOM 10 sq m]	10
Whole Day Fri-Sun	[COMMUNITY OFFICE 10 sq m]	10
Whole Day Fri-Sun	[BOTH HALLS AND KITCHEN 499 sq m]	10
Whole Day Fri-Sun	[ROSA OFFICE 12 sq m]	10
Whole Day Fri-Sun	[ACTIVITY HALL 283 sq m]	10
Whole Day Fri-Sun	[BOARD ROOM 22 sq m]	10
Whole Day Fri-Sun	[INTERVIEW ROOM 9 sq m]	10
Whole Day Fri-Sun	[BANQUET HALL AND KITCHEN 216 sq m]	9
Whole Day Mon-Thurs	[ACTIVITY HALL 283 sq m]	10
Whole Day Mon-Thurs	[BANQUET HALL AND KITCHEN 216 sq m]	9
Whole Day Mon-Thurs	[COMMUNITY OFFICE 10 sq m]	10
Whole Day Mon-Thurs	[BOTH HALLS AND KITCHEN 499 sq m]	10
Whole Day Mon-Thurs	[GROUP ROOM 10 sq m]	10
Whole Day Mon-Thurs	[INTERVIEW ROOM 9 sq m]	10
Whole Day Mon-Thurs	[ROSA OFFICE 12 sq m]	10
Whole Day Mon-Thurs	[BOARD ROOM 22 sq m]	10
Window Cleaning Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Window Cleaning Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	15
Within Business Hours	[Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc]	14
Within Business hrs - Non Commercial	[Installation and removal of temporary parking controls - Commercial (ie work zone, building work,filming etc]	14
Work Zone /Tradesperson permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	14
Other		
$5 discount membership voucher/promotion as determined by Toy Library Coordinator	[LIBRARIES - TOY]	18
"Friday for a cause" Gold Coin Entry	[Admission Costs]	20

DECISION REPORT

REPORT TITLE:	CEO'S PROPOSED KEY PERFORMANCE INDICATORS 2024/25
ITEM NUMBER:	4.9
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	PETER TSOKAS, CHIEF EXECUTIVE OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. CEO'S PROPOSED KPIS 2024/25

1. PURPOSE

The CEO Performance Review Panel and the CEO have been engaged in a consultative process of determining a set of Key Performance Indicators (KPIs) for 2024/25, and they are presented in this report to Council.

2. RECOMMENDATION

That:

1. The report be received.

2. The proposed CEO Key Performance Indicators for 2024/25, developed by the CEO Performance Review Panel in consultation with all Elected Members and the CEO, as set out in Attachment 1 to this report (Item 4.9, Council Meeting 24 June 2024), be adopted.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

The CEO Performance Review Panel has the responsibility to work consultatively with the CEO to develop a series of relevant and measurable KPIs against which an effective performance review can be conducted.

The KPIs ideally are aligned with Council's Strategic Plan and set out a series of KPIs for the 2024/25 year, which also enable the longer-term delivery of the Strategic Plan.

5. DISCUSSION

The CEO Performance Review Panel met with the CEO on 19 February 2024 and 15 April 2024 to discuss potential priority areas as a basis for KPI's to be developed for the 2024/25 financial year.

From these discussions, an initial draft set of KPIs was developed and circulated to the Panel for review. Following further refinement from the Panel at their Meeting on 25 April 2024, a draft set of KPIs was developed and distributed to all Elected Members for review and/or comment before finalisation. These KPIs, together with suggested milestones and success measures are attached to this report (Attachment 1).

Attachment 1

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The Unley Central Precinct project may require funding and if that is the case, funding will be sought via the quarterly budget reviews.

6.2 Risk Management (identification and mitigation)

- Nil

6.3 Staffing/Work Plans/Additional Resource Impact

- It is proposed that the work will be undertaken using a combination of internal staff and external support.

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- Nil

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The proposed CEO Key Performance Indicators for 2024/25 developed by the CEO Performance Review Panel in consultation with all Elected Members and the CEO, as set out in Attachment 1 to this report (Item 4.9, Council Meeting 24 June 2024), be adopted.

Adoption of the 2024/25 KPIs will ensure that the CEO has 12 months to achieve the agreed milestones. This option endorses the proposed KPIs that have been the subject of consultation with the Elected Members and the CEO.

Option 2 –

1. The report be received.

2. Subject to the incorporation of the following amendments, the proposed CEO Key Performance Indicators for 2024/25 developed by the CEO Performance Review Panel in consultation with the CEO, as set out in Attachment 1 to this Report (Item 4.9, Council Meeting, 24 June 2024) be adopted.
   - *Amendments to be determined by Council*
   - *Etc*

This option provides the opportunity for amendments to be made to the proposed CEO KPIs should Council deem it necessary to do so.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

CEO KPIs 2024/25 *26 June 2024*

Key Performance Indicators

1. Strategic Projects

We will explore, develop, and implement strategic projects that support achieving the Council's vision and strategic plan

Comments

1. ***City Plan (stage 2 of 3)***

   Undertake a review of the current "City Plan" for the City of Unley and develop a new Plan that identifies the preferred development and integration of residential areas (including population growth), local open spaces, shopping, recreation and leisure precincts, Council facilities, walking and cycling routes, and road and footpath hierarchies, that will help Council "shape" the City over the next 25 years.

2. ***Unley Central Precinct***

   Under a signed Memorandum of Understanding (MOU) with the South Australian Housing Authority (SAHA), Council will investigate opportunities for revitalising the Mornington House site, currently comprising 18 flats, 6 townhouses and a State Heritage Property (Mornington House). Options will include housing opportunities, better utilisation of Mornington House, and integration with the adjacent Soldiers Memorial Gardens.

Milestones

1. ***City Plan (stage 2 of 3)***

   The proposed scope, phasing, and timing for the City Master Plan was endorsed by Council at its Meeting in January 2024 as follows:

   - Stage 1, Scoping Study
   - Stage 2, Updating the City Plan
   - Stage 3, Detailed Investigations for the City Plan

   Expected milestones for the project in 2024/25 are:

   - Undertake community engagement to inform how the city could develop over the next 25 years (July-September 2024).
   - Finalise the City Plan at a high level as part of the Council's submission on the Greater Adelaide Plan Review (December 2024).
   - Prepare an implementation plan for the City Plan including priorities/staging for Code Amendments to address identified zoning changes and other actions not related to the Code (January 2025).
   - Identify master planning opportunities for selected precincts (including the Goodwood and Unley Civic precincts) (February 2025).
   - Council endorses the implementation plan (June 2025).

2. ***Unley Central Precinct***

   - Elected Member Briefing to be held to explore possibilities regarding the Mornington House site.
   - Report be presented to Council for consideration, with the proposed MOU (September 2024).
   - Report be presented to Council for consideration, detailing the options for the site (March 2025).

CEO KPIs 2024/25 *26 June 2024*

Key Performance Indicators

2. Governance

Provide timely leadership and guidance to the community

Comments

1. ***Community Plan***

   Assist the Council to develop a new Community Plan that sets out a cohesive community vision for Unley to 2050, which is supported by key themes, goals, and objectives.

2. ***Four Year Plan 2025-2028***

   Following Council's adoption of a new Community Plan, assist Council to develop a four-year implementation Plan with identified priority services, programmes, and projects to be implemented in 2025-2028.

Milestones

1. ***Community Plan***
   - Draft Community Plan presented to Council for Community engagement (August 2024).
   - Community engagement undertaken (September 2024).
   - Final Plan presented to Council for endorsement (October 2024).

2. ***Four Year Plan 2025-2028***
   - Four Year Plan developed in readiness for the 2025/26 Annual Business Plan and Budget (November 2024-January 2025).

Key Performance Indicators

3. Strategic Properties

Council will procure properties of strategic value to increase open space and facilitate economic development opportunities for the benefit of the community

Comments

1. ***Strategic Property Acquisition***

   Develop and implement clear processes and procedures, that will enable Administration to act quickly and nimbly in the long-term interests of Council to procure properties of strategic value that assist Council to achieve its long-term goals of increasing open space and supporting economic development activities in the community.

   A strategic acquisition plan will be developed by Administration for Council that will identify advance opportunities for the purchase of available land and properties that will benefit the needs of the community.

Milestones

1. ***Strategic Property Acquisition***
   - Develop a list of principles to assist Council in making decisions to purchase property for open space purposes (September 2024).
   - Develop a list of principles to assist Council in making decisions to purchase property with the intention to enhance civic function and/or unlock mixed use development, or to improve the function of our main streets (September 2024).
   - Identify appropriate models/ approaches for strategic property acquisition (October 2024).
   - Allied to the City Plan KPI, identify properties across the City that may be of strategic value (February 2025).

Key Performance Indicators

4. Main Streets Improvement

Develop a forward program for the future upgrade of the City's main streets/ Business Precincts to improve their amenity and to reinforce them as destination places.

Comments

1. ***Main Streets Enhancement Program***

   Council will adopt a forward enhancement program (Program) for the future upgrade of the City's main streets, that is, Duthy Street, East Avenue, Fullarton Road, Glen Osmond Road, Goodwood Road, Greenhill Road, King William Road, and Unley Road.

Milestones

1. ***Main Streets Enhancement Program***
   - Develop the Program including first order cost estimates for implementation of priorities (October 2024).
   - Program is presented to Council's Business and Economic Development Advisory Committee and recommended to Council for implementation (November 2024).
   - Program is adopted by Council (December 2024).

Key Performance Indicators

5. Community Renewables Plan

Provide our community with opportunities to future proof with renewable resources

Comments

1. ***Community Renewable Energy Program***

   Implement an Unley Community Renewable Energy Program with ShineHub (Program).

   The Program aims to provide bulk buy for solar panels, batteries, and Virtual Power Plant (VPP) solutions for residents and businesses alike within Unley.

   Once adequate local battery power is installed, collaborate with ShineHub to develop an Unley Community Energy Plan that will source most of its power from the local VPP, and would be made available to the wider Unley community, not just for those who are able to install solar power.

Milestones

1. ***Community Renewable Energy Program***
   - Report presented to Council outlining the development and implementation of the Program, seeking approval to implement the Program (July 2024).
   - If approved, formalise agreement with ShineHub, including negotiations for profit-share from Council's white-labelling of the Program for the VPP, and Community Energy Plan (October 2024).
   - Deliver first bulk buy event for residents (March 2025).
   - Deliver first bulk buy event for businesses (June 2025).

Key Performance Indicators

6. Tree Canopy Cover Data

Council continues to inform the community, and explore opportunities to increase canopy cover for our City

Comments

1. ***Tree Canopy Data***

   Provide information on the rates notices, based on current 2024 Lidar data, for each (individual) property's tree canopy cover (December 2024).

Milestones

1. ***Tree Canopy Data***
   - Report presented to Council on results of 2024 Lidar Data (August 2024).
   - Report presented to Council providing information on trends in tree canopy cover for development applications that resulted in an increase in the built footprint for the period 2019-2024 (September 2024).
   - Tree canopy cover data will be provided with the December rates quarter notices (December 2024).

DECISION REPORT

REPORT TITLE:	CODE OF PRACTICE - ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS - REVIEW FOR ADOPTION
ITEM NUMBER:	4.10
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	MARK LABAZ, MANAGER GOVERNANCE
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. CODE OF PRACTICE - ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS - SURVEY RESPONSE REPORT 2. DRAFT CODE OF PRACTICE - ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS - JUNE 2024

1. PURPOSE

Council endorsed the revised *Code of Practice – Access to Council and Committee Meetings and Documents* (Code) for public consultation as mandated by Section 92(5) of the *Local Government Act 1999* (Act) on 22 April 2024. Public consultation was undertaken between 14 May and 4 June 2024 and a total of five (5) responses were received from the community.

This report provides the outcome of the public consultation process and seeks Council's adoption of the revised Code.

2. RECOMMENDATION

That:

1. The report be received.

2. The revised Code of Practice – Access to Council and Committee Meetings and Documents as set out in Attachment 2 to this Report (Item 4.10, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Code of Practice – Access to Council and Committee Meetings and Documents.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

4. Civic Leadership
4.1 We have strong leadership and governance.
4.3 Our business systems are effective and transparent.

4. BACKGROUND

Council policies, procedures and codes set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies, procedures and codes require periodical review, and in some instances, public consultation as part of the review process, after which they are presented to Council for consideration and adoption.

The Code of Practice for Access to Council Meetings and Documents (Code), captures the principles of open, transparent, and informed decision making of Council meetings or those of Council Committees (Committees) which have been established under Section 41 of the *Local Government Act 1999* (Act), and encourages community participation at these meetings and access to such meeting documents.

This is a mandatory Code pursuant to Section 92(1) of the Act which requires that Council must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that Council will apply for the purposes of public access to Council and Committee meetings and minutes of Council and Committee meetings and release of documents.

At its meeting held on 22 April 2024, Council was presented with a revised Code with amendments made to accord with changes to the Act since the last review and to align with the current Local Government Association of South Australia (LGASA) Access to Council and Committee Meetings and Documents Model Code of Practice (LGASA Code). The Code had also been transcribed into Council's recently updated policy and procedure template. The Council resolved to endorse the revised Code for public consultation *(Resolution No. C1254/24)*.

5. DISCUSSION

Public Consultation in relation to the revised Code was conducted between 14 May and 4 June 2024. The public consultation outcomes are discussed below.

Your Say Unley Survey

Participants were asked whether they had reviewed the amendments proposed for the Code in full, partially or not at all. They were also asked if they supported the revised Code adoption in full, in part or not at all. Participants were also asked what their reasons were for their view.

Consultation Summary

During the consultation period, a total of five (5) responses were received through Your Say Unley. A detailed summary of all responses received through Your Say Unley are included in Attachment 1 (Survey Response Report).

Attachment 1

A high-level summary of the public consultation is provided below.

Code of Practice	**Have you reviewed the amendments proposed for the Code?**		
	In Full	**Partially**	**No**
Access to Council and Committee Meetings and Documents	4	1	0
	Do you support the revised Code?		
	In Full	**Partially**	**No**
	2	3	0

The Administration have reviewed all survey responses and considered the feedback received. Comments were varied with two (2) responses simply being statements and one (1) response suggesting that other Council information should be readily accessible to the public to demonstrate further transparency such as discretionary spending. Such information is already available on Council's website namely, the Elected Members allowances, gifts and benefits registers, staff salaries register and register of staff gifts and benefits.

Council's Annual Business Plan and Budget, Long Term Financial Plan and Annual Report, which are all available on Council's website, also disclose information such as procurement arrangements, confidentiality orders made and details of any interstate or overseas travel undertaken by Elected Members or the Administration.

Comments and feedback received indicated general support for the revised Code and in this respect no changes have been made by the Administration to the content of the Code.

The final revised Code is provided as Attachment 2.

Attachment 2

Following adoption, the Code will be placed on Council's website for information and reference.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The review and release of the Code is being delivered within existing resources.
- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Code meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.
- Once adopted by Council the Code will be placed on Council's website for information.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Code is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- Nil.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The revised Code of Practice – Access to Council and Committee Meetings and Documents as set out in Attachment 2 to this Report (Item 4.10, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Code of Practice – Access to Council and Committee Meetings and Documents.

This option ensures that Council has undertaken a transparent process to release the revised Code for public consultation and consider feedback pursuant to the requirements of the Act prior to finalising and endorsing the revised Code for adoption and publication on Council's website.

Option 2 –

1. The report be received.

2. The revised Code of Practice – Access to Council and Committee Meetings and Documents as set out in Attachment 2 to this Report (Item 4.10, Council Meeting 24 June 2024), be adopted with the following amendments:

   2.1 *[Amendments to be determined by Council]*

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Code of Practice – Access to Council and Committee Meetings and Documents.

Council may wish to make amendments to the Code prior to finalising and endorsing the revised Code for adoption. If this is the case, amendments should be articulated as part of the resolution.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

Please provide your feedback on the revised Code of Practice

SURVEY RESPONSE REPORT

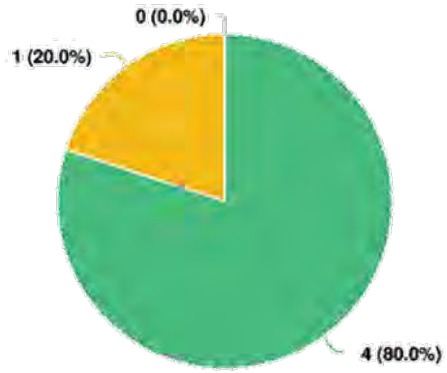
14 May 2024 - 04 June 2024

PROJECT NAME:
Code of Practice - Access to Council and Committee Meetings and Documents

BANG THE TABLE engagementHQ

SURVEY QUESTIONS

Q1 Have you reviewed the amendments proposed for the Code of Practice for Access to Council and Committee Meetings and Documen...

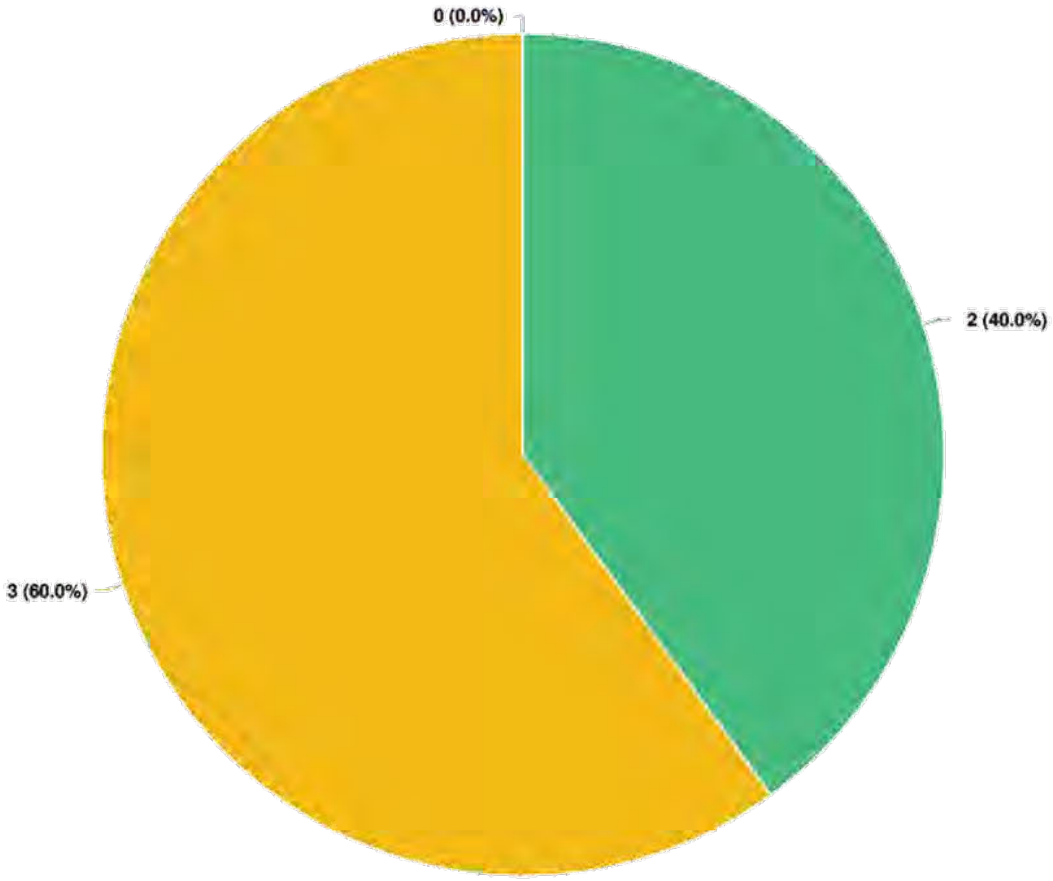


Question options

Yes – in full Partially No – not at all

Mandatory Question (5 response(s))
Question type: Radio Button Question

Q2 Please select the statement which best reflects your level of support for the revised Code of Practice for Access to Council and Committee Meetings and Documents



Question options

I support the Code adoption in full I support the Code adoption in part I do not support the Code adoption

Mandatory Question (5 response(s))
Question type: Radio Button Question

Q3 In relation to your response to Question 2 above, what are the reasons for your views?

[redacted] 5/23/2024 03:01 PM	They're are many concerning dangerous area that are not addressed by this council! Please be consistent!
[redacted] 5/23/2024 03:50 PM	It is never advisable to accept any proposal in full, there should always be scope for improvement and consultation. Also, I do not want council meetings to be overwhelmed or over represented by supposed ideal of Unley. For legal reasons, I understand we do not want everyone accessing documents without understanding their nuances, OPen council meetings more, explain what the policies mean and gain trust so when the information is widely available, you are not liable for issues arising from communications
[redacted] 5/23/2024 05:19 PM	This modernises the Code of Practice and ensures agendas and minutes are accessible to the stakeholders.
[redacted] 5/30/2024 01:53 PM	Code seems eminently sensible and workable.
[redacted] 5/31/2024 05:58 AM	I would like to see provision to make certain discretionary spending details available to the public for the purpose of transparency like travel, entertainment, council credit card usage that bypasses procurement processes. Such transparency builds trust.

Optional question (5 response(s), 0 skipped)
Question type: Essay Question

CODE OF PRACTICE - ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS

Code Type:	Council
Responsible Department:	Office of the CEO
Responsible Officer:	Manager Governance
Related Policies and Procedures	• Code of Practice – Procedures at Meetings • Internal Review of a Council Decision Procedure • Local Government Association of South Australia Access to Council and Committee Meetings and Documents Model Code of Practice
Community Plan Link	4. Civic Leadership 4.1 We have strong leadership and governance 4.3 Our business systems are effective and transparent
Date Originally Adopted	26 November 2007: C184
Last review date	*To be populated once adopted*
Next review date	May 2027
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. This Code of Practice for Access to Council and Committee Meetings and Documents (Code), captures the principles of open, transparent and informed decision making of Council meetings or those of Council Committees (Committees) which have been established under Section 41 of the *Local Government Act 1999* (Act) and encourages community participation and access to such documents. Section 92 of the Act requires Council to prepare and adopt a Code of Practice for Access to Meetings and Documents.

1.2. The City of Unley (Council) is fully committed to the principle of open government, whilst recognising that on some occasions it may be necessary in the broader community interest to restrict public access to discussion or documents in accordance with the Act.

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2. SCOPE

2.1. This Code applies in its entirety to:

- Council;
- Council Members; and
- Committees of Council established under Section 41 of the Act

3. CODE PURPOSE/OBJECTIVES

3.1. The purpose and objectives of the Code are to ensure that there are clear guidelines for the public in relation to:

- access to the agenda for meetings;
- public access to meetings;
- the process to exclude the public from meetings;
- information and briefing sessions;
- review of confidentiality orders;
- how the Council will the use of the confidentiality provisions in the Act;
- public access to documents, including minutes;
- accountability and reporting to the community, including the availability of the Code;
- review of the Code; and
- grievances about the use of the Code by Council.

3.2 The circumstances in which a Council or Committee may order the public to be excluded are detailed in Section 90(3) of the Act and are included as Appendix A. The minutes of the meeting will record the reason for going into confidence and must explain why it is in the public interest to exclude the public.

4. DEFINITIONS

Term	Definition
Chief Executive Officer (CEO)	Means the appointed CEO or Acting CEO. For the purposes of this Code, the City of Unley.
Clear days	Means that the time between the giving of the notice for the meeting and the meeting is to be determined by excluding both the day on which the notice was given and the day of the meeting. For example, notice is given on a Thursday for a following Monday meeting, the clear days being Friday, Saturday and Sunday. For the purposes of the calculation of "clear days" under Regulation 3(2)(3) of the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
Council	Means a council constituted under the *Local Government Act 1999* (Act)

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Council Committee	Means those Committees established by Council under Section 41 of the Act.
Council Member	Means an Elected Member of the City of Unley.
Council staff/employee	Means any person that is employed full-time, part time, or casually by the Council who received remuneration for their work.
Information and briefing sessions	It is not unlawful for members of Council, a Council Committee (Committee) and Council staff to participate in information and briefing sessions provided that a matter which would ordinarily form part of the agenda for a formal meeting is not dealt with in such a way as to obtain, or effectively obtain, a decision outside of a formally constituted meeting of Council or Committee. The following are examples: ▪ Planning sessions associated with the development of policies and strategies. ▪ Briefing, Information or training sessions. ▪ Workshops. ▪

5. CODE STATEMENT/PROCEDURES

5.1. Public Access to Agendas for Meetings

5.1.1. At least three (3) clear days before a Council or Committee meeting (with the exception of special meetings of the Council) the CEO must give written notice of the meeting to all Council or Committee members setting out the date, time and place of the meeting and the notice must contain or be accompanied by the agenda for the meeting. Items listed on the agenda will be decsribed accurately and in reasonable detail.

5.1.2. The notice of the meeting and agenda will be placed on public display at the principal office of the Council at the same time as they are forwarded to Council Members.

5.1.3. The CEO must publish the notice and the agenda for a meeting on the Council's website.

5.1.4. The notice of the meeting and agenda will be kept on public display, and continue to be published on the website until the completion of the relevant Council or Committee meeting.

5.1.5. As allowed for in Section 88(7) of the Act and Part 3 Regulation 24 of the Regulations, where a Committee is not performing a regulatory activity, these procedures may be varied ie. they may be given in a form decided by the Committee and need not be given for each meeting separately. Public notice may be given at a place determined by the CEO taking into account the nature and purpose of the Committee.

5.1.6. Members of the public may obtain a copy of the agenda and any particular reports on payment of a fee (if any) fixed by the Council.

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5.2. Public Access to Meetings

5.2.1. Council and Committee meetings are open to the public and attendance is encouraged except where the Council or the Committee believes it is necessary in the broader community interest to exclude the public from the discussion, and if necessary, a decsison of a particular matter.

5.2.2. The public will only be excluded when considered absolutely necessary ie. the need for confidentiality outweighs the principle of open decision making.

5.3. Process to Exclude the Public from a Meeting

5.3.1. Before a meeting orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting must in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter. If this occurs then the public must leave the room. This means that all members of the public (including Council staff), unless exempted by being named in the resolution as entitled to remain, are required to leave the room. For the operation of Section 90(2) of the Act a member of the public does not include a Council Member.

5.3.2. Once Council, or a Committee has made the order, it is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. Should a member of the public refuse to leave the room whilst an order is in place, Council will adjourn the meeting and reconvene once the member of the public has left, or conduct the meeting at an alternative location. It is lawful for Council to engage the services of the Police or a Security Guard to enforce the requirement to leave the room whilst an order is in place.

5.3.3. Council, or a Committee, can by inclusion within the resolution permit a particular person or persons to remain in the meeting. An example would be allowing a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates is being discussed.

5.3.4. Once discussion on that particular matter is concluded, the public are then permitted to re-enter the meeting. If there is a further matter that needs to be considered in confidence it is necessary to again undertake the formal determination process and to resolve to exclude the public as above.

5.4. Information and Briefing Sessions

5.4.1. Council or the CEO are permitted to facilitate an 'information or briefing session' where more than one member of the Council or Committee is invited.

5.4.2. A matter must not be dealt with at an information or briefing session in such a way so as to obtain, or effectively obtain, a decision outside of a formally constituted meeting of Council or Committee.

5.4.3. An information or briefing session on a matter that will be included on a council agenda must be open to the public. However, the Council or the CEO may order that the information or briefing session be closed to the public if the

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matter listed for discussion falls within the confidentiality provisions listed in Section 90(3) of the Act.

5.4.4. Whether or not an information or briefing session has been open to the public, the following information must be published as soon as practicable after the holding of the session:

- the place, date and time of the session;
- the matter discussed at the session; and
- whether or not the session was open to the public.

5.5. Use of the Confidentiality Provisions

5.5.1. Distribution of agenda papers to Council Members may include advice from the CEO, after consultation with the Mayor and relevant Committee Presiding Member, that a document or report on a particular matter may be considered in confidence, with the public to be excluded. Where this occurs, the CEO must specify the basis for keeping the matter confidential in terms of Section 90(3) of the Act.

5.5.2. At the Council or Committee meeting, Members will then consider if excluding the public is necessary and appropriate in accordance with Sections 90(3) and 90(4) and 91(8) of the Act.

5.5.3. Before a meeting excludes the public from discussion of a particular matter, the meeting must, in public, formally determine if this is necessary, and then pass a resolution to exclude the public. If a decision to exclude the public is taken, the grounds for this are to be communicated to the public, both in the meeting at the time of the request to leave, and in the minutes.

5.5.4. Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that document(s) (or parts of the document(s)) associated with the agenda item, including minutes, are to remain confidential.

5.5.5. If the meeting determines that it is necessary to keep a document(s) (or parts of document(s)) confidential, then a resolution for an order to this effect is required in accordance with Section 91(7) of the Act.

5.5.6. The Council or the Committee can only resolve to keep minutes and/or documents confidential under Section 91(7) of the Act if they were considered in confidence at a Council or Committee Meeting pursuant to Sections 90(2) and 90(3) of the Act.

5.5.7. The Council will not consider a number of agenda items "in confidence" together i.e. en bloc. It will determine each item separately and consider the exemptions relevant to each item.

5.5.8. All details pertaining to any order by the Council or a Committee to keep information or a document confidential in accordance with Sections 90 and 91 of the Act, are also to be made known. These are to be recorded in the minutes, which are to be available within five (5) days after the meeting. The intention is that the information will be made publicly available at the earliest possible opportunity.

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5.5.9. For the convenience of the public present at a meeting, where it is resolved to consider a matter in confidence, the matter may be deferred until all other business has been dealt with.

5.6. Review of Confidentiality Orders

5.6.1. A confidentiality order made under section 91(7) of the Act must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed. In any event, any order that operates for a period exceeding twelve (12) months must be reviewed at least once in every year.

5.6.2. An order will automatically lapse if the time or event specified has been reached or carried out. There is no need for Council to resolve for the confidentiality order to be lifted. Once the order expires or ceases to apply, the minutes and/or documents automatically become public. At this point in time, Council will make this information publicly available by publishing it on Council's website.

5.6.3. Orders that exceed twelve (12) months must be reviewed annually and the Council must assess whether the grounds for non-disclosure are still relevant and, if so, provide the relevant grounds and reasons for the minutes and/or documents remaining confidential. The conduct of the annual review can be delegated to the CEO and sub-delegated to a Council employee if appropriate. If there are any items that require a fresh confidentiality order because the original order is about to expire, then the reviewer will prepare a report to Council making recommendations with respect to each item to be retained in confidence. Each item must be addressed separately and assessed against section 90(3) and section 91(7) of the Act. While a Council may delegate the power to undertake an annual review, the Council cannot delegate the power to apply sections 90(3) and 91(7) of the Act.

5.6.4. Council may resolve to exclude the public from a meeting to discuss and undertake consideration of the recommendations arising from the annual review in confidence, subject to the application of the relevant ground under section 90(3) of the Act. Section 90(3) of the Act must be applied separately to each item within the scope of the review and not en bloc.

5.6.5. Council or a Committee may delegate to a Council employee the power to revoke an order made in accordance with Section 91(7) of the Act. Such delegation may be subject to conditions.

5.7. Public Access to Documents

5.7.1. Section 132 of the Act provides for various documents to be made available for inspection and purchase by the public for a fee set annually by Council. Additionally Section 9 of the *Freedom of Information Act 1991* requires Council to publish an Information Statement. The purpose of this statement is to provide details around how to access information held by Council, what information Council can provide and how this information is managed by Council.

5.7.2. Council may also make a document available in electronic form and place it on the internet for public access. Schedule 5 of the Act (included as Appendix B)

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lists all documents which must be publicly available and/or available for purchase.

5.7.3. In accordance with Section 91(8) of the Act the Council or Council Committee must not make an order to prevent:

- the disclosure of the remuneration or conditions of service of an employee of the Council after the remuneration or conditions have been set or determined; or
- the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by the Council as to why a successful tenderer has been selected; or
- the disclosure of the amount or amounts payable by the Council under a contract for supply of goods or the provision of services (including carrying out of works) to, or for the benefit of, the council after the contract has been entered into by all parties to the contract; or
- the disclosure of the identity of land that has been acquired or disposed of by the Council, or of any reasons adopted by the Council as to why land has been acquired or disposed of by the Council.

5.8. Public Access to Minutes

5.8.1. Minutes of a meeting of Council or a Committee must be made available, on the Council's website www.unley.sa.gov.au

5.9. Accountability and Reporting to the Community

5.9.1. A report on the use of Sections 90(2) and 91(7) of the Act by Council and Committees must be included in the annual report of Council as required by Schedule 4 of the Act. This supports commitment to the principle of accountability to the community. The reporting should include the following information, separately identified for both Council and Committees:

5.9.1.1. Number of occasions each of the provisions of Sections 90(2) and 90(3) were utilised;

5.9.1.2. Number of occasions each of the provisions of Sections 90(2) and 90(3) and Section 91(7) of the Act were utilised, expressed as a percentage of total agenda items considered;

5.9.1.3. An indication of any particular issues that contributed to the use of confidentiality provisions on more than one occasion e.g. a proposal to acquire a parcel of land was considered on three (3) separate occasions;

5.9.1.4. Number of occasions that information originally declared confidential has subsequently been made publicly available; and

5.9.1.5. Number of occasions that information declared confidential has not been made publicly available and the reason for this in each case.

5.10. Review

5.10.1. This Code will be reviewed once in a term of Council within twelve (12) months after the conclusion of each periodic election.

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5.11. Grievances

5.11.1. Council has established an Internal Review of Council Decision Procedure (Procedure) for the review of decisions under Section 270 of the Act for:

- Council and its Committees;
- Council employees; and
- Other persons acting on behalf of Council.

5.11.2. Should a person be aggrieved about public access to either a meeting or a document they can lodge an application for review of that decsison under this Procedure. The Procedure is available from the Councils website www.unley.sa.gov.au

6. DELEGATIONS

Nil.

7. LEGISLATION

- *Freedom of Information Act 1991*
- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*

8. AVAILABILITY OF THE CODE

8.1. The Code is available for public inspection during normal office hours at:

The Civic Centre,

181 Unley Road, Unley SA 5061.

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

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

9. DOCUMENT HISTORY

Date	Version No.	Comment
26 November 2007	Version 1	C184
23 May 2011	Version 2	C135
28 May 2012	Version 3	C420
24 March 2014	Version 4	C1086
27 July 2015	Version 5	C195
		To be populated once adopted

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Refer 3.2: *Appendix A – Matters for which a Council or Committee can order that the public be excluded from attendance at a meeting*

The following information and matters are listed for the purposes of section 90(2) of the Act:

Section 90(3)(a) – *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*

Section 90(3)(b)(i) – *could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*

Section 90(3)(b)(ii) – *information the disclosure of which would reveal a trade secret;*

Section 90(3)(c) – *Trade Secrets*

Section 90(3)(d) – *commercial information of a confidential nature (not being a trade secret) the disclosure of which—*

> Section 90(3)(d)(i) – *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
>
> Section 90(3)(d)(ii) – *would, on balance be contrary to the public interest;*

Section 90(3)(e) – *matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;*

Section 90(3)(f) – *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*

Section 90(3)(g) – *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty*;

Section 90(3)(h) – *Legal advice*

> Section 90(3)(h)(i) - *relating to actual litigation, or litigation on reasonable grounds will take place*

Section 90(3)(i) – *information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;*

> Section 90(3)(j)(i)- *would divulge information provided on a confidential basis to a Minister of the Crown or another public authority or official*

Section 90(3)(j) – *information provided on a confidential basis by or to a public authority or official*

> Section 90(3)(j)(ii) - *would on balance be contrary to the public interest*

Section 90(3)(k) – *tenders for the supply of goods, the provision of services or the carrying out of works;*

Section 90(3)(m) – *information relating to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act;*

Section 90(3)(n) – *information relevant to the review of a determination of a council under the Freedom of Information Act 1991.*

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Section 90(3)(o) - *information relating to a proposed award recipient before the presentation of the award.*

For the purposes of Section 90(9) of the Act:

The definition of "personal affairs" of a person includes –

(a) that person's -
  (i) financial affairs;
  (ii) criminal records;
  (iii) marital or other personal relationships;
  (iv) personal qualities, attributes or health status;

(b) that person's employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person,

but does not include the personal affairs of a body corporate.

DRAFT

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Refer 5.7.2: Appendix B – Documents to be made available by Councils

Reviews of council constitution, wards and boundaries

Representation options papers and reports on reviews of council composition or ward structure (Chapter 3 Part 1 Division 2 of the *Local Government Act 1999*)

Registers and Returns

Registers required under the *Local Government Act 1999* or the *Local Government (Elections) Act 1999*, other than the Register of Interests kept for the purposes of Chapter 7 Part 4 Division 2 Campaign donations returns under the *Local Government (Elections) Act 1999*

Codes

Codes of conduct or codes of practice under the *Local Government Act 1999* or the *Local Government (Elections) Act 1999*

Meeting papers

Notice and agenda for meetings of the council, council committees and electors

Minutes of meetings

Documents and reports to the council or a council committee that are able to be supplied to members of the public

Recommendations adopted by resolution of the council

Policy and administrative documents

Record of delegations under the *Local Government Act 1999* (other than delegations made by the Minister)

Contract and tenders policies

Policy for the reimbursement of members' expenses

Strategic management plans

Annual business plan (after adoption by council) and summary required under the *Local Government Act 1999*

Annual budget (after adoption by council)

Audited financial statements

Annual report

Extracts from the council's assessment record

List of fees and charges

Public consultation policies

Management plans for community land

Policy on the making of orders Procedures for the review of council decisions (Chapter 13 Part 2) and any report under section 270(8) of the *Local Government Act 1999*

Charter for subsidiaries established by the council or for which the council is a constituent council

The most recent information statement of the council under the *Freedom of Information Act 1991*

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Any policy document of the council within the meaning of the *Freedom of Information Act 1991* (if not already referred to above)

By-laws

By-laws made by the Council

DRAFT

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DECISION REPORT

REPORT TITLE:	ASSET MANAGEMENT POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.11
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	AARON WOOD, MANAGER ASSETS AND OPERATIONS
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. CURRENT ASSET MANAGEMENT POLICY - DECEMBER 2019 2. DRAFT ASSET MANAGEMENT POLICY - JUNE 2024

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1. PURPOSE

This report seeks Council's endorsement and adoption of the revised *Asset Management Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Asset Management Policy as set out in Attachment 2 to this Report (Item 4.11, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Asset Management Policy.

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3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and adoption.

Council's current *Asset Management Policy* (Policy), provided as Attachment 1, was identified as being due for review.

Attachment 1

The Draft Policy, provided as Attachment 2, has been reviewed as part of Council's ongoing policy and procedure framework process, and transcribed into Council's recently updated policy and procedure template.

Attachment 2

The purpose of the Policy is to ensure that Council manages its' assets in adherence to legislative requirements, industry best practice and community expectation whilst achieving financial sustainability.

5. DISCUSSION

The review of the Asset Management Policy identified a need to make a few amendments that aligns the Policy with contemporary standards associated with asset management principles, roles and responsibilities, improved environmental outcomes and levels of service.

More specifically, key amendments include the introduction of policy principles to be followed to ensure that Council will apply a transparent, consistent, strategic and sustainable approach to asset management.

Roles and responsibilities have also been clarified across the organisation to ensure the asset management plans are developed to provide a high level of forecast reliability and confidence using accurate data. The relationship and roles of staff between the Finance and Assets Teams are critical to the successful delivery of asset management plans.

To improve the environmental outcomes associated with the creation, maintenance, renewal and disposal of assets, it was considered necessary to include additional sections that consider Climate Change and Circular Economy.

To ensure Council provides and maintains assets to community expectation, sections have been introduced to strengthen the need to engage the community regularly to ascertain appropriate levels of service across all asset classes, and ensuring the level of service provided can be measured to gauge performance.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- The amended Policy aims to improve the potential environmental impacts and outcomes whilst undertaking activities that create, maintain, renew and dispose of Council's assets.

6.5 Social/Economic

- Nil.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Asset Management Policy as set out in Attachment 2 to this Report (Item 4.11, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Asset Management Policy.

This option will adopt and finalise the review of the Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. The Asset Management Policy as set out in Attachment 2 to this Report (Item 4.11, Council Meeting 24 June 2024), be adopted including the following amendments:

   2.1 [Amendments to be determined by Council]

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Asset Management Policy.

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

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

COU0001: ASSET MANAGEMENT POLICY

Policy Type:	Council
Responsible Department:	City Development
Responsible Officer:	Manager Strategic Assets
Related Policies and Procedures	• Infrastructure and Asset Management Plans and supporting documentation
Community Plan Link	*Community Living* 1.1 Our Community meets the needs of all generations. 1.5 Our City is connected and accessible. *Civic Leadership* 4.1 We have strong leadership and governance. 4.3 Our business systems are effective and transparent.
Date Adopted	22 October 2012: C564/12
Last review date	9 December 2019: C0148/19
Next review date	December 2022
Reference/Version Number	COU0001: Version 2
ECM Doc set I.D.	1840045

1. PREAMBLE

1.1. As custodian of community assets, the City of Unley will apply a transparent and consistent approach to asset management, to ensure all existing and newly created assets are maintained to remain fit for purpose at an agreed service level, and to maximise their lifecycle at minimal cost.

2. SCOPE

2.1 This Policy relates to all infrastructure assets owned and managed by Council such as roads, footpaths, signs, lighting, kerbs, traffic management devices, drainage, bridges, buildings, structures, street and park furniture, open space and reserves and playgrounds. It will also provide high-level guidance to Council and its officers in order to develop and implement the asset management plans and the asset management strategy.

3. POLICY PURPOSE/OBJECTIVES

3.1 A strategic approach to asset management will ensure that the Council delivers the level of service expected by the community through its assets in a sustainable and cost effective manner. This will provide a positive impact on:

- Members of the public and staff;
- Council's financial position;
- The ecological footprint left for future generations;
- Intergenerational equity;
- The ability for Council to deliver and maintain the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

4. DEFINITIONS

4.1 **Sustainability Index** is an indication of whether a Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the recorded rate of depreciation of assets for the same period.

4.2 **Ecological Footprint** is a measurement of how much we use and consume, in relation to our environment's capacity to provide and support our needs.

4.3 **Intergenerational Equity** involves the costs associated with expenditure being spread over time in accordance with the distribution of the benefits that are being generated.

5. ROLES AND RESPONSIBILITIES

5.1 This Policy will be administered on behalf of Council by the:

- General Manager City Development
- Manager Strategic Assets
- Asset Management Officer

6. POLICY STATEMENT

6.1 A strategic and systematic approach to asset management that embraces industry standards and best-practice to ensure sustainability will be employed at the City of Unley.

6.2 Assets that are to be maintained or renewed must be fit for purpose and fulfil a recognised need as identified by Council.

6.3 An inspection regime and consistent condition rating will be used to ensure agreed service levels, intervention methods and renewal priorities can be determined across all asset categories.

6.4 Maintenance and renewal actions and expenditure required to meet agreed service levels identified in the asset plan will be forecast in Council's Long Term Financial Plan and be fully funded in the annual budget development process.

6.5 Maintenance and renewal actions that will minimise Council's exposure to risk in regard to asset failures.

6.6 Asset management plans will be cognisant of the changing environment and ensure that the decisions we make with respect to repairs, renewal and new construction minimise our ecological footprint.

6.7 Future life cycle costs will be considered in all decisions relating to new services and assets and upgrading of existing services and assets.

6.8 Service levels will be determined in consultation with the community.

6.9 Asset renewal requirements will be separately identified from new asset requirements.

6.10 Council recognises the need to maintain its asset base and will target a long-term asset sustainability index of approximately 90%.

6.11 Financial sustainability targets will be incorporated.

6.12 All legislative requirements will be met with regard to asset management.

7. POLICY DELEGATIONS

7.1 Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act (1999), Section 122*
- *Information Paper 9 Local Government Financial Indicators, November 2006*

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
22 October 2012	C564/12 (V1)	
9 December 2019	C0148/19 (V2)	

ASSET MANAGEMENT POLICY

Policy Type	Council
Responsible Department	City Development
Responsible Officer	Manager Assets and Infrastructure
Related Policies and Procedures	• Asset Management Plans and supporting documentation
Community Plan Link	1. Community Living 1.1 Our Community meets the needs of all generations. 1.5 Our City is connected and accessible. 4. Civic Leadership 4.1 We have strong leadership and governance. 4.3 Our business systems are effective and transparent.
Date Originally Adopted	22 October 2012
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. As custodian of community assets, the City of Unley will apply a transparent, consistent, strategic and sustainable approach to asset management, to ensure all existing and newly created assets are maintained to remain fit for purpose at an agreed service level, in order to maximise asset life at minimal cost both financially and environmentally.

2. SCOPE

2.1. This Policy relates to all infrastructure assets owned and managed by Council such as roads, footpaths, signs, lighting, kerbs, traffic management devices, drainage, bridges, buildings, structures, street and park furniture, open space and reserves and playgrounds. It will also provide high-level guidance to Council and its officers in order to develop and implement Asset Management Systems and processes to inform the development of individual asset management plans and an overarching strategy.

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3. PURPOSE/OBJECTIVES

3.1. A strategic approach to asset management will ensure that the Council delivers the level of service expected by the community through its assets in a sustainable and cost effective manner. This will provide a positive impact on:

- Members of the public and staff;
- Council's financial sustainability;
- The ecological footprint left for future generations;
- Intergenerational equity;
- The ability for Council to deliver and maintain the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

4. POLICY PRINCIPLES

Council's Asset Management Policy is based on the following principles:

4.1 A lifecycle approach – Council applies a whole of life methodology for managing infrastructure assets including planning, acquisition, operation, maintenance, renewal and disposal

4.2 Sustainable environmental performance – Council considers the long term cumulative impacts of its' assets and how they are managed

4.3 Best value – balancing financial, environmental and social outcomes

4.4 Evidence based decision making – core systems will include up to date infrastructure asset data and information to inform decisions

4.5 Alignment with long term financial planning

4.6 Addressing community needs – including how that may change over time

4.7 Effective management of risk

5. DEFINITIONS

Term	Definition
Ecological Footprint	is a measurement of how much we use and consume, in relation to our environment's capacity to provide and support our needs.
Intergenerational Equity	involves the costs associated with expenditure being spread over time in accordance with the distribution of the benefits that are being generated.
Sustainability Index	is an indication of whether a Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the recorded rate of depreciation of assets for the same period.

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6. ROLES AND RESPONSIBILITIES

This policy will be administered on behalf of Council by the Manager Assets and Infrastructure and:

- General Manager City Development
- Chief Financial Officer

Role	Responsibilities
Elected Members	Adopt the policy objectives and asset management principles and ensure sufficient resources are applied to manage Council assets.
Chief Executive Officer (CEO) & Executive Management Team	Overall responsibility for developing and implementing infrastructure asset management systems, policies and procedures and financial models.
Chief Financial Officer	Preparing the Long-Term Financial Plan to support the delivery of the asset management plans.
Manager Assets and Infrastructure	Manage, develop, update and implement the asset management plans including specifying asset renewal requirements, levels of service, maintenance standards and lifecycle costs for new and upgraded assets.
Employees	Collect and manage all required asset data and information to inform the development asset management plans. Review and update Estimated Useful Life, Unit rates for major asset classes for valuation purposes. Implement and review asset management plan improvement programs to ensure continuous improvement.

7. STATEMENT

6.1 A strategic and systematic approach to asset management that embraces industry standards and best-practice to ensure sustainability will be employed at the City of Unley.

6.2 Assets that are to be maintained or renewed must be fit for purpose, fulfil a recognised need and consider future demand as identified by Council.

6.3 Cyclic inspection programs and asset condition data & ratings will be obtained and used to ensure agreed service levels, intervention methods and renewal priorities can be determined across all asset categories.

6.4 Maintenance and renewal activities and expenditure required to meet agreed service levels identified in the asset management plans will be forecast in Council's Long Term Financial Plan and be fully funded in the annual budget development process.

6.5 Council will determine a defined level of service and measure performance against that level.

6.6 Levels of Service will be defined based on an ongoing process of community engagement ensuring community expectations are understood and documented.

6.7 Maintenance and renewal actions must minimise Council's exposure to risk in regard to asset failures.

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6.8 Asset management plans will be cognisant of the changing environment and ensure that the decisions we make with respect to repairs, renewal and new construction minimise our ecological footprint.

6.9 Future life cycle costs and future demand will be considered in all decisions relating to new services and assets, and upgrading of existing services and assets.

6.10 Asset 'Renewal' requirements will be separately identified from 'New' asset requirements.

6.11 Council recognises the need to maintain its asset base and will target a long-term asset sustainability index of approximately 90%.

6.12 .

6.13 Council will consider circular economy initiatives to encourage the re-use of material in the construction of assets to minimise community waste.

6.14 Council will design and construct infrastructure that manages risks associated climate change.

6.15 All legislative requirements will be met with regard to asset management.

8. DELEGATIONS

8.1. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

9. LEGISLATION

- *Local Government Act (1999), Section 122*
- *Information Paper 9 Local Government Financial Indicators, November 2006*

10. AVAILABILITY OF POLICY/PROCEDURE

10.1. 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.

11. DOCUMENT HISTORY

Date	Version No.	Comment
22 October 2012	Version 1	C564/12
9 December 2019	Version 2	C0148/19
		To be populated once adopted

The Electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

DECISION REPORT

REPORT TITLE:	DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.12
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	AARON WOOD, MANAGER ASSETS AND OPERATIONS
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. CURRENT DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY - NOVEMBER 2019 2. DRAFT DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY - JUNE 2024

1. PURPOSE

This report seeks Council's endorsement and adoption of the revised *Disposal of Surplus Non-Community Land Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Disposal of Surplus Non-Community Land Policy as set out in Attachment 2 to this Report (Item 4.12, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Disposal of Surplus Non-Community Land Policy.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and adoption.

Council's current *Disposal of Surplus Non-Community Land Policy* (Policy), provided as Attachment 1, was identified as being due for review.

Attachment 1

The purpose of the Policy is to ensure that the process for land disposal is clearly defined for all land types and that the disposal will be in accordance with Council's Procurement Policy.

The Draft Policy, provided as Attachment 2, has been reviewed as part of Council's ongoing policy and procedure framework process, and transcribed into Council's recently updated policy and procedure template.

Attachment 2

5. DISCUSSION

Upon review of the Policy no material changes have been proposed with only minor editorial changes and position title updates.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- Nil.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Disposal of Surplus Non-Community Land Policy as set out in Attachment 2 to this Report (Item 4.12, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Disposal of Surplus Non-Community Land Policy.

This option will finalise the review of the Disposal of Surplus Non-Community Land Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. The Disposal of Surplus Non-Community Land Policy as set out in Attachment 2 to this Report (Item 4.12, Council Meeting 24 June 2024), be adopted including the following amendments:

   2.1 [Amendments to be determined by Council]

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Disposal of Surplus Non-Community Land Policy.

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

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

S0003: DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY

Policy Type:	Statutory
Responsible Department:	City Development
Responsible Officer:	Manager Strategic Assets
Related Policies and Procedures	• Encroachment Policy • Procurement Policy • Property Management Policy
Community Plan Link	*Civic Leadership* 4.1 We have strong leadership and governance.
Date Adopted	25 October 2010: C758/10
Last review date	25 November 2019: C0132/19
Next review date	November 2021
Reference/Version Number	S0003: Version 5
ECM Doc set I.D.	1840043

1. PREAMBLE

1.1. Section 49 of the *Local Government Act 1999* requires councils to prepare and adopt policies on contracts and tenders, including policies on the sale or disposal of land. This policy is to be read in conjunction with Council's Procurement Policy.

2. SCOPE

2.1. This Policy refers to land owned by Council which is categorised as non-community land. This also includes land owned by Council that is Public Road Reserve or land that Council has an interest in, such as easements in favour of Council.

3. POLICY PURPOSE/OBJECTIVES

3.1. The objective of this Policy is to clearly set down the City of Unley's processes for the disposal of non-community land or easements that are:

- fair and transparent, and
- define those circumstances, with reasons, for sale and disposal methods other than by tender.

3.2. The disposal of non-community land surplus to Council's requirements shall be assessed on the basis set out hereunder prior to a recommendation being placed before Council. Such assessments shall be made in the following categories:

- Public Road (including Surplus Road Widening Land)
- Land (separate allotment)

- Land (too small for a separate allotment)
- Easements.

3.3. There may be situations that arise where Council chooses to dispose of land that is not community land and is not surplus to requirements. Such a disposal may be to achieve a particular strategic outcome, that is, the disposal is highly conditional and as such the requirements of this policy would not apply. The Council's Procurement Policy would be applicable in that instance.

4. DEFINITIONS

4.1. This Policy refers only to non-community land as defined in Section 193 of the *Local Government Act 1999*. It may operate only in the context of Section 201 of the Local *Government Act 1999*, which governs the sale or disposal of local government land.

5. ROLES AND RESPONSIBILITIES

5.1. This Policy will be administered on behalf of Council by the:

- General Manager City Development
- Manager Strategic Assets
- Coordinator Property & Facilities

6. POLICY STATEMENT

6.1 Public Roads

6.1.1 Where a public road is considered to be surplus to Council's requirements a report shall be placed before the Council for consideration.

6.1.2 Following Council's endorsement that the road is deemed to be surplus to requirements the Administration shall proceed with the closure of the road, pursuant to the provisions of the *Roads (Opening and Closing) Act 1991*, as amended.

6.1.3 Following formal closure of the road, where the closed road is of such size that it can be conveniently used separate from the adjoining lands, the closed road may be sold in accordance with Council's Procurement Policy.

6.2 Land Disposal as a Separate Allotment

6.2.1 Where a parcel of non-community land, which is owned by Council and is large enough to be conveniently used as a separate allotment from the adjoining properties is considered by the Administration to be surplus to Council's requirements, a report shall be placed before Council for consideration.

6.2.2. The report for the disposal of the non-community land shall address:

- possible use to which the Council may put the allotment, and
- the reasons why the Administration deems the allotment of land to be surplus to Council's requirements, and
- the estimated value of the land which shall be supported by a valuation report from a licensed valuer, and
- the proposed method of disposal, e.g. by auction, tender or other means in accordance with Council's Procurement Policy.

6.2.3 Following approval by Council to dispose of the allotment of non-community land it shall be disposed of in the manner approved by Council.

6.3 Land too small to be disposed of as a separate Allotment

6.3.1 Where a parcel of non-community land, which is owned by Council and is too small to be conveniently used as a separate allotment from the adjoining allotments, is considered by the Administration to be surplus to Council's requirements, a report shall be placed before the Council for consideration of the disposal of the land.

6.3.2 The report shall address:

- the reasons why the non-community land is no longer needed by Council, and
- to which adjacent owner the land is to be offered for sale, and
- the estimated value of the land supported by a valuation report from a licensed valuer, and
- the attainable prices of the land from the adjoining owner/s, and
- where applicable, the method of disposal.

6.3.3 In assessing the attainable price the report shall address the effect the attachment of the surplus land will have on the property to which it is to be attached.

6.3.4 Following approval by Council to dispose of the small allotment of land it shall be disposed of in the manner approved by Council.

6.4 Easements

6.4.1 Where an easement, which is owned by Council, is registered on a third party's property and is considered by the Administration to be surplus to Council's requirements a report shall be placed before the Council for consideration of the disposal of the right and the discharge of the easement.

6.4.2 The report shall address the reasons why the easement is no longer needed by Council, the value of the easement and the attainable price of the easement from the third party on whose title the easement is registered.

6.4.3 In assessing the attainable price the report shall address the effect that the discharge of the easement will have on the value of the property of the third party over which the easement is registered.

6.4.4 Following approval by Council the Administration may proceed with the disposal of the right and discharge the easement over the third party's property.

6.5 Payment

6.5.1 Where the Council sells any of its non-community land which is too small to be sold as an independent allotment or it sells an easement, the Chief Executive Officer shall be empowered to defer the payment of the purchase price, provided a caveat is registered on the property to which the land is attached or the easement is extinguished, requiring payment as follows:

6.5.1.1 Full payment will be made by the owner of the property if the property is sold and such payment will be made to the Council at settlement.

6.5.1.2 The payment due to Council shall be the agreed purchase price, inflated or deflated for the time value of money at the time of the payment. The time value of money shall be calculated on the average monthly prime lending rate declared by the Reserve Bank of Australia as at the last trading day of each month.

6.5.1.3 The balance outstanding for each such arrangement shall be updated as at 30th June each year so that the current values of Council's deferred assets are recorded.

6.5.1.4 In all other cases full payment shall be made at settlement.

7. POLICY DELEGATIONS

7.1. The Chief Executive Officer has sub-delegation to negotiate deferred payment subject to clause 5.5 of this policy.

7.2. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999*
- *Roads (Opening and Closing) Act 1991*

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 July 2002	Council (V1)	Policy No COU54
25 October 2010	C758/10 (V2)	
22 October 2012	C564/12 (V3)	
25 July 2016	C526/16 (V4)	
25 November 2019	C0132/19 (V5)	

DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY

Policy Type	Council
Responsible Department	City Development
Responsible Officer	Manager Assets and Infrastructure
Related Policies and Procedures	• Encroachment Policy • Procurement Policy • Property Management Policy
Community Plan Link	4. Civic Leadership 4.1 We have strong leadership and governance
Date Originally Adopted	1 July 2002
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. Section 49 of the *Local Government Act 1999* requires councils to prepare and adopt policies on contracts and tenders, including policies on the sale or disposal of land. This policy is to be read in conjunction with Council's Procurement Policy.

2. SCOPE

2.1. This Policy refers to land owned by Council which is categorised as non-community land. This also includes land owned by Council that is Public Road Reserve or land that Council has an interest in, such as easements in favour of Council.

3. PURPOSE/OBJECTIVES

3.1. The objective of this Policy is to clearly set down the City of Unley's processes for the disposal of non-community land or easements that are:

- fair and transparent, and
- define those circumstances, with reasons, for sale and disposal methods other than by tender.

3.2. The disposal of non-community land surplus to Council's requirements shall be assessed on the basis set out hereunder prior to a recommendation being placed before Council. Such assessments shall be made in the following categories:

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- Public Road (including Surplus Road Widening Land)
- Land (separate allotment)
- Land (too small for a separate allotment)
- Easements.

3.3. There may be situations that arise where Council chooses to dispose of land that is not community land and is not surplus to requirements. Such a disposal may be to achieve a particular strategic outcome, that is, the disposal is highly conditional and as such the requirements of this policy would not apply. The Council's Procurement Policy would be applicable in that instance.

4. DEFINITIONS

4.1. This Policy refers only to non-community land as defined in Section 193 of the *Local Government Act 1999*. It may operate only in the context of Section 201 of the Local *Government Act 1999*, which governs the sale or disposal of local government land.

5. ROLES AND RESPONSIBILITIES

5.1. This Policy will be administered on behalf of Council by the:

- General Manager City Development
- Manager Assets and Infrastructure
- Project Lead Buildings & Property

6. STATEMENT

6.1 Public Roads

6.1.1 Where a public road is considered to be surplus to Council's requirements a report shall be placed before the Council for consideration.

6.1.2 Following Council's endorsement that the road is deemed to be surplus to requirements the Administration shall proceed with the closure of the road, pursuant to the provisions of the *Roads (Opening and Closing) Act 1991*, as amended.

6.1.3 Following formal closure of the road, where the closed road is of such size that it can be conveniently used separate from the adjoining lands, the closed road may be sold in accordance with Council's Procurement Policy.

6.2 Land Disposal as a Separate Allotment

6.2.1 Where a parcel of non-community land, which is owned by Council and is large enough to be conveniently used as a separate allotment from the adjoining properties is considered by the Administration to be surplus to Council's requirements, a report shall be placed before Council for consideration.

6.2.2. The report for the disposal of the non-community land shall address:

- possible use to which the Council may put the allotment, and
- the reasons why the Administration deems the allotment of land to be surplus to Council's requirements, and
- the estimated value of the land which shall be supported by a valuation report from a licensed valuer, and
- the proposed method of disposal, e.g. by auction, tender or other means in accordance with Council's Procurement Policy.

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6.2.3 Following approval by Council to dispose of the allotment of non-community land it shall be disposed of in the manner approved by Council.

6.3 Land too small to be disposed of as a separate Allotment

6.3.1 Where a parcel of non-community land, which is owned by Council and is too small to be conveniently used as a separate allotment from the adjoining allotments, is considered by the Administration to be surplus to Council's requirements, a report shall be placed before the Council for consideration of the disposal of the land.

6.3.2 The report shall address:

- the reasons why the non-community land is no longer needed by Council, and
- to which adjacent owner the land is to be offered for sale, and
- the estimated value of the land supported by a valuation report from a licensed valuer, and
- the attainable prices of the land from the adjoining owner/s, and
- where applicable, the method of disposal.

6.3.3 In assessing the attainable price the report shall address the effect the attachment of the surplus land will have on the property to which it is to be attached.

6.3.4 Following approval by Council to dispose of the small allotment of land it shall be disposed of in the manner approved by Council.

6.4 Easements

6.4.1 Where an easement, which is owned by Council, is registered on a third party's property and is considered by the Administration to be surplus to Council's requirements a report shall be placed before the Council for consideration of the disposal of the right and the discharge of the easement.

6.4.2 The report shall address the reasons why the easement is no longer needed by Council, the value of the easement and the attainable price of the easement from the third party on whose title the easement is registered.

6.4.3 In assessing the attainable price the report shall address the effect that the discharge of the easement will have on the value of the property of the third party over which the easement is registered.

6.4.4 Following approval by Council the Administration may proceed with the disposal of the right and discharge the easement over the third party's property.

6.5 Payment

6.5.1 Where the Council sells any of its non-community land which is too small to be sold as an independent allotment or it sells an easement, the Chief Executive Officer shall be empowered to defer the payment of the purchase price, provided a caveat is registered on the property to which the land is attached or the easement is extinguished, requiring payment as follows:

6.5.1.1 Full payment will be made by the owner of the property if the property is sold and such payment will be made to the Council at settlement.

6.5.1.2 The payment due to Council shall be the agreed purchase price, inflated or deflated for the time value of money at the time of the payment. The time value of money shall be calculated on the average monthly prime lending rate declared by the Reserve Bank of Australia as at the last trading day of each month.

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6.5.1.3 The balance outstanding for each such arrangement shall be updated as at 30th June each year so that the current values of Council's deferred assets are recorded.

6.5.1.4 In all other cases full payment shall be made at settlement.

7. DELEGATIONS

7.1. The Chief Executive Officer has sub-delegation to negotiate deferred payment subject to clause 6.5.1 of this policy.

7.2. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999*
- *Roads (Opening and Closing) Act 1991*

9. AVAILABILITY OF POLICY/PROCEDURE

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	Version No.	Comment
1 July 2002	Version 1	Policy No COU54
25 October 2010	Version 2	C758/10
22 October 2012	Version 3	C564/12
25 July 2016	Version 4	C526/16
25 November 2019	Version 5	C0132/19
		To be populated once adopted

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DECISION REPORT

REPORT TITLE:	NAMING OF ROADS & COUNCIL ASSETS POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.13
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	AARON WOOD, MANAGER ASSETS AND OPERATIONS
DIVISION:	CITY DEVELOPMENT
ATTACHMENTS:	1. CURRENT NAMING OF ROADS & COUNCIL ASSETS POLICY - SEPTEMBER 2019 2. DRAFT NAMING OF ROADS & COUNCIL ASSETS POLICY - JUNE 2024

1. PURPOSE

This report seeks Council's endorsement and adoption of the revised *Naming of Roads & Council Assets Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Naming of Roads & Council Assets Policy as set out in Attachment 2 to this Report (Item 4.13, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Naming of Roads & Council Assets Policy.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and adoption.

Council's current *Naming of Roads & Council Assets Policy* (Policy), provided as Attachment 1, was identified as being due for review.

Attachment 1

The purpose of the Policy is to ensure there are clear guidelines and criteria that should be adhered to when considering naming roads or assets, and that the process of consultation is also defined to ensure relevant stakeholders are engaged through the decision-making process.

The Draft Policy, provided as Attachment 2, has been reviewed as part of Council's ongoing policy and procedure framework process, and transcribed into Council's recently updated policy and procedure template.

Attachment 2

5. DISCUSSION

Upon review of the Policy, no material changes have been proposed and the policy appropriately details the relevant points of consideration for the naming of roads and assets.

There has been one change with regard to the Roles and Responsibilities of staff, the Policy will continue to be the responsibility of the Manager Assets and Infrastructure but will also now be administered by that Manager whereas previously the Policy was administered by the Chief Financial Officer.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- Nil.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Naming of Roads & Council Assets Policy as set out in Attachment 2 to this Report (Item 4.13, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Naming of Roads & Council Assets Policy.

This option will adopt and finalise the review of the Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. The Naming of Roads & Council Assets Policy as set out in Attachment 2 to this Report (Item 4.13, Council Meeting 24 June 2024), be adopted including the following amendments:

   2.1 [Amendments to be determined by Council]

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Naming of Roads & Council Assets Policy.

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

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

S0012: NAMING OF ROADS & COUNCIL ASSETS POLICY

Policy Type:	Statutory
Responsible Department:	City Development
Responsible Officer:	Manager Strategic Assets
Related Policies and Procedures	• Memorials Policy • Community Engagement & Public Consultation Policy
Community Plan Link	*Community Living*: 1.4 Our Community is proud to be part of our City
Date Adopted	25 October 2010, C758/10
Last review date	23 September 2019: C106/19
Next review date	September 2019
Reference/Version Number	S0012: Version 4
ECM Doc set I.D.	1327569

1. PREAMBLE

1.1. A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

1.2. Council must assign a name to a public road created by land division.

1.3. All roads that can be used as part of an address for an address site will be assigned a name.

1.4. Council also may assign a name to Council assets, including infrastructure or facilities.

1.5. A Council resolution is required to assign or change the name of a public or private road, public place, or Council assets.

2. SCOPE

2.1. This Policy covers all Council assets that require an assigned name or change of name under section 219 of the Act.

3. POLICY PURPOSE/OBJECTIVES

3.1. The objective of this policy is to provide a framework for selecting names for roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City.

4. DEFINITIONS

4.1. For the purposes of this policy, the definitions used for highway, private road, public road, road, and public place, local government land, park, reserve, and relative will be those in section 4 of the *Local Government Act 1999*.

4.2. **Council** means the Corporation of the City of Unley.

4.3. **Asset** includes infrastructure, parks, playgrounds, reserves, sports fields, and Council owned or managed land and buildings.

4.4. **DPTI** is the Department of Planning, Transport and Infrastructure

5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the Chief Financial Officer and:

- Manager Strategic Assets
- Executive Manager Office of the CEO
- General Manager City Development

6. POLICY STATEMENT

Initiating the Process for Assigning or Changing a Name

6.1. A naming process may be initiated if:

- a request is received by Council from an affected land owner or their agent, or a community group, or the family of an individual;
- Council resolves that a name be assigned or a change be investigated;
- Council staff determine it is in the public interest to investigate a change of name;
- Council opens or forms a road; or
- Council receives an application for a land division.

Names of Roads & Council assets

6.2. In the naming and renaming of public roads, public places or Council assets, the following policy will be observed.

6.3. ***Uniqueness***

6.3.1. A road will have only one (1) name.

6.3.2. A road name will be unique within an official suburb. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).

6.3.3. Roads that are maintained by DPTI will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

6.3.4. Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Road) within a suburb or locality will be avoided where possible.

6.3.5. If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

6.3.6. Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

6.4. ***Name Sources***

6.4.1. Sources of names for roads, public places, or assets may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community;
- local history;
- thematic names such as flora, fauna, ships.
- commemorative names.

6.5. ***Propriety***

6.5.1. Names of living persons and commercial entities will generally be avoided.

6.5.2. Council will not assign the name of a serving Elected Member of Council, or its Administration, or serving State or Federal politicians, to a public road, public place, or Council asset.

6.5.3. Names which are characterised as follows will not be used;

- offensive or likely to give offence; or
- incongruous - out of place.

6.6. ***Ease of Use***

6.6.1. Names will be reasonably easy to read, spell and pronounce in order to assist residents, ratepayers, service providers, emergency services and the travelling public.

6.6.2. Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship (e.g. Proof Range Road); and
- roads with double destination names will be avoided (e.g. Goodwood Pasadena Road).

6.7. ***Spelling***

6.7.1. Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

6.7.2. Where the spelling of names has been changed by long-established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

6.7.3. Generally, road or place names proposed or approved will not contain abbreviations. For example, the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions; "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

6.8. ***Form***

6.8.1. The form of names will avoid the use of the possessive "s" unless the euphony becomes harsh. (For example; use "Smith Road" rather than "Smith's Road". However, use "Devil's Elbow" rather than "Devil Elbow".)

6.8.2. The use of hyphens will be avoided. However, hyphens may be used when naming a road, public place, or Council asset after a person with a hyphenated name.

6.8.3. Acronyms will generally be avoided as their use tends to be transient and commercial in nature.

6.9. ***Type of Road or Public Place***

6.9.1. Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, for example:
- Crescent; a crescent or half-moon, rejoining the road from which it starts.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- The use of a compass point prefix/suffix or an additional suffix such as "north" or "extension" will be avoided.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard, and under the care and control of DPTI.
- Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

6.10. ***Naming of Private Roads***

6.10.1. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.

6.10.2. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

6.11. ***Consultation***

6.11.1. A naming proposal which is made by a nominee, relatives, or a community group, must be accompanied by relevant documentation and background research which demonstrates the merit of the proposal.

6.11.2. Consultation shall occur in the first instance with the nominee or relatives to ascertain their support for use of the name. The naming process will not be pursued if the nominee or relatives disapprove.

6.11.3. If the nominee is deceased then relatives will be contacted asking if they approve of the request. If the relatives do not give approval, the naming process will not be pursued.

6.11.4. Where the proposed name is of Kaurna origin, the relevant cultural group (eg for Kaurna languages) will be consulted.

6.11.5. Consultation with the wider community may be undertaken if Council proposes to change the name of a road or public place. The process will be guided by Council's Community Engagement and Public Consultation Policy and any other legislative requirements.

6.11.6. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

6.12. ***Consultation with adjoining Councils***

6.12.1. If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See section 219(2) of the Act.].

6.13. ***Public Notice of Name Assignment or Change***

6.13.1. Council will give public notice of the assigning or changing of the name of a public or private road or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under section 219(4) of the Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on Council's website www.unley.sa.gov.au

6.13.2. The date of effect of the new or changed name will be determined at the time of making the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

6.13.3. Council's Register of Roads and Register of Community Land will be updated as soon as practicably possible.

6.14. ***Road Name Signage***

6.14.1. Council will ensure road naming signage is erected in accordance with the relevant Australian Standard (*AS 1742.5 – 1997*).

6.14.2. Street name signs shall be of such size and shape and constructed of such materials as required by appropriate Acts, Regulations and Standards.

6.14.3. A road name sign may also include a guide to the street numbers that are located within a street or any portion of a street.

NOTE: Signage for State road names is the responsibility of DPTI.

6.15. ***Costs***

6.15.1. Generally, Council will meet the costs associated with the naming of a road or facility.

6.16. ***Names of Suburbs or Electorates***

6.16.1. Naming of suburbs is governed by the *Geographical Names Act 1991* and administered by the Surveyor-General.

6.16.2. The Electoral Commission is responsible for naming electoral districts.

7. POLICY DELEGATIONS

7.1 Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999;* mandatory policy under Section 219.
- *Geographical Names Act 1991.*
- *Development Act 1993.*
- *Roads (Opening and Closing) Act 1991.*

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 Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
25 October 2010	C758/10: V1	
25 January 2016	C365/16: V2	Policy number COU111 deleted.
26 Sept 2016	C606/16: V3	Amended on adoption of Memorials Policy
23 September 2019	C106/19: V4	

NAMING OF ROADS & COUNCIL ASSETS POLICY

Policy Type	Council
Responsible Department	City Development
Responsible Officer	Manager Assets and Infrastructure
Related Policies and Procedures	• Memorials Policy • Community Engagement & Public Consultation Policy
Community Plan Link	1. Community Living 1.4 Our Community is proud to be a part of our City
Date Originally Adopted	25 October 2010
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

1.2. Council must assign a name to a public road created by land division.

1.3. All roads that can be used as part of an address for an address site will be assigned a name.

1.4. Council also may assign a name to Council assets, including infrastructure or facilities.

1.5. A Council resolution is required to assign or change the name of a public or private road, public place, or Council assets.

2. SCOPE

2.1. This Policy covers all Council assets that require an assigned name or change of name under section 219 of the Act.

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3. PURPOSE/OBJECTIVES

3.1. The objective of this policy is to provide a framework for selecting names for roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City.

4. DEFINITIONS

4.1. For the purposes of this policy, the definitions used for highway, private road, public road, road, and public place, local government land, park, reserve, and relative will be those in section 4 of the *Local Government Act 1999*.

Term	Definition
Asset	includes infrastructure, parks, playgrounds, reserves, sports fields, and Council owned or managed land and buildings.
Council	means the Corporation of the City of Unley.
DIT	is the Department of Infrastructure and Transport.

5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the Manager Assets and Infrastructure and:

- Executive Manager Office of the CEO
- General Manager City Development

Role	Responsibilities
Elected Members	To name a road, public place or asset by Council resolution
Chief Executive Officer (CEO)	Overall responsibility for development of council policy and implementation of the naming of roads and assets
Manager Assets and Infrastructure	To ensure proposed names put forward to Council for consideration/resolution meet the criteria and have followed the processes as prescribed in this policy
Employees	To investigate and consult (if necessary) a variety of name options to be presented to Council

6. STATEMENT

Initiating the Process for Assigning or Changing a Name

6.1. A naming process may be initiated if:

- a request is received by Council from an affected land owner or their agent, or a community group, or the family of an individual;
- Council resolves that a name be assigned or a change be investigated;
- Council staff determine it is in the public interest to investigate a change of name;
- Council opens or forms a road; or
- Council receives an application for a land division.

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Names of Roads & Council assets

6.2. In the naming and renaming of public roads, public places or Council assets, the following policy will be observed.

6.3. ***Uniqueness***

6.3.1. A road will have only one (1) name.

6.3.2. A road name will be unique within an official suburb. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).

6.3.3. Roads that are maintained by DIT will be named by DIT. Council will consult with DIT in relation to naming these roads.

6.3.4. Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Road) within a suburb or locality will be avoided where possible.

6.3.5. If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

6.3.6. Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

6.4. ***Name Sources***

6.4.1. Sources of names for roads, public places, or assets may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community;
- local history;
- thematic names such as flora, fauna, ships.
- commemorative names.

6.5. ***Propriety***

6.5.1. Names of living persons and commercial entities will generally be avoided.

6.5.2. Council will not assign the name of a serving Elected Member of Council, or its Administration, or serving State or Federal politicians, to a public road, public place, or Council asset.

6.5.3. Names which are characterised as follows will not be used;

- offensive or likely to give offence; or
- incongruous - out of place.

6.6. ***Ease of Use***

6.6.1. Names will be reasonably easy to read, spell and pronounce in order to assist residents, ratepayers, service providers, emergency services and the travelling public.

6.6.2. Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;

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- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship (e.g. Proof Range Road); and
- roads with double destination names will be avoided (e.g. Goodwood Pasadena Road).

6.7. *Spelling*

6.7.1. Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

6.7.2. Where the spelling of names has been changed by long-established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

6.7.3. Generally, road or place names proposed or approved will not contain abbreviations. For example, the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions; "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

6.8. *Form*

6.8.1. The form of names will avoid the use of the possessive "s" unless the euphony becomes harsh. (For example; use "Smith Road" rather than "Smith's Road". However, use "Devil's Elbow" rather than "Devil Elbow".)

6.8.2. The use of hyphens will be avoided. However, hyphens may be used when naming a road, public place, or Council asset after a person with a hyphenated name.

6.8.3. Acronyms will generally be avoided as their use tends to be transient and commercial in nature.

6.9. *Type of Road or Public Place*

6.9.1. Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, for example:
- Crescent; a crescent or half-moon, rejoining the road from which it starts.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- The use of a compass point prefix/suffix or an additional suffix such as "north" or "extension" will be avoided.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard, and under the care and control of DIT.
- Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

6.10. *Naming of Private Roads*

6.10.1. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.

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6.10.2. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

6.11. *Consultation*

6.11.1. A naming proposal which is made by a nominee, relatives, or a community group, must be accompanied by relevant documentation and background research which demonstrates the merit of the proposal.

6.11.2. Consultation shall occur in the first instance with the nominee or relatives to ascertain their support for use of the name. The naming process will not be pursued if the nominee or relatives disapprove.

6.11.3. If the nominee is deceased then relatives will be contacted asking if they approve of the request. If the relatives do not give approval, the naming process will not be pursued.

6.11.4. Where the proposed name is of Kaurna origin, the relevant cultural group (e.g. for Kaurna languages) will be consulted.

6.11.5. Consultation with the wider community may be undertaken if Council proposes to change the name of a road or public place. The process will be guided by Council's Community Engagement and Public Consultation Policy and any other legislative requirements.

6.11.6. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

6.12. *Consultation with adjoining Councils*

6.12.1. If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See section 219(2) of the Act.].

6.13. *Public Notice of Name Assignment or Change*

6.13.1. Council will give public notice of the assigning or changing of the name of a public or private road or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under section 219(4) of the Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on Council's website www.unley.sa.gov.au

6.13.2. The date of effect of the new or changed name will be determined at the time of making the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

6.13.3. Council's Register of Roads and Register of Community Land will be updated as soon as practicably possible.

6.14. *Road Name Signage*

6.14.1. Council will ensure road naming signage is erected in accordance with the relevant Australian Standard (*AS 1742.5 – 1997*).

6.14.2. Street name signs shall be of such size and shape and constructed of such materials as required by appropriate Acts, Regulations and Standards.

6.14.3. A road name sign may also include a guide to the street numbers that are located within a street or any portion of a street.

NOTE: Signage for State road names is the responsibility of DIT.

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6.15. *Costs*

6.15.1. Generally, Council will meet the costs associated with the naming of a road or facility.

6.16. *Names of Suburbs or Electorates*

6.16.1. Naming of suburbs is governed by the *Geographical Names Act 1991* and administered by the Surveyor-General.

6.16.2. The Electoral Commission is responsible for naming electoral districts.

7. DELEGATIONS

7.1. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999;* mandatory policy under Section 219.
- *Geographical Names Act 1991.*
- *Planning, Development and Infrastructure Act 2016.*
- *Roads (Opening and Closing) Act 1991.*

9. AVAILABILITY OF POLICY/PROCEDURE

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	Version No.	Comment
25 October 2010	Version 1	C758/10
25 January 2016	Version 2	C365/16 Policy number COU111 deleted.
26 Sept 2016	Version 3	C606/16 Amended on adoption of Memorials Policy
23 September 2019	Version 4	C106/19
		To be populated once adopted

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DECISION REPORT

REPORT TITLE:	CONSERVATION GRANTS POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.14
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	GARY BRINKWORTH, MANAGER DEVELOPMENT & REGULATORY
DIVISION:	CITY SERVICES
ATTACHMENTS:	1. CURRENT CONSERVATION GRANTS POLICY - SEPTEMBER 2023 2. DRAFT CONSERVATION GRANTS POLICY - JUNE 2024

1. PURPOSE

This report seeks Council's endorsement of the revised *Conservation Grants Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Conservation Grants Policy as set out in Attachment 2 to this Report (Item 4.14, Council Meeting 24 June 2024) be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Conservation Grants Policy.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

1. Community Living
1.4 Our community is proud to be part of our City
2. Environmental Stewardship
2.1 Unley's urban forest is maintained and improved.
4 Civic Leadership
4.1 We have strong leadership and governance.

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly affect the community. Once adopted, these policies require periodical review, after which they are presented to Council for consideration and endorsement.

The Conservation Grants Policy (Policy) provides a framework for assessing grant applications for funding towards the preservation and maintenance of significant and regulated trees and identified heritage buildings. The purpose of the Conservation Grants Program is to maintain and conserve the valued features that contribute to the unique character of the City of Unley.

A total of $50,000 is provided in Council's annual operating budget for this purpose. The Conservation Grants are usually offered as a single annual round, however where the fund is not fully spent after the initial round and where demand exists, a secondary round has previously been supported by Council.

The Policy was last reviewed and endorsed in September 2023. There was general feedback received from stakeholders, both internal and external of Council, to inform the recommended amendments. This review informed the update to the Policy to reduce the level of information required to lodge an application relating to tree pruning, increase the maximum amount of funding for tree pruning applications and also provide the delegations for administration to receive grant applications outside the advertised process where unique circumstances apply. Council's current *Conservation Grants Policy* is provided as Attachment 1.

Attachment 1

5. DISCUSSION

Since the last review of the Policy, changes have been made to the *Planning, Development and Infrastructure (General) Regulations 2017* (Regulations). These changes relate to the definitions of regulated and significant trees which has necessitated the current review of the Policy.

The specific changes to the Regulations include:

- A regulated tree having a trunk circumference of 1 metre measured 1 metre above ground level.
- A significant tree having a trunk circumference of 2 metres measured 1 metre above ground level.
- Maintenance pruning occurring no more than once every 5 years for a regulated or significant tree.

A copy of the revised Policy is provided for consideration as Attachment 2.

Attachment 2

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation. All grants within the Policy are funded within Council's Operating Budget.
- There is annual funding available of $50,000 for the Conservation Grants Policy for the 2023/24 financial year.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- All grants within the Policy are administered under current resourcing and do not require additional resources to deliver.

6.4 Climate/Environmental Impact

- The Policy encourages applications for the maintenance of significant and regulated trees that provide benefits to the long-term retention of tree canopy and natural habitat for wildlife.

6.5 Social/Economic

- The Policy supports merit-based funding towards applications that will seek to retain the unique character of Unley.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

1. The Conservation Grants Policy as set out in Attachment 2 to this Report (Item 4.14, Council Meeting 24 June 2024) be adopted.

2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature if required as part of the finalisation of the Conservation Grants Policy.

Option 1 provides recommended amendments to the Policy in response to the legislative changes to the definitions of a regulated and significant tree.

These amendments include:

- Amending the definition of a regulated tree to reflect the circumference of 1 metre.
- Amending the definition of a significant tree to reflect the circumference of 2 metres.
- Changing the frequency of pruning to a regulated or significant tree to reflect the legislative timeframe of 5 years.

- A general template update to reflect the current format of Council Policies.

In endorsing this option, there is no increased cost or resource impost on Council and the outcomes of these changes will mean that the Policy reflects the changes to the legislation to allow grants to be considered for the amended definitions of regulated and significant trees.

Option 2 –

1. The report be received.

2. The Conservation Grants Policy as set out in Attachment 2 to this Report (Item 4.14, Council Meeting 24 June 2024) be adopted with the following amendments:
   - *insert amendments as required*

3. The Chief Executive Officer be authorised to make minor editorial and formatting changes as part of the finalisation of the Conservation Grants Policy.

Option 2 provides the same inclusions as the recommended option, noting that Council may wish to request additional amendments to the Policy. If this is the case, the amendments should be articulated as part of the resolution, with consideration given to the budget and governance efforts required to ensure transparency, efficient administration, and probity of funding.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services

CONSERVATION GRANTS POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	Manager Development & Regulatory Services
Related Policies and Procedures	N/A
Community Plan Link	*Environmental Stewardship* 2.1 Unley's urban forest is maintained and improved.
Date Adopted	23 August 2004: C397
Last review date	25 September 2023: C1137/23
Next review date	September 2025
Reference/Version Number	COU0022: V8
ECM Doc set I.D.	2830313

1. PREAMBLE

1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.

1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, representative buildings within historic overlays and regulated and significant trees to ensure their protection.

1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.

1.4. The Council operates an annual budget and review of allocations for the State and Local Heritage Places, representative buildings as well as Regulated and Significant Trees Conservation Funds. The provision of subsidies in accordance with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

2. SCOPE

2.1. The purpose of this policy is to provide a framework for the application and operation of a Conservation Grant program established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings and regulated or significant trees.

2.2. The Conservation Grants complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

3. POLICY PURPOSE/OBJECTIVES

3.1. The policy aims to:

- support Council's vision, strategic plans and policies for preservation of the City's heritage places, representative buildings and regulated and significant trees;
- encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;
- encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe, sound and aesthetically pleasing condition;
- complement other support initiatives;
- provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

4. DEFINITIONS

4.1. ***Regulated Tree*** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.

4.2. ***Significant Tree*** has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended.

This means having a trunk circumference of three (3) metres or more – or, in the case of trees with multiple trunks, a total circumference of three (3) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level. Significant Trees that are identified as declared trees under Part 10 of the Planning and Design Code are also eligible for consideration under this policy.

4.3. ***State Heritage Place*** means State Heritage Places as identified in the State Heritage Overlay of the Planning and Design Code.

4.4. ***Local Heritage Place*** means Local Heritage Places as identified in Part 11 of the Planning and Design Code.

4.5. ***Representative Building*** means representative buildings as identified in the Historic Area Statements and Character Area Statements of the Planning and Design Code.

4.6. ***Privately owned*** means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.

5. POLICY STATEMENT

5.1. Eligibility

5.1.1. Conservation grants may be considered in relation to regulated trees, significant trees or state and local heritage places, or representative buildings.

5.1.2. A regulated tree, significant tree heritage place or representative building that is the subject of an application for conservation funding must be situated within the City of Unley.

5.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.

5.1.4. Where a tree is exempt from being classified as a significant or regulated tree under 3F (4)(a) of the *Planning, Development and Infrastructure (General) Regulations 2016* by virtue of the location of the tree being less than 10 metres from a dwelling or in-ground swimming pool, this Policy shall still apply.

5.1.5. Where development approval is required for works associated with a grant application, development approval must be obtained prior to the grant being approved by Council.

5.1.6. Properties that have previously received the maximum available funding will not be eligible to apply for funds for a period of:

5.1.6.1. In the case of building work - five (5) years from the date that the maximum amount of funds has been received.

5.1.6.2. In the case of regulated or significant tree pruning – three (3) years from the date that the maximum amount of funds has been received.

5.1.7. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.

5.1.8. Where other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.

5.2. What types of projects will be considered

5.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:

- external structural repairs;
- conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:

(i) re-pointing or repair of stonework;
(ii) removal of non-original paint and/or plaster;
(iii) painting external timber elements;
(iv) salt damp treatment; and

- repairs to or reinstatement of original front fencing based on historic or archival records or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place.
- Pruning to a significant or regulated tree.

5.3. What the Grant Scheme does not cover

5.3.1. Applications for the following works will not be considered:

- buildings owned or leased by a Council or Government Agency;
- conservation work with a value of less than $1,000;
- work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;
- routine maintenance such as termite treatment, pest control;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability of the building);
- side or rear boundary fencing (unless such fencing is specifically listed as part of a State or Local Heritage Place);
- the purchase of a building or site;
- construction of additions or outbuildings;
- relocation of a heritage building.

5.4. Information to be provided

5.4.1. Heritage Place or Representative Building

- Detailed description of the work
- Site plan identifying the location of the work
- Detailed drawings or photos as necessary to clearly define the scope of work
- Relevant plans and specifications prepared by suitable person or company
- Photos of relevant part of building
- Methodology or specification notes to detail the materials and techniques to undertake the works
- Two written quotes from suitable persons or companies based on the agreed scope of works

5.4.2. Regulated or Significant Tree

- Two quotes from tree pruners, including the cost of arborist supervision for pruning works
- Recent photos detailing the proposed maintenance pruning required

5.4.3. Eligibility of Application

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above in clauses 5.4.1 and 5.4.2) may be

considered ineligible where there is insufficient information provided to assess an application.. Where such an application is not accepted, the documentation shall be returned to the applicant along with information on why it was not accepted.

5.5. Grant Conditions

5.5.1. Grants are available only for the costs of:

- expert advice,
- conservation and restoration of heritage places or representative buildings to conserve original elements or reinstate the original appearance and the maintenance
- management of eligible trees.

All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors. Funding is not available for the removal of trees or for inappropriate lopping, pruning or "tree damaging activity" as defined by the *Planning, Development and Infrastructure Act 2016*. All tree pruning work funded by a Council grant must be supervised by a suitably qualified arborist at the applicant's expense.

5.5.2. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.

5.5.3. In order for administration to present recommendations to Council for endorsement, all trees/places/items which are the subject of applications for conservation funds are assessed by suitably qualified specialists in the relevant field on behalf of council, that is;

(i) an arboriculturalist for a tree; or
(ii) an architect/contractor specialising in building conservation for a building.

The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.

5.5.4. Conservation grants are available for up to 50% of the total cost of a single grant application:

(i) of a regulated or significant tree up to a maximum amount of $3,000 per application; and
(ii) of a heritage place and/or representative building up to a maximum of $5,000.

Where the scope of the conservation work or the circumstances of the applicant warrant further consideration outside this framework, the request may be presented to the Council for determination of any special merit for additional funding.

5.5.5. A successful applicant must sign an agreement setting out the terms of a conservation grant which must include a time limit for the completion of any works funded with Council's assistance within the financial year that the grant was provided.

5.5.6. When a conservation grant is made, the applicant must accept the Council's right to photograph the subject trees, property and/or items, before and after conservation work. The applicant must also provide Council with photographic documentation of building work prior to and after completion.

5.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

5.5.8. Payment of grants is to be made only following inspection of the satisfactorily completed conservation work, by a Council officer. Grant recipients are to provide receipts and detailed invoices before payment is made. Where residents have particular cash flow difficulties, some provision may be made with the approval of the relevant senior manager. The Council preserves the right to withhold payment of allocated grants if conservation work does not meet appropriate standards and/or differs from the work that was proposed in the application.

5.6. Assessment of Applications

5.6.1. Council will allocate funding to applications as per the Policy based on the merits of the application to assist in preserving the City's heritage places, representative buildings and regulated and significant trees.

5.6.2. Weighting shall be applied to all applications based on the following evaluation table:

Priority Weighting	Conservation Grant Application Type
1 – 40%	Significant Tree Pruning
2 – 25%	Regulated Tree Pruning
3 – 20%	Local Heritage Place building works
4 – 10%	State Heritage Place building works
5 – 5%	Representative Buildings building works

5.6.3. Funding under this Policy shall be assessed based on the priority listing in 5.6.2 and the merits of the application against the eligible works proposed in 5.2.

5.6.4. Funds can be allocated to lower priority weightings where merit is displayed against the eligibility as defined in 5.2 for the proposed works. Any such funds would be allocated in priority order.

5.7. Administration

5.7.1. The Council Administration will receive and assess applications in accordance with this Policy, and make recommendations for the Council's consideration on the allocation of grants. The Administration will oversee the inspection of conservation work which is assisted by the Council through this funding scheme.

5.7.2. The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community as soon as practicable following the declaration of the budget and again, later in the financial year, if funds remain unallocated.

6. POLICY DELEGATIONS

6.1. The Manager Development and Regulatory is delegated to approve partial payments of allocated funding prior to completion of works where the applicant has provided information relating to cash flow issues in order to complete the approved scope of works.

6.2. The Manager Development and Regulatory is delegated to approve the eligibility of applications under Clause 5.4.3 where information has not been provided in accordance with Clauses 5.4.1 and 5.4.2.

6.3. The General Manager City Services has the ability to accept an application made outside of the advertised process where the amount included in the annual budget has not been allocated to grant applications. Such an application must demonstrate the unique circumstances of the situation in order for this to be accepted prior to Council determining if funding will be provided.

7. LEGISLATION

- *Planning, Development and Infrastructure Act 2016 and associated Regulations*

8. AVAILABILITY OF POLICY

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

9. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 Aug 2004	C397/04: V1	
22 Nov 2004	C476/04: V2	
24 May 2010	C665/10: V3	
28 May 2012	C420/12: V4	
24 Oct 2016	C633/16: V5	
26 Aug 2019	C0117/19: V6	
23 Aug 2021	C0579/21: V7	Changes required due to transition to Planning, Development and Infrastructure Act
25 September 2023		

CONSERVATION GRANTS POLICY

Policy Type	Council
Responsible Department	City Services
Responsible Officer	Manager Development & Regulatory Services
Related Policies and Procedures	Nil
Community Plan Link	2. Environmental Stewardship 2.1 Unley's urban forest is maintained and improved
Date Originally Adopted	23 August 2004: C397
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	2830313

1. PREAMBLE

1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.

1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, representative buildings within historic overlays and regulated and significant trees to ensure their protection.

1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.

1.4. The Council operates an annual budget and review of allocations for the State and Local Heritage Places, representative buildings as well as Regulated and Significant Trees Conservation Funds. The provision of subsidies in accordance with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

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1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

2. SCOPE

2.1. The purpose of this policy is to provide a framework for the application and operation of a Conservation Grant program established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings and regulated or significant trees.

2.2. The Conservation Grants complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

3. PURPOSE/OBJECTIVES

3.1. The policy aims to:

3.1.1. support Council's vision, strategic plans and policies for preservation of the City's heritage places, representative buildings and regulated and significant trees;

3.1.2. encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;

3.1.3. encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe, sound and aesthetically pleasing condition;

3.1.4. complement other support initiatives;

3.1.5. provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

4. DEFINITIONS

Term	Definition
Local Heritage Place	means Local Heritage Places as identified in Part 11 of the Planning and Design Code.
Privately owned	means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.
Regulated Tree	has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended. This means having a trunk circumference of one (1) metre or more – or, in the case of trees with multiple trunks, a total circumference of one (1) metre or more and an average circumference of 310mm or more – measured one metre above natural ground level.
Representative Building	means representative buildings as identified in the Historic Area Statements and Character Area Statements of the Planning and Design Code.

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Significant Tree	has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended. This means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.
State Heritage Place	means State Heritage Places as identified in the State Heritage Overlay of the Planning and Design Code.

5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Elected Members	• Responsible for the approval and adoption of this Policy • Must comply with the requirements of this Policy
Manager Development and Regulatory Services	• Responsible for the review and application of this Policy
All Employees	• Must comply with the requirements of this Policy

6. STATEMENT

6.1. Eligibility

6.1.1. Conservation grants may be considered in relation to regulated trees, significant trees or state and local heritage places, or representative buildings.

6.1.2. A regulated tree, significant tree heritage place or representative building that is the subject of an application for conservation funding must be situated within the City of Unley.

6.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.

6.1.4. Where a tree is exempt from being classified as a significant or regulated tree under 3F (4)(a) of the *Planning, Development and Infrastructure (General) Regulations 2016* by virtue of the location of the tree being less than 10 metres from a dwelling or in-ground swimming pool, this Policy shall still apply.

6.1.5. Where development approval is required for works associated with a grant application, development approval must be obtained prior to the grant being approved by Council.

6.1.6. Properties that have previously received funding will not be eligible to apply for funds for a period of five (5) years from the date that funds have been received.

6.1.7. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.

6.1.8. Where other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.

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6.2. What types of projects will be considered

6.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:

6.2.1.1. external structural repairs;

6.2.1.2. conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:

(i) re-pointing or repair of stonework;

(ii) removal of non-original paint and/or plaster;

(iii) painting external timber elements;

(iv) salt damp treatment; and

6.2.1.3. repairs to or reinstatement of original front fencing based on historic or archival records or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place.

6.2.1.4. Pruning to a significant or regulated tree.

6.3. What the Grant Scheme does not cover

6.3.1. Applications for the following works will not be considered:

6.3.1.1. buildings owned or leased by a Council or Government Agency;

6.3.1.2. conservation work with a value of less than $1,000;

6.3.1.3. work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;

6.3.1.4. routine maintenance such as termite treatment, pest control;

6.3.1.5. electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);

6.3.1.6. internal works (unless required for structural stability of the building);

6.3.1.7. side or rear boundary fencing (unless such fencing is specifically listed as part of a State or Local Heritage Place);

6.3.1.8. the purchase of a building or site;

6.3.1.9. construction of additions or outbuildings;

6.3.1.10. relocation of a heritage building.

6.4. Information to be provided

6.4.1. Heritage Place or Representative Building

6.4.1.1. Detailed description of the work

6.4.1.2. Site plan identifying the location of the work

6.4.1.3. Detailed drawings or photos as necessary to clearly define the scope of work

6.4.1.4. Relevant plans and specifications prepared by suitable person or company

6.4.1.5. Photos of relevant part of building

6.4.1.6. Methodology or specification notes to detail the materials and techniques to undertake the works

6.4.1.7. Two written quotes from suitable persons or companies based on the agreed scope of works

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6.4.2. Regulated or Significant Tree

6.4.2.1. Two quotes from tree pruners

6.4.2.2. Recent photos that clearly detail the proposed maintenance pruning required

6.4.3. Eligibility of Application

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above in clauses 6.4.1 and 6.4.2) may be considered ineligible where there is insufficient information provided to assess an application. Where such an application is not accepted, the documentation shall be returned to the applicant along with information on why it was not accepted.

6.5. Grant Conditions

6.5.1. Grants are available only for the costs of:

- expert advice,
- conservation and restoration of heritage places or representative buildings to conserve original elements or reinstate the original appearance and the maintenance
- management of eligible trees.

All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors. Funding is not available for the removal of trees or for inappropriate lopping, pruning or "tree damaging activity" as defined by the *Planning, Development and Infrastructure Act 2016*. All tree pruning work funded by a Council grant must be supervised by a suitably qualified arborist at the applicant's expense.

6.5.2. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.

6.5.3. All trees/places/items which are the subject of applications for conservation funds must be assessed by suitably qualified specialists in the relevant field, that is;

(i) an arboriculturalist for a tree; or
(ii) an architect/contractor specialising in building conservation for a building.

The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.

6.5.4. Conservation grants are available for up to 50% of the total cost of a single grant application:

(i) of a regulated or significant tree up to a maximum amount of $3,000 per application; and
(ii) of a heritage place and/or representative building up to a maximum of $5,000.

Where the scope of the conservation work or the circumstances of the applicant warrant further consideration outside this framework, the request may be presented to the Council for determination of any special merit for additional funding.

6.5.5. A successful applicant must sign an agreement setting out the terms of a conservation grant which must include a time limit for the completion of any works funded with Council's assistance within the financial year that the grant was provided.

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6.5.6. When a conservation grant is made, the applicant must accept the Council's right to photograph the subject trees, property and/or items, before and after conservation work. The applicant must also provide Council with photographic documentation of building work prior to and after completion.

6.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

6.5.8. Payment of grants is to be made only following inspection of the satisfactorily completed conservation work, by a Council officer. Grant recipients are to provide receipts and detailed invoices before payment is made. Where residents have particular cash flow difficulties, some provision may be made with the approval of the relevant senior manager. The Council preserves the right to withhold payment of allocated grants if conservation work does not meet appropriate standards and/or differs from the work that was proposed in the application.

6.6. **Assessment of Applications**

6.6.1. Council will allocate funding to applications as per the Policy based on the merits of the application to assist in preserving the City's heritage places, representative buildings and regulated and significant trees.

6.6.2. Weighting shall be applied to all applications based on the following evaluation table:

Priority Weighting	Conservation Grant Application Type
1 – 40%	Significant Tree Pruning
2 – 25%	Regulated Tree Pruning
3 – 20%	Local Heritage Place building works
4 – 10%	State Heritage Place building works
5 – 5%	Representative Buildings building works

6.6.3. Funding under this Policy shall be assessed based on the priority listing in 6.6.2 and the merits of the application against the eligible works proposed in 6.2.

6.6.4. Funds can be allocated to lower priority weightings where merit is displayed against the eligibility as defined in 6.2 for the proposed works. Any such funds would be allocated in priority order.

6.7. **Administration**

6.7.1. The Council Administration will receive and assess applications in accordance with this Policy, and make recommendations for the Council's consideration on the allocation of grants. The Administration will oversee the inspection of conservation work which is assisted by the Council through this funding scheme.

6.7.2. The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community as soon as practicable following the declaration of the budget and again, later in the financial year, if funds remain unallocated.

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7. DELEGATIONS

7.1. The Manager Development and Regulatory is delegated to approve partial payments of allocated funding prior to completion of works where the applicant has provided information relating to cash flow issues in order to complete the approved scope of works.

7.2. The Manager Development and Regulatory is delegated to approve the eligibility of applications under Clause 6.4.3 where information has not been provided in accordance with Clauses 6.4.1 and 6.4.2.

7.3. The General Manager City Services has the ability to accept an application made outside of the advertised process where the amount included in the annual budget has not been allocated to grant applications. Such an application must demonstrate the unique circumstances of the situation in order for this to be accepted prior to Council determining if funding will be provided.

8. LEGISLATION

- *Planning, Development and Infrastructure Act 2016 and associated Regulations*

9. AVAILABILITY OF POLICY/PROCEDURE

9.1. The Policy/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 the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Version No.	Comment
23 August 2004	C397/04: V1	
22 November 2004	C476/04: V2	
24 May 2010	C665/10: V3	
28 May 2012	C420/12: V4	
24 October 2016	C633/16: V5	
26 August 2019	C0117/19: V6	
23 August 2021	C0579/21: V7	Changes required due to transition to Planning, Development and Infrastructure Act
25 September 2023	C1137/23:V8	
		To be populated once adopted

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DECISION REPORT

REPORT TITLE:	ORDER MAKING POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.15
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	GARY BRINKWORTH, MANAGER DEVELOPMENT & REGULATORY
DIVISION:	CITY SERVICES
ATTACHMENTS:	1. CURRENT ORDER MAKING POLICY - AUGUST 2019 2. DRAFT ORDER MAKING POLICY - JUNE 2024

1. PURPOSE

This report seeks Council's endorsement and adoption of the revised *Order-Making Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Order-Making Policy as set out in Attachment 2 to this Report (Item 4.15, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Order-Making Policy.

3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and adoption.

Council's current *Order-Making Policy*, provided as Attachment 1, was identified as being due for review.

Attachment 1

Under Section 259 of the *Local Government Act 1999* (Act), a Council must adopt a Policy in relation to order making powers and processes. This Policy applies in respect of orders issued by Council under the following Sections of the Act:

1. Section 216: Power to order the owner of private road to carry out specified roadworks
2. Section 218: Power to require owner of adjoining land to carry out specified work
3. Section 254: Power to make orders in the circumstances as described in this section

The Draft Policy, provided as Attachment 2, has been reviewed as part of Council's ongoing policy and procedure framework process, and transcribed into Council's recently updated policy and procedure template.

Attachment 2

5. DISCUSSION

This Policy provides the basis for where Council will order a person to do or refrain from doing a thing under certain circumstances to facilitate a safe and healthy environment and to maintain or improve the amenity of the City.

A number of material administrative changes have been made to update the Policy, including:

- Updating the principles relating to the purpose of the Policy.
- Removing the specific examples of the situations that give rise to an order being issued as these will be contained in the supporting Order Making Guidelines (Guidelines)
- Updating the format into the current Policy template

The Guidelines are an internal administrative guideline that provide a framework for authorised officers to consider when deciding on whether they should issue an order or not. These Guidelines are periodically reviewed by the Administration to ensure that they meet the intentions of the Policy and provide a consistent framework for officers to use.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- Nil

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Order-Making Policy as set out in Attachment 2 to this Report (Item 4.15, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Order-Making Policy.

This option will adopt and finalise the review of the Order-Making Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. The Order-Making Policy as set out in Attachment 2 to this Report (Item 4.15, Council Meeting 24 June 2024), be adopted with the following amendments:

   2.1 [Amendments to be determined by Council]

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Order-Making Policy.

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

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services

S0013: ORDER - MAKING POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	General Manager City Services
Related Policies and Procedures	• Council's By-Laws
Community Plan Link	*Civic Leadership* 4.1 We have strong leadership and governance.
Date Adopted	23 August 2010: C717/10
Last review date	26 August 2019: C0132/19
Next review date	August 2022
Reference/Version Number	S0013: Version 5
ECM Doc set I.D.	1840016

1. PREAMBLE

1.1. Council is responsible for providing the governance and management of the City of Unley. In particular, it is the function of Council to provide for the welfare, well-being and interests of the members of its community and to take measures to protect the area from hazards and to improve amenity.

1.2. To fulfil its functions, Council has a range of statutory powers. These powers enable the Council to exercise its regulatory functions by making Policies, Orders and By-laws. Council maintains an Order Making Policy in relation to the exercise of its powers pursuant to Part 2 of Chapter 12 of the *Local Government Act 1999*, to promote the health, safety and well-being of the community. The Policy sets out the matters about which Orders will be made and the relevant principles, procedures and non-compliance actions that will be applied.

2. SCOPE

2.1. This Policy is mandatory under section 259 of the *Local Government Act 1999*.

2.2. The order making powers and processes under the Act are separate and distinct from Council's powers to make By-laws for the regulation of matters specified by the Act. The exercise of the Council's order making powers, co-exist with the Council's other regulatory powers such as its powers to make By-laws under the Act.

2.3. In accordance with the requirements of the Act, this Policy also applies in respect of orders issued by Council under:

Section 216 : Power to order the owner of private road to carry out specified roadworks;

2.3.1. Section 218: Power to require owner of adjoining land to carry out specified work; and

2.3.2. Section 254: Power to make orders in the circumstances as described in this section.

3. POLICY OBJECTIVES

3.1. The objectives of the Policy are to:

(a) facilitate a safe and healthy environment; and

(b) maintain and improve the amenity of the City.

3.2. To fulfil its functions the Council has a range of statutory powers. These powers enable the Council to make Policies, Orders and By-Laws.

Principles

3.3. Council will take reasonable steps to have works undertaken or to resolve cases of hazards by negotiation with the person involved before considering issuing an Order.

3.4. Negotiation will occur except in cases of threat to life and immediate threat to public health or safety or in an emergency situation. Council retains the discretion to issue an Order at any stage depending on the circumstances of each individual case.

3.5. In each situation in which the Council is considering making an Order, the Council will consider the following circumstances:

(a) seriousness of the incident;

(b) degree of hazard/danger to the community;

(c) nature and degree of risk to health/safety of the community;

(d) level of detraction from the amenity of the locality;

(e) the occurrence of the activity i.e. frequency, duration, previous incidents;

(f) the impact of the activity;

(g) any other action already taken or proposed to prevent/minimise the problem; and

(h) level of public interest.

3.6. The Council is dedicated to facilitating a safe and healthy environment and to maintaining and improving the amenity of the City. Complaints will be dealt with in a timely manner, adhering to the principles of procedural fairness (or natural justice).

4. DEFINITIONS

4.1. The **Act** means the *Local Government Act 1999*.

4.2. **Council** means the Corporation of the City of Unley.

5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the:

- General Manager City Services
- Manager Development & Regulatory Services
- Team Leader Regulatory Services.

6. POLICY STATEMENT

6.1. This Policy will apply to the matters set out in the Act at Sections 216, 218, and 254 which empower the Council to order a person to do or refrain from doing a thing under certain circumstances. This Policy does not apply to other circumstances provided for in the Act and other legislation which specifically empower the Council to make Orders, when appropriate and as the need arises.

6.2. The matters to which this Policy applies are set out below. These matters are stated in general terms with particular examples for illustrative purposes only and are not intended to be an exhaustive list of the circumstances to which this Policy applies. These examples provide a guide for the community regarding the purpose and the intent of the Policy and the way in which it will be applied.

6.3. The matters to which this Policy applies are as follows:

6.3.1. Section 216: the power to order an owner of a private road to carry out specified roadwork.

6.3.2. Section 218: the power to require an owner of adjoining land to carry out specified work.

6.3.3. Section 254: Power to make orders in the circumstances as described.

6.4. **Hazards on lands adjoining a public place:**

6.4.1. Where a hazard exists on land adjoining a public place that is or is likely to become a danger to the public, Council has the power to issue an Order to the owner or occupier of the land, directing the person/s to fence, empty, drain, fill or cover the land (including land on which there is a building or other structure).

6.4.2. Where vegetation, branches or trees on land create, or are likely to create, danger or difficulty to persons using a public place, Council has the power to issue an Order to the owner or occupier of the land directing them to remove the vegetation, cut back overhanging branches, or remove a tree.

6.4.3. Where an object or structure on land creates or is likely to create danger or difficulty to persons using a public place, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to remove a flag or banner, a flagpole or sign, or similar object or structure) that intrudes into a public place.

6.4.4. Where a situation exists that is causing or is likely to cause damage to a road or a hazard to road users, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to take action necessary to protect the road or remove a hazard to road users.

6.4.5. Examples of relevant circumstances:

i. To fill an excavation, or to prevent drainage of water across the road.

ii. overhanging branches, overgrown vegetation or structures on land adjoining public places, or which obstructs a road.

iii. To construct a retaining wall or to remove or modify a fence.

iv. To fence land to prevent the escape of animals.

v. To remove a structure or vegetation near an intersection.

6.5. **Inappropriate use of vehicle:**

6.5.1. Where a person is using a caravan or vehicle as a place of habitation in circumstances that:

i. present a risk to the health or safety of an occupant; or

ii. cause a threat of damage to the environment; or

iii. detract significantly from the amenity of the locality

the Council has the power to issue an Order to the owner or occupier of the land or a person apparently occupying the caravan or vehicle directing them to refrain from using a caravan or vehicle as a place of habitation.

7. PROCEDURES

Procedures to be followed in making an Order

7.1. Before making an Order (under the various sections of the *Local Government Act 1999*), unless the circumstances are urgent, the Council will take the following actions:

(a) Give the person to whom it is proposed that the Order be directed, a notice in writing which outlines:

i. the proposed action, including the terms of the proposed Order and the period within which compliance with the Order will be required; and

ii. the reasons for the proposed action; and

iii. an invitation for the person to give reasons, within a specified time why the proposed action should not be taken.

(b) If the notice is directed to a person who is not the owner of the relevant land, Council will take reasonable steps to serve a copy of the notices and Order on the owner.

(c) Council may, after considering any representations made within the specified time as detailed on the notice:

i. make an Order in accordance with the terms of the original proposal; or

ii. make an Order with modifications from the terms of the original proposal; or

iii. determine not to proceed with an Order.

(d) A council may, at the request, or with the agreement, of the person to whom an order is directed, vary an order or may, on its own initiative, revoke an order if satisfied that it is appropriate to do so.

(e) In the case of a threat to life and immediate threat to public health or safety or in an emergency situation, Council may in accordance with section 255 (12) of the Act, make an Order and require compliance without undertaking the above notification process.

Rights of Review

(a) An order must include a statement setting out the rights of a person to seek a review of the order under this Act. A statement is sufficient if it includes the information specified by the regulations. A person to whom an order is directed may, within 14 days after service of the order, seek a review of the

order by SACAT under section 34 of the South Australian Civil and Administrative Tribunal Act 2013;

Action for non-compliance with an Order

7.2. Non-compliance with an Order of the Council will constitute a breach of the Act and the person to whom the Order is directed may incur statutory penalties as provided for in the Act.

7.3. The maximum penalty and expiation fee will apply (Refer to Council's *Fees & Charges Register* for current penalty and expiation fees).

7.4. Where the requirements of an Order are not complied with, the Council may:

(a) Take the action required by the Order itself and recover the reasonable costs and expenses in doing so as a debt in accordance with section 257 of the Act from the person who failed to comply with the Order.

(b) Where an amount is recoverable under section 257 of the Act, the Council may, by notice in writing, fix a period within which the amount is to be paid of no less than 28 days. Failure to pay will result in interest being accrued and if the person is the owner of the land a charge may be imposed on the land for the unpaid amount, together with interest.

8. POLICY DELEGATIONS

8.1. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

9. LEGISLATION

- *Local Government Act 1999*, Chapter 12, Part 2.

9.1. The Policy is mandatory as required under section 259 of the Act. Any future amendment or alteration to this Policy or a substitution of a new policy will be subject to the public consultation provisions of the City of Unley and section 259 of the Act, unless the alteration has only minor significance.

10. AVAILABILITY OF POLICY

10.1. 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.

11. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 August 2010	C717/10: V1	
22 October 2012	C564/12: V2	
28 April 2014	C1116/14: V3	
26 June 2017	C887/17: V4	Amendments due to commencement of *Local Nuisance and Litter Control Act 2016*
23 August 2019	C0132/19 : V5	

ORDER-MAKING POLICY

Policy Type	Council
Responsible Department	City Services
Responsible Officer	Manager Development and Regulatory Services
Related Policies and Procedures	• Council's By-Laws
Community Plan Link	4. Civic Leadership 4.1 We have strong leadership and governance
Date Originally Adopted	23 August 2010
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. Council is responsible for providing the governance and management of the City of Unley. In particular, it is the function of Council to provide for the welfare, well-being and interests of the members of its community and to take measures to protect the area from hazards and to improve amenity.

1.2. To fulfil its functions, Council has a range of statutory powers. These powers enable the Council to exercise its regulatory functions by making Policies, Orders and By-laws. Council maintains an Order Making Policy in relation to the exercise of its powers pursuant to Part 2 of Chapter 12 of the *Local Government Act 1999*, to promote the health, safety and well-being of the community. The Policy sets out the matters about which Orders will be made and the relevant principles, procedures and non-compliance actions that will be applied.

2. SCOPE

2.1. This Policy is mandatory under section 259 of the *Local Government Act 1999*.

2.2. The order making powers and processes under the Act are separate and distinct from Council's powers to make By-laws for the regulation of matters specified by the Act. The exercise of the Council's order making powers, co-exist with the Council's other regulatory powers such as its powers to make By-laws under the Act.

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2.3. In accordance with the requirements of the Act, this Policy also applies in respect of orders issued by Council under:

2.3.1. Section 216 : Power to order the owner of private road to carry out specified roadworks;

2.3.2. Section 218: Power to require owner of adjoining land to carry out specified work; and

2.3.3. Section 254: Power to make orders in the circumstances as described in this section.

3. PURPOSE/OBJECTIVES

3.1. The objectives of the Policy are to:

(a) facilitate a safe and healthy environment; and

(b) maintain and improve the amenity of the City.

3.2. To fulfil its functions the Council has a range of statutory powers. These powers enable the Council to make Policies, Orders and By-Laws.

Principles

3.3. Council is committed to proactively addressing hazards through negotiation with the involved parties before considering the issuance of an Order, taking reasonable steps to resolve cases in a collaborative manner.

3.4. Negotiation will be pursued in all cases except when there is an immediate threat to life, public health, or safety, or during emergency situations. However, Council retains the discretion to issue an Order at any stage, dependent on the unique circumstances of each case.

3.5. When evaluating the need for an Order, Council will carefully consider the following factors:

a) The severity of the incident;
b) The level of hazard or danger posed to the community;
c) The nature and extent of risks to community health and safety;
d) The impact on the local amenity;
e) The frequency, duration, and history of the activity in question;
f) The broader impact of the activity;
g) Any existing or proposed measures to mitigate the issue;
h) The level of public interest in the matter.

3.6. The Council is dedicated to facilitating a safe and healthy environment and to maintaining and improving the amenity of the City. Complaints will be dealt with in a timely manner, adhering to the principles of procedural fairness (or natural justice).

4. DEFINITIONS

Term	Definition
Act	means the *Local Government Act 1999*.
Council	means the Corporation of the City of Unley.

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5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the:

- General Manager City Services
- Manager Development & Regulatory Services
- Team Leader Regulatory Services.

6. STATEMENT

6.1. This Policy will apply to the matters set out in the Act at Sections 216, 218, and 254 which empower the Council to order a person to do or refrain from doing a thing under certain circumstances. This Policy does not apply to other circumstances provided for in the Act and other legislation which specifically empower the Council to make Orders, when appropriate and as the need arises.

6.2. The matters to which this Policy applies are set out below. These matters are stated in general terms with particular examples for illustrative purposes only and are not intended to be an exhaustive list of the circumstances to which this Policy applies. These examples provide a guide for the community regarding the purpose and the intent of the Policy and the way in which it will be applied.

6.3. The matters to which this Policy applies are as follows:

6.3.1. Section 216: the power to order an owner of a private road to carry out specified roadwork.

6.3.2. Section 218: the power to require an owner of adjoining land to carry out specified work.

6.3.3. Section 254: Power to make orders in the circumstances as described.

6.4. **Consideration for issuing an Order:**

6.4.1. Where a person, a hazard, vegetation, object, structure, situation or use create circumstances that:

i. present a risk to the health or safety of a person; or

ii. cause a threat of damage to the environment; or

iii. detract significantly from the amenity of the locality

the Council has the power to issue an Order to the owner or occupier directing them to refrain from or make good any breach.

6.4.2. Examples of relevant circumstances:

i. To fill an excavation, or to prevent drainage of water across the road.

ii. overhanging branches, overgrown vegetation or structures on land adjoining public places, or which obstructs a road.

iii. To construct a retaining wall or to remove or modify a fence.

iv. To fence land to prevent the escape of animals.

v. To remove a structure or vegetation near an intersection.

6.5. **Procedures**

6.5.1. Procedures to be followed in making an Order

Before making an Order (under the various sections of the *Local Government Act 1999*), unless the circumstances are urgent (see 3.4), the Council will take the following actions:

(a) Give the person to whom it is proposed that the Order be directed, a notice in writing which outlines:

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i. the proposed action, including the terms of the proposed Order and the period within which compliance with the Order will be required; and

ii. the reasons for the proposed action; and

iii. an invitation for the person to give reasons, within a specified time why the proposed action should not be taken.

(b) If the notice is directed to a person who is not the owner of the relevant land, Council will take reasonable steps to serve a copy of the notices and Order on the owner.

(c) Council may, after considering any representations made within the specified time as detailed on the notice:

i. make an Order in accordance with the terms of the original proposal; or

ii. make an Order with modifications from the terms of the original proposal; or

iii. determine not to proceed with an Order.

(d) A council may, at the request, or with the agreement, of the person to whom an order is directed, vary an order or may, on its own initiative, revoke an order if satisfied that it is appropriate to do so.

(e) In the case of a threat to life and immediate threat to public health or safety or in an emergency situation, Council may in accordance with section 255 (12) of the Act, make an Order and require compliance without undertaking the above notification process.

6.5.2. Rights of Review

An order must include a statement setting out the rights of a person to seek a review of the order under this Act. A statement is sufficient if it includes the information specified by the regulations. A person to whom an order is directed may, within 14 days after service of the order, seek a review of the order by SACAT under section 34 of the South Australian Civil and Administrative Tribunal Act 2013;

6.5.3. Action for non-compliance with an Order

(a) Non-compliance with an Order of the Council will constitute a breach of the Act and the person to whom the Order is directed may incur statutory penalties as provided for in the Act.

(b) The maximum penalty and expiation fee will apply (Refer to Council's *Fees & Charges Register* for current penalty and expiation fees).

(c) Where the requirements of an Order are not complied with, the Council may:

i. Take the action required by the Order itself and recover the reasonable costs and expenses in doing so as a debt in accordance with section 257 of the Act from the person who failed to comply with the Order.

ii. Where an amount is recoverable under section 257 of the Act, the Council may, by notice in writing, fix a period within which the amount is to be paid of no less than 28 days. Failure to pay will result in interest being accrued and if the person is the owner of the land a charge may be imposed on the land for the unpaid amount, together with interest.

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7. DELEGATIONS

7.1. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999*, Chapter 12, Part 2.

8.1. The Policy is mandatory as required under section 259 of the Act. Any future amendment or alteration to this Policy or a substitution of a new policy will be subject to the public consultation provisions of the City of Unley and section 259 of the Act, unless the alteration has only minor significance.

9. AVAILABILITY OF POLICY/PROCEDURE

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	Version No.	Comment
23 August 2010	Version 1	C717/10
22 October 2012	Version 2	C564/12
28 April 2014	Version 3	C1116/14
26 June 2017	Version 4	C887/17 Amendments due to commencement of Local Nuisance and Litter Control Act 2016
		To be populated once adopted

DRAFT

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DECISION REPORT

REPORT TITLE:	VOLUNTEER MANAGEMENT POLICY REVIEW FOR ADOPTION
ITEM NUMBER:	4.16
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	BEV O'BRIEN, MANAGER COMMUNITY CONNECTIONS
DIVISION:	CITY SERVICES
ATTACHMENTS:	1. CURRENT VOLUNTEER MANAGMENT POLICY - 2021 2. DRAFT VOLUNTEER MANAGEMENT POLICY - JUNE 2024

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1. PURPOSE

This report seeks Council's endorsement and adoption of the revised *Volunteer Management Policy* (Policy).

2. RECOMMENDATION

That:

1. The report be received.

2. The Volunteer Management Policy as set out in Attachment 2 to this Report (Item 4.16, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Volunteer Management Policy.

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3. RELEVANT CORE STRATEGIES – FOUR YEAR DELIVERY PLAN

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

4. BACKGROUND

Council policies and procedures set the strategic tone of Council on matters that significantly impact the community in some way. Once adopted, these policies and procedures require periodical review, after which they are presented to Council for consideration and adoption.

Council's current *Volunteer Management Policy*, provided as Attachment 1, was identified as being due for review.

Attachment 1

The National Standards for Volunteer Involvement are a best practice framework to guide volunteer involvement.

To achieve best practice volunteer involvement, Council adopted a Volunteer Management Policy in February 2007. Following initial adoption, the Policy was reviewed and endorsed by Council in 2019 and 2021.

The purpose of the Policy is to:

- Guide decision making in relation to managing volunteers, and
- Provide volunteers with an understanding of their rights and responsibilities.

The Draft Policy, provided as Attachment 2, has been reviewed as part of Council's ongoing policy and procedure framework process, and transcribed into Council's recently updated policy and procedure template.

Attachment 2

5. DISCUSSION

To ensure the Policy continues to provide volunteering opportunities that align with the National Standards for Volunteer Involvement, the following updates and changes have been proposed:

- Inclusion of Roles and Responsibilities for Council and the Chief Executive Officer (CEO) / Executive Management Team (EMT).
- A description of what is not considered to be a Council Volunteer for the purpose of the Policy.
- Additional description of the Policy purpose to increase clarity.
- An update of the Policy definitions.
- Inclusion of Section 6.5: Commitment to Diversity and Inclusion, and Section 6.6: Work Health and Safety.
- Update of Section 8: Legislation.
- A general update of terminology and grammar and editing consistent with the revised Policy template.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- There are no additional financial implications with the recommendation.

6.2 Risk Management (identification and mitigation)

- Updates to the Policy meet the relevant legislation and there are no foreseeable risks associated with the proposed amendments.

6.3 Staffing/Work Plans/Additional Resource Impact

- The Policy is administered under current resourcing and does not require additional resources to deliver.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- Research shows that volunteering has positive impacts both for volunteers and the community through expanding and enhancing the services and programs delivered by Council. As such, this Policy has positive social and economic outcomes for the community.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Volunteer Management Policy as set out in Attachment 2 to this Report (Item 4.16, Council Meeting 24 June 2024), be adopted.

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Volunteer Management Policy.

This option will adopt and finalise the review of the Volunteer Management Policy. Council Policies are published on the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. The Volunteer Management Policy as set out in Attachment 2 to this Report (Item 4.16, Council Meeting 24 June 2024), be adopted, with the following amendments:

   2.1 [Amendments to be determined by Council]

3. The Chief Executive Officer be authorised to make amendments of a minor editorial, formatting and/or technical nature if required as part of the finalisation of the Volunteer Management Policy.

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

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services

VOLUNTEER MANAGEMENT POLICY

Policy Type:	Council Policy
Responsible Department:	Community Connections
Responsible Officer:	Manager Community Connections
Related Policies and Procedures	• Code of Conduct for Council Volunteers • Safe Environment Policy • Fair Treatment and Equal Employment Opportunity Policy
Community Plan Link	*Community Living* 1.5 Our City is connected and accessible.
Date Adopted	26 February 2007; C48/07
Last review date	22 March 2021: C0476/21
Next review date	March 2024
Reference/Version Number	Version 3
ECM Doc set I.D.	4783164

1. PREAMBLE

The City of Unley recognises and values the significant contribution that volunteers provide to Council and the community, and is committed to optimising the management of volunteer programs.

The Volunteer Management Policy guides decision making in relation to managing volunteers, and provides volunteers an understanding of their rights and responsibilities.

2. SCOPE

The policy applies to all volunteers and activities, programs and services where volunteers are involved.

3. POLICY PURPOSE/OBJECTIVES

The purpose of this policy is to provide a best practice framework for the management of volunteers. Volunteers undertake activities that are of benefit to Council, the local community and the individual and support the City of Unley's vision.

4. DEFINITIONS

Activity – Refers to a specific task or set of tasks that are undertaken as part of a volunteer position.

Cause testing – Refers to the criteria and basis on which a reasonable belief exists that demands action to require a volunteer to undertake a drug and alcohol test.

Children – Refers to individuals aged under 18 years.

Code of Conduct – Refers to the City of Unley Code of Conduct for Volunteers.

Council – Refers to the City of Unley.

Department of Human Services screening – Refers to a background screening check undertaken by the State Government Department of Human Services.

Incident-related testing – Refers to drug and alcohol testing that may occur where there is an incident involving injury or damage.

Mandatory Training – Compulsory training specific to each volunteer position to be completed prior to undertaking the volunteer position.

Position – Refers to the role that a volunteer is recruited to and undertakes.

Position description – Outlines the responsibilities and requirements of the position.

Program Coordinator – Council employee who has responsibility for overseeing volunteer/s assigned to a Council program, activity or service.

Reimbursement – Repayment of a pre-approved expense.

Volunteer – An individual who provides services of their own free will, without coercion and for no financial reward, that complement but do not replace the services provided by staff. This does not include persons undertaking work placement or work experience with Council. Individuals must have undertaken a Council and program specific induction; have appropriate clearances in place; have agreed to undertake activities as per a signed volunteer position description; and are actively contributing to their assigned volunteer program/s.

Volunteer Coordinator – Council employee responsible for the effective management and administration of the volunteer management program.

5. ROLES AND RESPONSIBILITIES

The Manager Community Connections, Team Leader Community and Cultural Development, Volunteer Coordinator and Program Coordinators are responsible for the implementation and administration of this policy.

6. POLICY STATEMENT

6.1 Volunteering in the City of Unley is of mutual benefit

Volunteers develop and strengthen the bond between Council and the community, and contribute to creating a vibrant, healthy and positive place to live.

There are positive outcomes achieved for both Council and volunteers.

Benefits to the City of Unley include:

- Providing the organisation with a broader resource base from which to deliver positive community outcomes;
- Enhancing community participation through volunteering;
- Enriching the lives of City of Unley residents and improving their quality of life.

Benefits to volunteers include:

- Providing opportunity to connect with others, resulting in greater social inclusion, fun and fulfillment;
- Opportunities to learn new skills and/or providing a stepping stone to employment;
- A sense of purpose that enhances health, wellbeing and quality of life;

6.2 Effective volunteer management, training, development and support is provided.

The City of Unley aims to:

- value and promote volunteer involvement in the organisation;
- ensure processes are in place to support volunteers to undertake their position effectively and in line with organisational requirements;
- ensure quality training, development and support is available to volunteers.

Volunteers will be treated fairly and respectfully, with support and direction from their Program Coordinator.

Volunteers have a right to raise any grievances and for these to be handled and resolved in an appropriate, fair and sensitive manner.

6.3 Volunteers are recognised and celebrated.

The City of Unley provides a recognition program that celebrates its volunteers, including National Volunteer Week, Christmas celebrations, Years of Service certificates and other opportunities throughout the year.

6.4 Volunteers have rights and responsibilities.

Volunteer responsibilities are defined in Council's Volunteer Agreement and Volunteer Handbook, provided at induction. Additionally, volunteer position-specific activities are outlined in the volunteer position description and in program–specific inductions.

Volunteers are recruited and selected through a targeted recruitment approach, whereby available volunteer positions are advertised, suitable individuals are selected, provided with training to undertake their volunteer activities, and inducted into their volunteer program.

Volunteers have a responsibility to perform their activities to the best of their abilities, ensuring they read and adhere to the City of Unley Code of Conduct for Volunteers, Volunteer Handbook, Volunteer Agreement, and relevant Council policies.

Volunteers may be public officers for the purposes of the *Independent Commissioner Against Corruption Act 2012 (SA)* (the ICAC Act). Upon induction, volunteers are provided

information regarding ICAC and the Code of Conduct for Volunteers. Conduct which breaches this Code may be misconduct under the ICAC Act.

All volunteers have a right to expect a safe environment when undertaking their activities. It is the Council's responsibility to ensure this, as per the *Work Health and Safety Act (SA) 2012*. Volunteers shall not undertake, or be expected to undertake, an activity which may be of a hazardous nature.

Volunteers are considered 'workers' under the *Work Health and Safety Act (SA) 2012* and the *Equal Opportunity (SA) Act 1984*. Personal Injury and Public Liability Insurance cover is provided for volunteers who are undertaking the activities as outlined in their Volunteer Position Description.

Volunteers must present for volunteering in a fit state to ensure their safety and the safety of others. The City of Unley has a non-invasive drug and alcohol-testing program in place, and volunteers may be subject to incident or cause testing as required.

7. POLICY DELEGATIONS

Nil applicable.

8. LEGISLATION

- *Children and Young People (Safety) Act 2017Disability Discrimination Act 1992 (Commonwealth)*
- *Equal Opportunity Act 1984 (SA)*
- *Volunteers Protection Act 2001*
- *Work Health and Safety Act (SA) 2012*
- *Independent Commissioner Against Corruption Act 2012 (SA)*

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
26/02/2007	C48/07: V1	
29/04/2019	C1457/19: V2	
22/03/2021	C0476/21: V3	Revised policy and made minor changes re: legislation and job titles

VOLUNTEER MANAGEMENT POLICY

Policy Type	Council
Responsible Department	City Services
Responsible Officer	Manager Community Connections
Related Policies and Procedures	• The City of Unley Code of Conduct for Volunteers • The City of Unley Volunteer Handbook • The City of Unley Volunteer Recognition Guideline • The City of Unley Workplace Respect Policy • The City of Unley Safe Environment Policy • National Volunteer Involvement Standards for Volunteer Involving Organisations
Community Plan Link	1. Community Living 1.2 Our Community participates in community activities, learning opportunities and volunteering
Date Originally Adopted	26 February 2007: C48/07
Last Review Date	*To be populated once adopted*
Next Review Date	*To be populated once adopted*
ECM Document No.	*To be populated once adopted*

1. PREAMBLE

1.1. The City of Unley recognises and values the significant contribution of volunteers and the benefits and positive impacts of volunteering. Volunteering builds the capacity and resilience of our community and provides people with strong social and community networks. Volunteers undertake activities that are of benefit to Council, the community, and the individual. The City of Unley is committed to optimising the use, management, and support of volunteer programs.

2. SCOPE

2.1. The policy applies to:

- Individuals inducted as City of Unley volunteers supporting the delivery of the City of Unley's programs, activities, and services.
- Council staff who are involved in the management, supervision, and support of volunteers.

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For this Policy, the following are not considered volunteers:

- Volunteers of community centres managed by independent boards,
- Elected Members in their capacity as Elected Members,
- Individuals undertaking work experience, internships, or student placements,
- Work for the Dole participants, or
- Council staff, contractors, and consultants.

3. PURPOSE/OBJECTIVES

3.1. The purpose of this Policy is to provide a best practice framework for the management of volunteers that:

- Guides decision making in relation to managing volunteers, and
- Provides volunteers with an understanding of their rights and responsibilities.

4. DEFINITIONS

Term	Definition
Activity	A specific task or set of tasks that are undertaken as part of a volunteer position.
Code of Conduct for Volunteers	Outlines the behaviours expected of City of Unley volunteers when undertaking their volunteer activities.
Council	The City of Unley.
National Standards for Volunteer Involvement	A best practice guide for volunteer involvement developed by Volunteering Australia.
Position	The volunteer opportunity that a volunteer is recruited to and undertakes.
Reimbursement	Repayment of a pre-approved expense.
Volunteer	An individual who provides services of their own free will, without coercion and for no financial reward, that complement but do not replace the services provided by staff.
Volunteer Position Description	Outlines the responsibilities and requirements of the volunteer position.
Volunteer Program	A Council service, activity or program involving volunteers.
Volunteer Recognition Guideline	Assists Program Coordinators and employees involved in the management, supervision, and support of our volunteers to understand what recognition mechanisms are available at the City of Unley.

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5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Council	To set strategic direction and approve the Policy.
CEO/Executive Management Team	To appropriately resource the training, development, support, and management of volunteers.
Manager Community Connections	Responsible for the Policy and ensuring a supportive, inclusive environment and culture for volunteer involvement.
Team Leader Community and Cultural Development	Overseeing the Volunteer Coordinator's management of Council's volunteers, ensuring best practices are being met.
Volunteer Coordinator	Responsible for the effective management and administration of the volunteer management program.
Program Coordinator	Responsible for the operational implementation and supervision of volunteer programs.

6. STATEMENT

6.1. Volunteering in the City of Unley is of mutual benefit

6.1.1. Volunteers develop and strenghten the bond between Council and the community, and contribute to creating a vibrant, healthy and positive place to live. There are positive outcomes for Council, volunteers and the community.

6.1.2. Benefits to the City of Unley include:

- Providing a broader range of programs, activities and services than would otherwise be possible,
- Providing the organisation with a broader resource base from which to deliver positive community outcomes,
- Enhancing community participation through volunteering,
- Enhancing the social, environmental and economic prosperity of the local area, and
- Enriching the lives of City of Unley residents and improving their quality of life.

6.1.3. Benefits to volunteers include:

- Providing opportunity to connect with others, resulting in greater social inclusion, fun and fulfillment,
- Meaningful opportunities to learn new skills and/or providing a steppingstone to employment, and
- A sense of purpose that enhances health, wellbeing, and quality of life.

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6.2. Effective volunteer management, training, development and support is provided

6.2.1. Where possible, Council will deliver volunteer programs in accordance with the National Standards for Volunteer Involvement.

6.2.2. The City of Unley will:

- Value and promote volunteer involvement in the organisation,
- Provide a clear Volunteer Position Description,
- Ensure volunteers are appropriately inducted, and receive necessary training and accreditation, licensing or assessment,
- Where necessary, provide financial or other support for volunteers to obtain necessary training, accreditaton, licencing or assessment, and
- Ensure processes are in place to support volunteers to undertake their position effectively and in-line with organisational requirements.

6.2.3 Volunteers will be treated fairly and respectfully, with support and direction from their Program Coordinator.

6.2.4 Volunteers have a right to raise any grievances and for these to be handled and resolved in an appropriate, fair, and sensitive manner.

6.3. Volunteers are recognised and celebrated.

6.3.1. The City of Unley provides a recognition program that celebrates its volunteers. This may include National Volunteer Week, an end of year or other milestone celebration, Years of Service certificates and other opportunities throughout the year.

6.4. Volunteers have rights and responsibilities

6.4.1. Volunteers will be recruited and selected through:

- A targeted recruitment approach, whereby available volunteer positions are advertised, suitable individuals are selected, provided with training to undertake their volunteer activities, and inducted into their volunteer program, or
- Other methods as required and appropriate.

6.4.2. Volunteers have a responsibility to:

- Read and adhere to the City of Unley Code of Conduct, the City of Unley Volunteer Handbook, Volunteer Agreement and relevant Council policies.
- Attend a volunteer induction session and a site-specific induction.
- Only undertake the activities outlined in the signed Volunteer Position Description.
- Attend all mandatory training as requested by the Volunteer Coordinator or Program Coordinator.
- Follow the instructions of the Volunteer Coordinator and/or Program Coordinator and undertake activities in accordance with Council's Work, Health and Safety Policies.
- Be reliable and punctual and inform the Program Coordinator if unable to attend their place of volunteering at a scheduled time.

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- Be respectful and courteous towards all clients, customers, paid staff and other volunteers.
- Uphold a positive image of the City of Unley and perform activities to the best of ability.
- Report any incident, injury, illness, accident, hazard, near miss or property damage immediately to the Program Coordinator (within 24 hours).
- Return all property of City of Unley when leaving a volunteer position. This may include name badges, resources, uniforms, access keys or any other items provided by council specific to the volunteer position.

6.4.3. Volunteers have a right to:

- Be treated with respect and dignity,
- A healthy and safe environment,
- A Volunteer Position Description,
- Be provided with sufficient training,
- Receive feedback about their performance,
- Cease and refuse tasks where there is a reasonable concern that they will be exposed to a serious risk to health or safety,
- Be adequately covered by insurance whilst undertaking the activities outlined in their Volunteer Position Description, and
- Have their personal information treated confidentially.

6.4.4. Volunteers may be public officers for the purposes of the *Independent Commissioner Against Corruption Act 2012 (SA)*.

6.5. Commitment to diversity and inclusion

6.5.1. All people have the right to volunteer regardless of their cultural or ethnic origin, religion, age, sexuality, gender, physical, social and economic position.

6.6. Work Health and Safety

6.6.1. The *Work Health Safety Act 2012* identifies volunteers as "workers" for the purpose of the Act. As such, volunteers have the same rights and responsibilities as paid staff in respect to the provision of a safe working environment including the use of safe work practices.

6.6.2. Volunteers shall not undertake, or be expected to undertake, an activity which may be of a hazardous nature.

6.6.3. Personal Injury and Public Liability Insurance cover is provided for volunteers who are undertaking the activities as outlined in their Volunteer Position Description.

6.6.4. Volunteers must present for volunteering in a fit state to ensure their safety and the safety of others. The City of Unley has a non-invasive drug and alcohol-testing program in place, and volunteers may be subject to testing as required.

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7. DELEGATIONS

7.1. Nil applicable.

8. LEGISLATION

- *Local Government Act 1999*
- *Volunteers Protection Act 2001 (SA)*
- *Disability Discrimination Act 1992 (Commonwealth)*
- *Disability Inclusion Act 2018 (SA)*
- *Work Health and Safety Act 2012 (SA)*
- *Equal Opportunity Act 1984 (SA)*
- *Children and Young People (Safety) Act 2019 (SA)*
- *Independent Commissioner Against Corruption Act 2012 (SA)*

9. AVAILABILITY OF POLICY/PROCEDURE

9.1. The Policy/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 the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Version No.	Comment
26 February 2007	Version 1	C48/07
29 April 2019	Version 2	C1457/19
		To be populated once adopted

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COUNCIL ACTION REPORT

REPORT TITLE:	COUNCIL ACTION RECORDS
ITEM NUMBER:	4.17
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO AND MAYOR
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. COUNCIL ACTION REPORT

1. PURPOSE

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

2. RECOMMENDATION

That:

1. The report be noted.

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2024					
Meeting Date	**Item #**	**Subject and Council Resolution**	**Responsible Exec.**	**Status/Progress**	**Expected Completion Date**
24/10/22	5.1.2	**NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: INVESTIGATE OPTIONS FOR HARD TO RECYCLE MATERIAL INCLUDING MEDICATION BLISTER PACKS** 1. Administration investigate options for recycling hard to recycle materials by a. considering the results of the RecycleSmart scheme currently being trialled by the City of West Torrens and the merits of adopting this program; b. exploring options for recycling medication plastic foil blister packs and other significant hard to recycle items not covered by the RecycleSmart scheme; and c. that a report be presented to Council for its consideration following the conclusion of the current investigations being undertaken into the various initiatives as contained within Council's Waste Management and Resource Recovery Plan for 2022/23.	General Manager City Development	A report has been presented to Council for its consideration at its meeting held in June 2024.	Completed
		2. A letter be sent to pharmaceutical and recovery industries including Green Industries SA, the Waste Management and Resource Recovery Association, and the Australian Packaging Covenant Organisation, advocating for changes to blister packaging to improve the ability to recycle these items and also provide alternative options to this type of packaging to reduce the amount of plastic entering landfill or requiring costlier recycling.		The Administration sent letters in December 2022, as resolved by Council. A letter has been received from GISA in response to Council's letter sent Dec 2022. A copy of the letter has been provided to Elected Members.	Completed
		3. Until Council considers the report regarding the RecycleSmart scheme and options for hard to recycle material not covered by the scheme, considers incorporating information for the community on recycling that is consolidated and easily accessible, about where all materials can be recycled, including hard to recycle items, as part of Council's current education programs and initiatives.		The Administration has completed a review of the information contained on Council's website. Information regarding hard to recycle items has been updated on Council's website as part of this review.	Completed
27/03/23	7.5	**MANAGEMENT OF GOODWOOD COMMUNITY CENTRE** 4. A review of the Goodwood Community Centre operations in terms of hours of service and programs offered be undertaken in 2023/24.	General Manager City Services	The transition is complete and management of the Community Centre has been returned to Council.	Completed
				Review of Community Centre arrangements will occur once adequate time has passed to assess the existing operation and determine opportunities for Council's consideration.	December 2024
22/05/23	4.7	**RAILWAY TERRACE SOUTH COMMUNITY CONSULTATION OUTCOMES AND NEXT STEPS** 2. The Railway Terrace South Streetscape Improvements Concept Plan, as set out in Attachment 5 to this report (Item 4.7, Council Meeting, 22/05/2023) be endorsed as the final concept design and for the project to progress to detailed design and documentation.	General Manager City Development	Endorsed by Council at its meeting in May 2023.	Completed
		3. The Administration be authorised to establish a draft agreement with the Department for Infrastructure and Transport (DIT), to enable some of the on-ground works associated with the project to be delivered on State Government owned railway land.		The Agreement has been finalised by the Department of Infrastructure and Planning (DIT) and provided to Council for endorsement.	Completed
		4. A further report be presented to Council for its consideration, outlining the terms and conditions of the draft agreement, which is to be established with DIT and to seek Council's endorsement of the document to formalise the arrangements.		The Administration will present a report to Council for consideration at its Meeting to be held 22 July 2024.	July 2024
25/09/23	5.1.1	**NOTICE OF MOTION FROM COUNCILLOR R ROGERS RE: COMMUNITY CONSULTATION FOR AUSTRALIA DAY 2025** 1. Council commits to consulting with its community regarding Australia Day events in 2025 (26 January 2025).	General Manager Business Support & Improvement	Briefing held February 2024.	Completed
		2. Administration will undertake community consultation in regards to Australia Day events in 2025 and provide a report to Council advising the outcome of this consultation.		Decision report presented to Council in June 2024 for a decision of consultation approach.	August 2024

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2024					
Meeting Date	**Item #**	**Subject and Council Resolution**	**Responsible Exec.**	**Status/Progress**	**Expected Completion Date**
22/04/24	5.1.3	**NOTICE OF MOTION FROM COUNCILLOR J RUSSO RE: INVESTIGATION OF A PERMANENT FENCE WITH PUBLIC ACCESS FOR UNLEY OVAL** 1. The Administration develop a concept design and confirm cost for the installation of a permanent perimeter fence with appropriate public access for Unley Oval for Council's consideration. 2. The concept design to be developed is to be undertaken as part of the proposed redevelopment of the existing public toilet facilities located at Unley Oval, on the corner Frederick Streel and Langham Terrace. 3. Elected Member briefings are to be held for the purpose of: •Confirming the scope of the concept design to be developed. •Presenting the draft concept design and costs once known. •Confirming community engagement on the draft concept design. 4. The final concept design is to be decided and endorsed by Council.	General Manager City Development	Completed Noted An Elected Member briefing was held on 17 June 2024 to discuss and determine the way forward. Report re. consultation process presented to Council June 2024	Completed N/A Completed Completed
22/04/24	4.6	**EASTERN REGIONAL ALLIANCE COUNCILS POWER PURCHASING AGREEMENT** 2. Council approves the Administration partnering with the Eastern Region Alliance councils and the City of Tea Tree Gully to form a buying group of councils to conduct a procurement process for a long-term renewable electricity Retail Power Purchasing Agreement (PPA). 3. Council approves the development and signing of a Memorandum of Understanding between the participating councils, documenting the group procurement process. 4. Council delegates authority to the Chief Executive Officer to sign a contractual agreement for a PPA, with the preferred supplier, following the group procurement process.	General Manager City Development	 All Eastern Regional Alliance (ERA) Councils have endorsed progressing the project and ERA will now be requested to allocate funding. A working group of representatives from all ERA Councils will be established to oversee the project.	Noted Noted Completed
22/04/24	4.9	**CODE OF PRACTICE - ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS - REVIEW FOR PUBLIC CONSULTATION** 2. The revised Code of Practice – Access to Council and Committee Meetings and Documents as set out in Attachment 2 to this Report (Item 4.9, Council Meeting 22/04/2024), be endorsed for public consultation pursuant to Section 92(5) of the Local Government Act 1999.	Manager Governance	Draft Code of Practice document is presented to Council in June 2024 Agenda for adoption following public consultation.	Completed
27/05/24	4.2	**DRAFT COMMUNITY LAND MANAGEMENT PLANS FOR COMMUNITY CONSULTATION** 2. The following draft Community Land Management Plans be endorsed for the purpose of undertaking community consultation as set out in the following attachments to this report (Item 4.2, Council Meeting 27/05/2024): a.Parks and Gardens (Attachment 1) b.Sport and Recreation (Attachment 2) c.Linear Parks (Attachment 3) d.Community Facilities (Attachment 4) e.Operational and Other Community Land (Attachment 5)	General Manager City Development	Community consultation regarding the endorsed Draft Community Land Management Plans will commence in July 2024. A further report outlining the results of the community consultation process will be presented to Council at its meeting to be held in September 2024 at which time it is anticipated that Council will adopt the final documents.	September 2024

Document Set ID 3075117

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2024					
Meeting Date	**Item #**	**Subject and Council Resolution**	**Responsible Exec.**	**Status/Progress**	**Expected Completion Date**
27/05/24	4.7	**CODE OF PRACTICE - PROCEDURES AT MEETINGS - REVIEW** 2. The revised Code of Practice – Procedures at Meetings as set out in Attachment 1 t this Report (Item 4.7, Council Meeting 27/05/2024), be adopted with the following amendments: -Clause 20.1 (Adjournment of Meetings) be reverted to the previous wording as below: *(1) Where a meeting continues to 10pm, the meeting (and, hence, all remaining business) will be adjourned to a date and time specified by the presiding member, unless a motion is moved and seconded from the floor to extend the meeting by up to 30 minutes and such motion is carried by a simple majority of Elected Members present.* *(2) A further extension of up to 30 minutes may be moved and seconded and such motion is carried by the support of a two-thirds majority of Elected Members present.*	Manager Governance	Code of Practice updated, finalised and published on Council's website as per Policy and Procedure Framework.	Completed

Document Set ID 3075117

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR G HART RE: DOMESTIC VIOLENCE AWARENESS TRAINING
ITEM NUMBER:	5.1.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

Councillor G Hart has given notice of intention to move the following motion at the Council meeting to be held on 24 June 2024

MOTION

That:

1. Council acknowledges domestic, family and sexual violence is a crisis in Australia.

2. Council acknowledges that the South Australian State Government is undertaking a Royal Commission into Domestic, Family and Sexual Violence.

3. The Chief Executive Officer be authorised to write to Dr Kristina Birchmore, Manager Cedar Health Service, Women's and Children's Health Network to organise awareness training for current Elected Members on domestic, family and sexual violence.

4. Administration facilitates an Elected Member Workshop on training opportunities for Elected Members and Council staff on the issue of domestic, family and sexual violence, in particular the causes, disclosure and bystander awareness.

5. Following the Elected Member Workshop, the Administration to prepare a decision report for Council endorsement on training opportunities for Elected Members and Council staff on the above issues.

Background

Council acknowledges that domestic, family and sexual violence is a crisis in Australia.

The rates of domestic, family and sexual violence are overwhelming in Australia and should be simply unacceptable. A necessary step in prevention and responding to the issue is to acknowledge that it is a national crisis.

The following statistics in Australia on domestic, family, and sexual violence are sobering and it must also be acknowledged that this issue is triggering for many, including Elected Members, staff, and our broader community who have been impacted.

Australian Institute of Health and Welfare. **(Data as of 12/4/24)**

- **One woman was killed every 11 days, and 1 man was killed every 91 days by an intimate partner on average in 2022-23.**
- **1 in 4 women and 1 in 14 men have experienced violence from an intimate partner since the age of 15.**
- **14% (2.8 million) of people aged 18 years and over have experienced sexual violence since the age of 15.**

To note: According to the Australian Institute of Criminology (aic.gov.au) more men are murdered than women every year, with 86% of male homicide victims killed by another male. 87% of female homicide victims were also killed by another male and in most cases, by a current or former male partner.

Council acknowledges that the South Australian State Government is undertaking a Royal Commission into Domestic, Family and Sexual Violence.

Statistically one woman is killed every seven days at the hands of a current or former male partner. However, in November 2023, four women were murdered in a seven-day period by a current or former male partner, which was not only abhorrent but nationally unprecedented.

The outrage of (some) in the community and in particular women's advocacy organisations amplified demands for a Royal Commission which prompted the Premier of South Australia to announce in December 2023 that the South Australian State Government would undertake a Royal Commission into domestic, family and sexual violence, starting in July 2024.

Sadly, much of the heavy lifting in advocacy, addressing domestic, family and sexual violence, is done by women. It is still often perceived as a "woman's issue" with a burden of responsibility that lies with the victim (and potential victims), to protect themselves from harm, rather than address root causes and prevention.

Therefore, we should acknowledge and welcome the announcement of the Royal Commission into Domestic, Family and Sexual Violence by the South Australian State Government and ensure as a Council we are taking a proactive approach to address the issue.

"While all genders can perpetrate family, domestic and sexual violence and have violence perpetrated upon them, the overwhelming majority of perpetrators are men and victims are women and children.

Preventing and responding to family, domestic and sexual violence is a complex and shared responsibility that will require coordination across government and the community." – extract from the Royal Commission into Domestic, Family and Sexual Violence website.

www.royalcommissiondfsv.gov.au

The Chief Executive Officer be authorised to write to Dr Kristina Birchmore, Manager Cedar Health Service, Women's and Children's Health Network to organise awareness training for current Elected Members on domestic, family and sexual violence.

Cedar Health Service, Women's and Children's Health Network is a State Government health organisation that provides inclusive domestic and family violence healthcare.

The service also provided training services and can provide a short awareness training session that can be undertaken as part of a regular Monday night briefing or as arranged with the director of the service. The awareness training is at no cost to Council and will provide information and awareness on a range of topics such as physical, emotional, and financial abuse and coercive control.

Domestic, family and sexual violence is undoubtably a complex issue and one that needs to be handled sensitively and professionally. Sexual violence still has a stigma that only adds to the trauma of victim survivors. It is important that any sense of shame or stigma is removed. Awareness training for elected members, is therefore very valuable as a minimum, with further training opportunities to follow, for elected members and staff.

The Administration facilitates an Elected Member Workshop on training opportunities for Elected Members and Council staff on the issue of domestic, family and sexual violence, in particular the causes, disclosure and bystander awareness.

Administration can further research training opportunities beyond the initial awareness training for Elected Members, to include causes, disclosure and bystander awareness. This provides Elected Members and staff with necessary skills required in the workplace and while working with the broader community.

Training opportunities can be workshopped as part of an Elected Members briefing and will support a proactive approach in relation to the Royal Commission. Many survivors and families impacted by domestic, family and sexual violence will be relaying their stories and this is our chance to be proactive rather than reactive.

Additionally, the workshop can look at opportunities to support Elected Members, staff, and our broader community in raising awareness of the issue through other mechanisms such as the Spirit of Women “Ripples” project - that other councils across South Australia are participating in. A project that raises awareness and pays respect to South Australian victims and survivors of domestic and family violence.

Following the Elected Member Workshop, the Administration prepare a decision report for Council endorsement on training opportunities for Elected Members and Council staff on the above issues.

Administration can prepare a decision report back to Council after the workshop based on the feedback received and the recommendations of staff. There is already a training budget allocated for Elected Members and staff however costings can be included in the report.

Every workplace including councils has an obligation to ensure they provide a safe and inclusive work environment. This includes to be knowledgeable and trained in responding to one of the biggest issues confronting our community.

Support networks:

1800RESPECT - 1800 737 732

Kids Help Line – 1800 55 1800

MensLine Australia – 1300 78 99 78

Administration Comments

Together with prescribed mandatory training requirements, Council’s Elected Member Training and Development Policy provides for other training and professional development needs relevant to Elected Member requirements and learning outcomes. These training needs will be determined in consultation with Elected Members and the Administration.

Council currently provides Domestic Violence awareness training for Administration staff in leadership positions. This training is delivered by the Women’s Safety Services SA. Approximately 30 leaders have attended this training, with the next session booked for 6 August 2024.

It is suggested that Council staff be excluded from the activities recommended in this motion as a learning plan is already in place for staff on this topic.

Domestic and Family Violence leave is currently available to all Council staff who are covered by Enterprise Agreements or Common Law contracts, to support staff who may be experiencing Domestic or Family violence.

The City of Unley is participating in the LG Professionals Gender Equality project stakeholder group. Gender inequality is a driver of violence against women. Council will continue to be proactive in working towards gender equity in alignment with Action 1 of the National Plan to End Violence against Women and Children 2022-2032

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTIONS ON NOTICE FROM COUNCILLOR C CRABBE RE: SIGNIFICANT TREE LOSS AT UNLEY CENTRAL DEVELOPMENT SITE
ITEM NUMBER:	5.3.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

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

QUESTIONS

1. What is the diameter and height of this tree?

2. What is the estimated age of this tree?

3. What species is the tree?

4. What native fauna would this tree likely be providing habitat to?

5. Is the tree classified as significant or otherwise?

6. Why is administration collecting seeds for propagation from this tree? If it is to raise saplings then how many will be raised and what suitable sites exist for planting these across the City of Unley?

7. Is the destruction of this tree contrary to the submission City of Unley made re: tree protections to the recent SA parliamentary inquiry into the urban forest?

8. Is the tree situated on private land? Does the property owner have the authority to remove the tree under current rules and, if so, at what cost/penalty?

9. If the tree is lost, what action is Council administration taking to ensure future generations enjoy the benefits of such trees across the City of Unley? Noting the importance of protection and retention of existing trees, as well as the planting of new trees.

ANSWERS

1. What is the diameter and height of this tree?

The tree is approximately 4.6 metres in diameter (measured at 1.0 metre from ground level) and is approximately 23.4 metres in height.

2. What is the estimated age of this tree?

The tree is estimated to be approximately 90 years old.

3. What species is the tree?

The tree is a Eucalyptus camaldulensis (River Red Gum).

4. What native fauna would this tree likely be providing habitat to?

The Administration has not conducted an investigation into the native fauna that the tree may be providing habitat to. However, when the tree was recently inspected visually, only two (2) small hollows (<5cm in diameter) were observed. These hollows were occupied by feral honeybees (Apis mellifera).

5. Is the tree classified as significant or otherwise?

The tree is recognised under the Planning, Development and Infrastructure Act 2016 as a Significant Tree.

6. Why is administration collecting seeds for propagation from this tree? If it is to raise saplings then how many will be raised and what suitable sites exist for planting these across the City of Unley?

Seeds have been collected for propagation. This has been undertaken to preserve the local genetic diversity, given that this tree is considered to be connected genetically to our remnant tree community.

The seeds collected will enable the planting of quite a large number of trees. The exact number and locations have not yet been determined. However, it is a riparian species which means it naturally grows near water courses, so it would be appropriate to plant the trees adjacent to one of Council's creeks where there is sufficient space to allow them to grow to their full maturity.

7. Is the destruction of this tree contrary to the submission City of Unley made re: tree protections to the recent SA parliamentary inquiry into the urban forest?

The tree is situated on private property. At this point in time, a development application to remove this tree has been lodged to the relevant authority which is the State Commission Assessment Panel (SCAP) – rather than Council, however at this stage, approval has not been granted.

Notwithstanding that, the submission made by Council regarding tree protection to the recent SA Parliamentary Inquiry into Urban Forest highlighted several actions considered key to improving canopy cover. One of those recommendations was to improve protection of established trees. This was aimed at ensuring that trees are considered as part of development and not removed without due consideration.

8. **Is the tree situated on private land? Does the property owner have the authority to remove the tree under current rules and, if so, at what cost/penalty?**

   The tree is situated on private property. At this point in time, development approval to remove this tree has not been granted by the relevant authority which is the State Commission Assessment Panel (SCAP).

   If approval to remove the tree is granted, the legislation stipulates either the applicant plants three (3) replacement trees on the site or alternatively, the applicant can pay a fee in the amount of $1,500.

9. **If the tree is lost, what action is Council administration taking to ensure future generations enjoy the benefits of such trees across the City of Unley? Noting the importance of protection and retention of existing trees, as well as the planting of new trees.**

   In an urban forest management perspective, Council has a number of large remnant trees throughout its reserves and is proactively managing these trees to ensure they will be preserved for future generations. Where there is the opportunity to plant more large trees, Council takes this opportunity as a high priority, hence why seeds have been collected from this tree.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTIONS ON NOTICE FROM COUNCILLOR G HART RE: ELECTRIC VEHICLE (EV) CHARGING STATIONS
ITEM NUMBER:	5.3.2
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor G Hart:

QUESTIONS

1. Why did the RAA South Australian State Government EV Charger partnership rollout provide rapid EV charging stations to Adelaide City, Burnside and Mitcham councils but not include the City of Unley? Did the Council apply to be part of this EV charger network?

2. Where are the publicly accessible EV charging stations in Unley and are they fully functional?

3. What Council decision determined that our recent EV tender process had to be limited only to Council owned carparks?

4. Given that the Council has committed in its Climate and Energy Plan to transition its fleet vehicles to EV's; what plans does Council have for charging electric vehicles that it will be purchasing for its fleet?

5. Can the Council report on options for making these facilities accessible to the general public, and on what terms any other Councils have installed publicly accessible EV chargers?

ADMINISTRATION COMMENTS

Due to the short time frame between receipt of these questions and deadlines of finalisation of the Council Agenda, as well as the complexity of the information requested, the Administration will aim to provide answers to these questions at the July 2024 Council Meeting.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTIONS ON NOTICE FROM COUNCILLOR G HART RE: UNLEY OVAL
ITEM NUMBER:	5.3.3
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

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

QUESTIONS

1. Has the Council considered had any preliminary discussions on the height requirement of a permanent fence around Unley Oval?

2. What was the funding shortfall from the Unley Oval returfing and how much funding was taken from other projects in the 2023/24 Budget to cover that shortfall?

3. How much funding was taken from the Everard Park Reserve upgrades in the 2023/24 Budget to cover the shortfall of funding on the Unley Oval returfing, and how much was reinstated?

4. What is the cost of the removable fence to put up and down every year?

5. Who pays for the costs associated with hiring the fence and it's erection and pack up?

6. What is the leasing costs per year for all the organised sports that utilise the precinct?

7. How many hours is SFC lease agreement to use the oval compared to community use?

8. If the number of hours that SFC can access the oval was to increase this would need to be a decision for Council as part of their lease agreement?

9. What are the budgeted costs associated with the oval public toilet facilities asset renewal? *(this may be confidential due to adverse influence on tender process)*

10. Will the cost to do concept designs be incorporated in the toilet facilities upgrade or will it be a separate cost?

11. Lighting is utilised by SFC but also for others to access and feel safe on the oval? How often does this occur?

ANSWERS

1. **Has the Council considered had any preliminary discussions on the height requirement of a permanent fence around Unley Oval?**

   No.

2. **What was the funding shortfall from the Unley Oval returfing and how much funding was taken from other projects in the 2023/24 Budget to cover that shortfall?**

   The shortfall was $590,000 in total and Council resolved to fund this by diverting funds from other projects.

3. **How much funding was taken from the Everard Park Reserve upgrades in the 2023/24 Budget to cover the shortfall of funding on the Unley Oval returfing, and how much was reinstated?**

   Council allocated $120,000 for the Everard Park Irrigation Renewal project in the 2023/24 Annual Business Plan and Budget. However, Council resolved to divert this funding to the Unley Oval Turf Project.

   An Elected Member budget bid for $32,000 was submitted to Council for its consideration, as part of its deliberations on the draft 2024/25 Annual Business Plan and Budget. The budget bid sought to irrigate a garden bed within the Park to assist volunteers with watering. This budget bid was not endorsed by Council to be included in its draft budget for community consultation.

   A much smaller scope of irrigation works will be undertaken for the Everard Park garden bed which was the subject of the Elected Member 2024/25 budget bid. The works will be undertaken in the coming weeks. The cost is approximately $3,000 and this is being funded from savings from other 2023/24 projects.

4. **What is the cost of the removable fence to put up and down every year?**

   The cost to install and remove the temporary fencing used by the Sturt Football Club (SFC) on SANFL senior home match days is approximately $30,000 in any given season.

5. **Who pays for the costs associated with hiring the fence and it's erection and pack up?**

   All costs associated with the temporary fencing used by the SFC on SANFL senior home match days is initially paid for by Council. All costs are then recovered by Council from the SFC through the fees it charges the Club for its usage of the facility, as provided for in the current agreements entered into between Council and the Club.

6. **What is the leasing costs per year for all the organised sports that utilise the precinct?**

In 2022, Council reviewed the usage of both the Unley Oval and Goodwood Oval facilities by the lessees (i.e. sporting clubs) which are currently accommodated at these sites. The review considered numerous factors and this included overall usage, Council costs to maintain and upkeep the Ovals' surfaces, licence and lease fees charged and recovery of costs incurred by Council to enable all clubs to utilise the two sites.

At its meeting held on 22 August 2022, Council considered a report regarding the findings of the review and resolved the following:

2. With respect to Unley Oval:

2.1 The Sturt Football Club be granted a lease for use of the building facilities and a licence for use of the ground, commencing in 2023 for a period of five (5) years, from 1 April to 30 September annually.

2.2 In recognition of the significant financial contributions the Sturt Football Club has made to Stages 1 and 2 of the Unley Oval Redevelopment, an annual lease fee of $27,486 (excluding GST), be charged to the Sturt Football Club to be indexed annually by CPI.

2.3 An annual licence fee of $27,500 (excluding GST), be charged to the Sturt Football Club to be indexed annually by CPI.

2.4 The Chief Executive Officer be delegated authority to negotiate terms and conditions with the Sturt District Cricket Club for use of the building facilities and a licence at Unley Oval including annual lease and licence fees to be charged commencing in 2023 for a period of five (5) years, subject to the alignment of dates with the Adelaide Football Club AFLW Team schedule.

2.5 The Licence Agreements with the Sturt Football and Sturt District Cricket Club include agreed levels of service, regarding the preparation and maintenance of the ground and will stipulate that the cost to deliver any services above and beyond what is documented will be borne in entirety by the Clubs.

7. **How many hours is SFC lease agreement to use the oval compared to community use?**

Under the provisions of the current lease, the SFC is authorised to use the Oval for a maximum of 500 hours in any given year for all of its activities but not including SANFL senior home match days.

Currently, the SFC uses approximately 425 hours from its permitted 500 hours for all of its activities excluding SANFL senior' home match days. The Club's usage of the Oval associated with its SANFL seniors home match days is the subject of a separate licence which is issued to the SFC which involves approximately 10 days in any given year.

8. **If the number of hours that SFC can access the oval was to increase this would need to be a decision for Council as part of their lease agreement?**

   The SFC has not provided any indication at this time to the Administration that it wishes to vary the current usage hours/arrangements. The SFC can increase its hours up to the approved 500 hours without the approval of Council. If a request was received from the SFC to increase its currently approved 500 hours or home match day provisions, the Administration would seek a formal decision of Council regarding such a request as it would sit outside of the provisions of the current arrangements entered into between Council and the Club.

9. **What are the budgeted costs associated with the oval public toilet facilities asset renewal? *(this may be confidential due to adverse influence on tender process)***

   Council has already developed a concept design for the redevelopment of the existing public toilets located at the north-eastern corner of the site.

   In its draft 2024/25 Annual Business Plan and Budget, Council allocated funding of $1,170,000 for its Capital Renewal Property Program. Within this amount, there is an allocation for the development of the detailed design of the existing toilet facility, being the next step in the delivery of this project.

10. **Will the cost to do concept designs be incorporated in the toilet facilities upgrade or will it be a separate cost?**

    There are provisions within the budget allocation for the detailed design of the toilet block to include the fence concept design at the Oval. However, once Council has confirmed the way forward regarding fencing, the financial implications can be confirmed.

11. **Lighting is utilised by SFC but also for others to access and feel safe on the oval? How often does this occur?**

    Public access in terms of using the lights at the Oval is currently provided on Mondays to Fridays (inclusive), between 6am and 7.30am, from 1 April to 30 September in any given year. The lighting at the Oval was upgraded to LED in late 2023.

MAYOR'S REPORT

REPORT TITLE:	MAYOR'S REPORT FOR MONTH OF JUNE 2024
ITEM NUMBER:	6.1.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

1. RECOMMENDATION

That:

1. The report be received.

Some functions attended (22/05/24 to 18/06/24)

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

Date	Function/Event Description	Type
25/05/24	Sturt v Adelaide SANFL Football Game – Unley Oval	Mayor
27/05/24	Meeting with CEO	Host
27/05/24	Meeting with Unley Ward Councillors	Host
27/05/24	Council Meeting	Mayor
29/05/24	Unley Business – Networking Event	Attendee
30/05/24	Meeting with Craig Holden, Chair, State Planning Commission	Host
30/05/24	Reconciliation Week, What is the Dreamtime and Dreaming	Mayor
30/05/24	Meet the Mayor	Host
30/05/24	ERA Mayors and CEOs Group Meeting	Mayor
31/05/24	Meeting with RSL Unley Committee Member	Mayor
03/06/24	Meeting with Deputy Mayor	Host
03/06/24	Meeting with CEO	Host
03/06/24	EM Briefing – 2024/25 Annual Business Plan	Attendee
06/06/24	Fish Tank 2024 Pitch Night	Speaker
07/06/24	CEO Performance Review Panel Meeting	Mayor

Date	Function/Event Description	Type
10/06/24	Sturt v Norwood SANFL Football Game and Event – Unley Oval and Unley Bowling Club	Mayor
11/06/24	EM Briefing – Museum Expansion	Attendee
13/06/24	Meeting with Deb Netolicky, Principal, Walford Anglican School for Girls	Mayor
13/06/24	Free Agents Youth Theatre, Goodwood	Mayor
17/06/24	Meeting with Deputy Mayor	Host
17/06/24	Meeting with CEO	Host
17/06/24	Meeting with Clarence Park Ward Councillors	Host
17/06/24	EM Briefing – Consultation Approach to Unley Oval Fencing / Local Accessible Streets Workshop 3	Attendee

DEPUTY MAYOR'S REPORT

REPORT TITLE:	DEPUTY MAYOR'S REPORT FOR MONTH OF JUNE 2024
ITEM NUMBER:	6.2.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	NIL

1. RECOMMENDATION

That:

1. The report be received.

Functions attended (22/05/24 to 18/06/24)

Date	Function/Event Description
23/05/2024	Volunteer Movie night at the Capri
24/05/2024	LGA Ordinary General Meeting
25/05/2024	Australian Lebanese Society Food Dance and History Event
26/05/2024	Unley Park Sports Club History Festival Presentation
27/05/2024	Council Meeting
28/05/2024	Unley Community Centre Ride
29/05/2024	50th Anniversary of the City to Bay Fun Run Launch
29/05/2024	Unley Business Networking Event
30/05/2024	Reconciliation week event: What is Dreamtime & Dreaming?
3/06/2024	Meeting with the Mayor
3/06/2024	Council Briefing: Annual Business Plan & Budget
4/06/2024	Unley Community Centre Ride
6/06/2024	Fish Tank
7/06/2024	CEO Performance Review
11/06/2024	Council Briefing: Museum Expansion
14/06/2024	Freight Transport Forum: State Transport Strategy
17/06/2024	Meeting with the Mayor
17/06/2024	Council Briefing: Consultation Approach to Unley Oval Fencing / Accessible Streets

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS FOR JUNE 2024
ITEM NUMBER:	6.3.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	1. COUNCILLOR D PALMER

Council to note attached reports from Members:

1. Councillor D Palmer

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR D PALMER

Functions attended (22/05/24 to 18/06/24)

Date	Function/Event Description
22 May	Attended in the gallery Council meeting of District Council of Orroroo & Carrieton
27 May	Full Council meeting
29 May	Unley Business Networking Event @ Suburban Brew
30 May	Schools Reconciliation Week- Dreamtime & Dreaming
31 May	Buddies Breakfast
	Port Adelaide v Sturt as guest of Mayor Boan
11 June	EM Briefing (Museum expansion)
17 June	EM Briefing (Unley Oval Fencing/Accessible Streets)

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	24 JUNE 2024
ATTACHMENTS:	1. THE HON CATHERINE KING MP AND THE HON KRISTY MCBAIN MP 2. PETER TSOKAS, CEO, CITY OF UNLEY 3. JON WHELAN, CHIEF EXECUTIVE, DEPT FOR INFRASTRUCTURE & TRANSPORT 4. THE HON JOE SZAKACS MP 5. CRAIG HOLDEN, CHAIR, STATE PLANNING COMMISSION 6. SUE DEWING, CEO, STURT FOOTBALL CLUB 7. DARREN CHANDLER, CEO, SANFL 8. THE HON SUSAN CLOSE MP 9. SUE FILBY, FRIENDS OF ORPHANAGE PARK

The correspondence from:

- The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, and the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories – Re. Funding Allocation Roads to Recovery Program
- Peter Tsokas, Chief Executive Officer, City of Unley – Re. Campbell Road, Parkside
- Jon Whelan, Chief Executive, Department for Infrastructure & Transport – Re. Glen Osmond Road and Fullarton Road Intersection Upgrade Project, Including Campbell Road, Parkside
- The Hon Joe Szakacs MP, Minister for Trade and Investment and Minister for Local Government – Re. Submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport's Inquiry into Local Government Sustainability
- Craig Holden, Chair, State Planning Commission – Re. Future Living Code Amendment – Next Steps
- Sue Dewing, Chief Executive Officer, Sturt Football Club – Re. Appreciation for Council's Sponsorship for the Kick N Sip Festival at Unley Oval on the King's Birthday Holiday Monday
- Darren Chandler, Chief Executive Officer, SANFL – Re. Appreciation for Council's Contribution and Support for the Inaugural Kick N Sip Festival at Unley Oval
- The Hon Susan Close MP, Minister for Climate, Environment and Water – Re. the Greening of City of Unley
- Sue Filby, Friends of Orphanage Park – Re. Community Land Management Plan for Orphanage Park

be noted.

THE HON CATHERINE KING MP
Minister for Infrastructure, Transport, Regional Development and Local Government

THE HON KRISTY MCBAIN MP
Minister for Regional Development, Local Government and Territories

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

Via: mhewitson@unley.sa.gov.au
Cc: pobox1@unley.sa.gov.au

Dear Mayor/Councillor

I am writing to advise your funding allocation under the **Roads to Recovery** (RTR) Program. The Australian Government is proud of its continued support for road construction and maintenance through RTR with $4.4 billion being made available over the next five years. In 2024-25, the annual RTR budget is $650 million and will increase over the funding period to reach $1 billion per year from 2027-28. This represents the first increase in RTR funding since 2019-20. This permanent increase will allow for more effective long-term planning for the safer maintenance and upgrade of our local roads without being subject to budget cycles.

I am pleased to advise that **Corporation of the City of Unley** will receive **$3,349,096** for the five-year funding period 1 July 2024 to 30 June 2029.

The RTR Program will continue to operate under simple administrative arrangements, allowing funding recipients to decide the priority local projects on which to spend their allocation. In accordance with the current arrangements, projects funded under RTR can be delivered at any time throughout the five-year funding period. While your nominal annual allocation gradually increases over the next five years, if you have local priorities that require access to funding sooner, I encourage you to identify and schedule your projects as early as possible in the new financial year and contact the Department of Infrastructure, Transport, Regional Development, Communications and the Arts by email to Roads.toRecovery@infrastructure.gov.au.

The Department will soon write to formally advise you of the updated program conditions prior to the start of the new funding period, including in relation to your nominal annual allocation and own source expenditure requirements.

The Australian Government is committed to improving employment opportunities for First Nations peoples and we ask for this consideration to be applied to projects using RTR funding.

PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520

In addition to the RTR funding commitment, the Australian Government has increased funding to the **Black Spot Program**, and from 1 July 2024 will commence the new **Safer Local Roads and Infrastructure Program**. Collectively these programs provide a valuable source of funding to local governments seeking to improve road infrastructure and safety. Councils will also be interested to know that submissions are continuing to be accepted for the **Heavy Vehicle Rest Area initiative**. For further information on these programs and how to apply, please visit https://investment.infrastructure.gov.au/about/local-initiatives. I encourage you to consider these programs to support your local road safety improvements.

I look forward to continuing the successful relationship between the Australian Government and your council over the coming years.

Yours sincerely



THE HON CATHERINE KING MP
Minister for Infrastructure, Transport, Regional Development and Local Government



THE HON KRISTY MCBAIN MP
Minister for Regional Development, Local Government and Territories

22 May 2024

29 May 2024

Jon Whelan
Chief Executive Officer
Department of Infrastructure & Transport
Via email jon.whelan@sa.gov.au

Dear Jon

Re: Campbell Road, Parkside

I refer to a letter dated 18 June 2023, which was received by Council from Minister Tom Koutsantonis MP, regarding the Glen Osmond Road and Fullarton Road Intersection Upgrade Project (Project).

In the letter, the Minister reaffirmed the State Government's commitment that the Department of Infrastructure and Transport (Department) will fund, in entirety, the implementation of any traffic calming treatments or changes along Campbell Road, Parkside in order to address any impacts resulting from the Project.

On 4 October 2023, in a briefing to our Elected Members, the Department's Project Team made a presentation to Council. At that time, the results of the community consultation process that had been undertaken by the Department were articulated. The results did not identify a clear way forward in terms of what traffic changes are warranted along Campbell Road nor what would be supported by residents.

Based on the results of the community consultation, the Department Project Team informed Council that it was best that a review of traffic conditions be undertaken by the Department six months following the completion of the Project. That way, an 'evidence-based' recommendation can be made by the Department to Council for its consideration on what changes (if any) should be considered, and this would be based on a quantified measure of any impact resulting from the Project.

The onground works associated with the Project were completed in full in November 2023 and it has now been six months since this occurred. In this respect, Council is now requesting that the Department follow through on its commitment to undertake the review of traffic conditions along Campbell Road, and hold a briefing with our Elected Members to outline the results and outline the Department's recommended way forward.

....2/

CITY of VILLAGES
Civic Centre 181 Unley Road
Unley, South Australia 5061
Postal PO Box 1
Unley, South Australia 5061
Telephone (08) 8372 5111
pobox1@unley.sa.gov.au
unley.sa.gov.au

Council staff have attempted to contact the Department Project Team on a number of occasions regarding the need to commence the review, without success.

Residents of Campbell Road (and nearby Collins Street) continue to raise concerns regarding this matter with Council. As you can appreciate, residents are wanting to confirm the next steps and are waiting to see what action the Department will undertake to address their concerns.

In this respect, in writing to you, I am seeking a commitment from the Department regarding your process to close out this matter and confirm the way forward.

Thank you and I look forward to receiving your response at your earliest convenience.

If you any questions regarding this matter, please contact Council's General Manager City Development, Claude Malak, via email at cmalak@unley.sa.gov.au

Yours sincerely



Peter Tsokas
Chief Executive Officer

Cc Mayor Michael Hewitson
Elected Members, City of Unley

OFFICIAL

In reply please quote #96805
Enquiries to dit.officeofthechiefexecutive@sa.gov.au

Government of South Australia
Department for Infrastructure and Transport

OFFICE OF THE CHIEF EXECUTIVE

83 Pirie Street
Adelaide SA 5000
Kaurna Country

GPO Box 1533
Adelaide SA 5001
DX 171

dit.sa.gov.au

ABN 92 366 288 135

Build. Move. Connect.

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

Email: ptsokas@unley.sa.gov.au

Dear Peter

RE: Campbell Road, Parkside

Thank you for your correspondence dated 29 May 2024, regarding the Glen Osmond Road and Fullarton Road Intersection Upgrade Project, including Campbell Road, Parkside.

The Department for Infrastructure and Department's Project Team will be undertaking a traffic survey of the intersection, including Campbell Road in late June 2024. It is expected the final report will be available in the third quarter of 2024, and the Department will liaise with Council on the outcome of the survey and any future treatment following completion.

Should you have any further queries or would like to discuss this matter further, I encourage you to contact Mr Michael Rander, Delivery Manager, on mobile number 0427 708 436 or via email Michael.Rander@sa.gov.au.

Yours sincerely

Jon Whelan
Chief Executive
7 June 2024

Hon Joe Szakacs MP

Government of South Australia

Minister for Trade and Investment

Minister for Local Government

Minister for Veterans' Affairs

GPO Box 1533
ADELAIDE SA 5000

T: (08) 7133 2070

E: minister.szakacs@sa.gov.au

24MINLG-0297

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

By email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson

I write to inform you of my submission, on behalf of the South Australian Government, to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport's (the RDIT Committee) Inquiry into Local Government Sustainability (the Inquiry).

Local government is the tier of government that sits close to its constituents and makes decisions that have an immediate effect on day-to-day life. It is councils that best understand the unique characteristics of their communities and whose staff work hard every day to make their communities better.

While the importance of the Financial Assistance Grants (FA Grants) is both understood and appreciated, the Malinauskas Government recognises that any increase in funding the Australian Government provides to councils will directly benefit local communities.

My submission to the Inquiry advocates strongly for greater support for councils through the FA Grants that the Australian Government provides to all councils. Specifically, my submission advocates for:

- a substantial increase in the FA Grants pool;
- a 'no worse off' threshold where current FA Grants to all councils are protected;
- distribution of the national pool according to relative need rather than on a simple per capita basis; this would result in a larger share for South Australian councils; and
- fairer distribution of the Identified Local Road Grant component of the FA Grants across jurisdictions, to redress the fundamental injustice in the current allocation to our state.

Thank you for your service to your communities. I look forward to continuing to advocate these important matters.

Yours sincerely

Hon Joe Szakacs MP
Minister for Trade and Investment
Minister for Local Government
Minister for Veterans' Affairs

11 / 6 / 2024

SOUTH AUSTRALIA

OFFICIAL

STATE PLANNING COMMISSION

Level 10
83 Pirie Street
Adelaide SA 5000

GPO Box 1815
Adelaide SA 5001

1800 752 664
saplanningcommission@sa.gov.au

21626952

11 June 2024

Mayor Michael Hewitson AM
City of Unley
PO Box 1
ADELAIDE SA 5000

By email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson

Future Living Code Amendment – Next Steps

I write in relation to the State Planning Commission's (the Commission) intended amendment to the Planning and Design Code (the Code) regarding co-located housing, to be facilitated through the Future Living Code Amendment (the Code Amendment).

As you will be aware, the City of Unley (and other participating councils) recently expressed their support for leading engagement with their local communities when the Code Amendment is released for community and stakeholder engagement shortly. This is a great outcome and a result of the collaborative efforts (through the Project Working Group) which has been a key element of this Code Amendment process to date.

I can advise that the Commission is now expected to consider releasing the Code Amendment for community engagement at a meeting to be held in July 2024 with engagement to then commence in August 2024 (date still to be confirmed) for a period of up to 12 weeks.

To ensure that the Code Amendment is ready for engagement, Mr Steven Murphy – Communications, Engagement and Media Manager within Planning and Land Use Services (PLUS) will be in contact with relevant council staff shortly to organise a meeting to discuss the process for finalising the draft Engagement Plan (the Plan). PLUS will seek each council to provide an engagement plan tailored to their local community, which will then form an Addendum to this Plan.

A brief overview of the respective roles of PLUS and Council in the forthcoming engagement process is provided in **Attachment 1**. The finer details of this, including the role of Dr Damian Madigan, will be discussed with council representatives in greater detail when the meeting is scheduled.

In closing I would once again like to thank Council for its efforts in working with the Commission and PLUS to get the Code Amendment to this exciting stage of the process.

Yours sincerely



Craig Holden
Chair

Att Proposed approach to engagement – respective roles of PLUS and Council.
Cc Mr Peter Tsokas, Chief Executive Officer - ptsokas@unley.sa.gov.au

OFFICIAL

ATTACHMENT 1:

PROPOSED APPROACH TO ENGAGEMENT – RESPECTIVE ROLES OF PLUS AND COUNCILS

Planning and Land Use Services (PLUS), Department for Trade and Investment

Communications and engagement that PLUS will do:

- State-wide/overarching messaging.
- Communications products such as Fact Sheets, FAQs, Explanatory Guide for Co-located Housing, Community Scheme Description / By-laws, and Information Sheets explaining changes to Practice Direction 12 – Conditions and Schedule 8 PDI Regulations in relation to plan requirements for co-located housing.
- Set up YourSAy website and survey to provide community with information about the proposed Code Amendment and gather online feedback.
- Media release launching consultation – state-wide.
- Online information session/s to explain the proposed Code Amendment to the community/councils/industry (?)
- Promote consultation via our channels:
    - Social media – Facebook, Twitter, LinkedIn
    - Planning Ahead
    - PlanSA website
    - Monthly forums
- Prepare final Engagement Report bringing together all feedback and evaluating engagement process.

Local Councils

Communications and engagement councils would do:

- Develop local Engagement Plan in accordance with the Community Engagement Charter to engage with their communities on the Code Amendment, including (but not limited to):
    - Stakeholder mapping
    - Messaging tailored to their community
    - Promote consultation via their channels e.g. social media, newsletters etc.
    - Hard copy documents available at council offices/libraries
    - Briefings for Elected Members
    - Briefings for staff to assist in answering enquiries
    - Plan and deliver engagement activities to inform and gather feedback from their local community e.g. community information sessions
    - Local promotion of their own engagement events/activities
    - Any additional communications products tailored to inform their local community of the Code Amendment.
- Gather information from their communications and engagement activities and provide to PLUS to include in the final Engagement Report, including:
    - details of the engagement undertaken and how that engagement met the engagement plan and reasons for variations (if any) to the engagement plan
    - evaluate the effectiveness of the engagement considering whether the principles of the Charter have been achieved.

STURT FOOTBALL CLUB INC.
Administration 1 Trimmer Terrace Unley SA 5061
PO Box 10 Unley SA 5061
P 08 8271 4611 sturtfc.com.au **ABN:** 12 565 458 708

MAJOR SPONSOR
MORRIS
OVAL SPONSOR
THOMAS FARMS

12 June 2024

The City of Unley
Attn: Mayor Michael Hewitson AM & CEO Peter Tsokas
PO Box 1 Unley
Unley SA 5061

Dear Mayor & Peter,

On behalf of Sturt Football Club, I write to extend our gratitude for the event sponsorship provided to the SANFL by the City of Unley for the Kick n Sip Festival held at Unley Oval on the King's Birthday holiday Monday.

The event, highlighted by the SANFL Super Match between Sturt and Norwood, was a tremendous success, drawing an enthusiastic crowd of 7,000 attendees.

The feedback from the festival and the in-ground activities including the children's Blue Brick Road, MND Dunk Tank, and other activations has been overwhelmingly positive, with many attendees expressing their delight at the vibrant atmosphere and the seamless event organisation.

The collaboration between SANFL, the City of Unley, and our team was instrumental in achieving this success. It was a pleasure to work alongside committed partners, all focused on delivering an exceptional event for the community.

The large turnout and the positive responses indicate that the Kick n Sip Festival has the potential to become a much-anticipated annual event, especially when these two iconic sides meet.

Once again, thank you for your invaluable support and helping to make the Kick n Sip Festival and SANFL Super Match a memorable and enjoyable event for all.

Yours Faithfully,



Sue Dewing
Chief Executive Officer

SANFL
ABN 59 518 757 737

Office
Level 2, Riverbank Stand,
Adelaide Oval, War Memorial Drive,
North Adelaide SA 5006

Postal Address
PO Box 606 Tynte Street,
North Adelaide SA 5006
T 08 8424 2200
W sanfl.com.au

MAJOR PARTNERS
HOSTPLUS
WEST END

14 June 2024

Mayor Michael Hewitson AM & Peter Tsokas
City of Unley
PO Box 1
UNLEY SA 5061
Email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson & Peter

On behalf of the SANFL, I extend to you my sincere appreciation for the contribution and support from the Council for the King's Birthday SANFL Super Match game between Sturt and Norwood and the inaugural Kick n Sip Festival.

The overwhelming success of the day with a crowd of close to 7,000 people is a great example of the City of Unley Council, Sturt Football Club and the League working together to deliver such a dynamic game day experience for all footy supporters and the broader community.

Your significant contribution to Sturt Football Club and the League has been outstanding and we look forward to making this event a regular highlight of our fixture.

I look forward to catching up with you soon and thank you once again.

Yours Sincerely
SA NATIONAL FOOTBALL LEAGUE INC

Darren Chandler
CHIEF EXECUTIVE OFFICER

OFFICIAL

Government of South Australia

Hon Susan Close MP
Deputy Premier

Ref: DEW2400616

Mr Michael Hewitson AM
Mayor
City of Unley

Email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson

Thank you for your letter dated 6 May 2024 regarding the greening of the City of Unley.

It was lovely to see you at the Green Adelaide Leaders' Breakfast and I thank you for providing me with your feedback on the draft Urban Greening Strategy for Metropolitan Adelaide. I am confident that by bringing together a range of sectors, including councils, to deliver practical urban greening actions, we will achieve a leafier, cooler and more biodiverse Adelaide. I trust the City of Unley will be providing a formal submission as part of the public consultation process currently underway on the draft strategy.

Despite the challenges, your continued interest and efforts in delivering positive greening and climate change mitigation outcomes are appreciated. Further, your council's ongoing work with the local community as you strive to increase tree canopy cover to 31% by 2045 is commendable. State government will continue, wherever possible, to partner with local councils in building liveable and greener neighbourhoods.

For further information about the draft Urban Greening Strategy, please contact Brenton Grear, Director, Green Adelaide at Brenton.Grear@sa.gov.au.

Thankyou for taking the time to write to me.

Yours sincerely

Hon Susan Close MP
Deputy Premier
Minister for Climate, Environment and Water

/ 7 / 6 / 2024

Office of the Deputy Premier

SOUTH AUSTRALIA

[redacted]

Mr Michael Hewitson, Mayor
Mr Peter Tsokas, Chief Executive
Mr Ben Willsmore, Manager City Design
City of Unley
181 Unley Road, Unley,
South Australia 5061

CC Tony McGuinness, John Greenshield, Christine Garnaut,

Dear Michael, Peter and Ben,

Thank you Ben for your email of 31 May 2024. We have taken some time to respond to you following the Council meeting and your email as we want to ensure that our response is written with the benefit of reflection and in the interests of Orphanage Park and the Unley community.

Given that the Unley Council unanimously endorsed Option 2 to proceed to consultation with the community, we do not seek to raise any comments with the current draft of the Option 2 CLMP for Sport and Recreation at this stage and we await information as to the final draft for circulation and the consultation process. We do however point out that Option 2 does not appear to specifically include Orphanage Park within the Sport and Recreation Plan.

However, there are some issues of process concern that we wish to raise directly with you.

As you are both aware, we have been working with Council administration to develop a Community Land Management Plan for Orphanage Park for over two years. This has included several meetings with yourselves and other Council staff, one with your lawyer and numerous exchanges of draft documents and comments in response and an active dialogue on the Plan, its purpose, its intentions and several layers of detail which may be picked up in the Plan or other supporting management documents.

Our efforts have included valuable research into the history and changing uses for the land over time, many discussions with other Park users, the preparation of several draft documents and the development of creative but practical ideas on the Park and its uses to reflect current community sentiment. All this has been done by volunteers with established and relevant knowledge and experience, with significant goodwill and at no cost to the Council.

During this extended development period, we have been working to build a strong and effective connection with the administration, to establish a sustainable community partnership and a foundation on which the work on Orphanage Park Plan could become a model management framework for other community land in Unley and beyond.

Last month after 6 months of silence, we wrote to Ben seeking to identify where the process was at and clarification about the proposal for a Master Plan. We had previously been advised that the Master Plan proposal had arisen subsequent to the detailed discussions over time on the CLMP for Orphanage Park and we understood it was prompted by the possibility of funding for further Brownhill Creek works.

Given Ben's response at the time, it was indeed a surprise to read in the subsequently available Agenda paper that:

- Three options were proposed for the suite of CLMPs, including the absorption of the Orphanage Park arrangement within the Sport and Recreation Plan;
- The administration had stated that a separate Plan for Orphanage Park was only proposed because it had been requested by the Friends of Orphanage Park and that "there were no complexities associated with the site that would warrant an individual plan". We reject this view particularly given the depth of the discussions involved, the heritage imperatives and legacies of the Park and the likely passage of Brownhill Creek through the Park, with expected significant interest in plans to address and support flood mitigation strategies. The administration could also see that Heywood Park is a similarly complex park warranting specific consideration, including Aboriginal heritage;
- A briefing of Councillors had been held on 15 April, without the opportunity for the Friends of Orphanage Park to address Councillors as we had previously requested, nor any knowledge that the briefing was specifically planned;
- The inclusion of Orphanage Park within a proposed Sport and Recreation Plan, which appears to disregard the purpose of the Park which had been discussed and agreed at length with the administration and seemingly supported by it.

In summary, after our latest follow up with the Council seeking an update on progress and timing, it was surprising to eventually read in the Council papers that the administration had changed direction, that there had been a briefing of Elected Members on 15 April 2024 and that the administration's previous declared support for an individual Plan had somehow dissolved without any notice to the Friends of Orphanage Park.

We consider Councillor Rabbitt's comments as to the lack of any representation from the Friends of Orphanage Park at the Council meeting to be disdainful, disrespectful and disregarding of the realities of the timing constraints on the release of the Council agenda and the deputation process requirements. We also note that the Mayor's summary of the Council's decisions at the May Council meeting did not include any reference to the decision on the Community Land Management Plans agenda item.

Accordingly, the Friends of Orphanage Park find it hard for the administration's actions to be perceived as other than disingenuous, dismissive and demonstrating scant regard for the over two years of effective co-operation and mutual respect.

In conclusion, we see a City of Unley response to this letter as of little value.

We intend to prepare a detailed submission on the draft Community Land Management Plans once the consultation process is under way.

For your information, we are anticipating extensive and intense community interest in the management regime for Orphanage Park once the potential route and design of the Brownhill Creek passage through the Park emerges for planning consideration. We will be pushing for an appropriate management framework to ensure that decisions on that matter are made in the context of the specific Orphanage Park environment. At this stage, we do not see that the Sport and Recreation Plan will meet that essential basis for consultation and decision.

We ask that this letter be tabled at the next Council meeting. If individual Councillors wish to review a version of the draft Orphanage Plan Community Land Management Plan that we consider was close to agreement for presentation to Council for consultation, that can be provided on request.

Yours sincerely,



Sue Filby with support from Tony McGuinness, Christine Garnaut and John Greenshields

Friends of Orphanage Park

7th June 2024

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION - CENTENNIAL PARK CEMETERY AUTHORITY DRAFT 2024-25 BUDGET
ITEM NUMBER:	7.1
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	EDDIE PETERS, FINANCE BUSINESS PARTNER
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT

1. RECOMMENDATION

That:

1. Pursuant to section 90(2) and (3)(d)(i) of the *Local Government Act 1999,* the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda item 7.2, except for the following persons:
   - Peter Tsokas, CEO
   - Megan Berghuis, General Manager City Services
   - Claude Malak, General Manager City Development
   - Alex Brown, Manager Finance and Procurement
   - Mark Labaz, Manager Governance
   - Danielle Edwards, Principal Governance & Policy Officer

   To enable the Council to consider Item 7.2 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.2.

   - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party

ITEM 7.2

Confidential – removed from the public agenda – pages 499-518

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - CENTENNIAL PARK CEMETERY AUTHORITY DRAFT 2024-25 BUDGET
ITEM NUMBER:	7.3
DATE OF MEETING:	24 JUNE 2024
AUTHOR:	EDDIE PETERS, FINANCE BUSINESS PARTNER
DIVISION:	BUSINESS SUPPORT AND IMPROVEMENT

1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.2 Centennial Park Cemetery Authority Draft 2024-25 Budget, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(d)(i) .

   ☒ Minutes

   ☒ Report

   ☒ Attachment

   - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party

2. This order shall remain confidential until 30 November 2025 and not be available for public inspection until the cessation of that period.

3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.