



# THE COMMITTEE MINUTES

for the meeting

Tuesday 15 June 2021

in the Colonel Light Room  
Adelaide Town Hall



Present - Deputy Lord Mayor, Councillor Couros (Chair).  
Councillors Abrahamzadeh, Hou, Hyde, Khera and Knoll.

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## Acknowledgement of Country

At the opening of the Committee Meeting, the Chair stated:

'Council acknowledges that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.'

## Apologies and Leave of Absence

Apology:

The Right Honourable the Lord Mayor, Sandy Verschoor  
Councillors Donovan, Moran and Mackie

On leave:

Councillor Martin

## Confirmation of Minutes – 1/6/2021 [TC]

That the Minutes of the meeting of The Committee held on 1 June 2021, be taken as read and be confirmed as an accurate record of proceedings.

The Deputy Lord Mayor (Chair) advised the meeting that due to the presence of external presenters, Item 4.2 – Presentation - Representation Review Round 1 Consultation and Item 4.5 – Workshop - Adelaide Economic Development Agency Advisory Committee – Draft Terms of Reference, would be considered prior to Item 4.1 - Presentation – Green City Plan.

## Discussion Forum Items

### Presentation

#### Strategic Alignment – Environmental Leadership

#### 1. Item 4.2 - Representation Review Round 1 Consultation [2018/04004] [TC]

Presentation facilitators:

Clare Mockler, Acting Chief Executive Officer, City of Adelaide  
Kerry Loughhead, Acting Manager Governance, City of Adelaide  
Sarah Gilmour, Principal, Holmes Dyer

Precis of topic

Utilising the PowerPoint Slides within the Agenda, Committee Members were presented with the consolidated findings following the first round of consultation of the Representation Review and the Representation Structure Proposal.

### Workshop

#### Strategic Alignment – Strong Economies

#### 2. Item 4.5 – Adelaide Economic Development Agency Advisory Committee – Draft Terms of Reference [2021/01026] [TC]

#### Discussion facilitators:

Ian Hill, Managing Director, Adelaide Economic Development Agency  
Kylie Ferguson, Community and Business Engagement Consultant

#### Precis of topic

Utilising the PowerPoint Slides within the Agenda, Committee Members were provided details in response to the Terms of Reference supporting the establishment of the Adelaide Economic Development Agency Advisory Committee. Discussion was held on the key consultation outcomes and proposed recommendations for the membership, meeting protocols and selection process.

### Presentation

#### Strategic Alignment – Enabling Priorities

#### 3. Item 4.1 - Green City Plan [2016/02506] [TC]

#### Presentation facilitators:

Michelle English, Acting Director City Shaping, City of Adelaide  
Matthew Morrissey, Associate Director Infrastructure, City of Adelaide  
Kate Naumann Smith, Senior Landscape Architect, Technical Design, City of Adelaide

#### Precis of topic

Utilising the PowerPoint Slides within the Agenda, Committee Members were provided with details on the Green City Plan including greening principles, approaches to greening, planting palettes, challenges and constraints.

The meeting adjourned at 7.05pm for a 10 minute break and reconvened at 7.11pm with the following Council Members present –

Deputy Lord Mayor, Councillor Couros (Chair), Councillors Abrahamzadeh, Hou, Hyde, Khera and Knoll.

### Workshops

#### Strategic Alignment – Thriving Communities

#### 4. Item 4.3 - Adelaide Town Hall Future Direction [2020/02250] [TC]

#### Discussion facilitators:

Clare Mockler, Acting Chief Executive Officer, City of Adelaide  
Christie Anthony, Acting Director City Shaping, City of Adelaide  
Anne Rundle, Manager Creative City, City of Adelaide  
Christine Sutcliffe, Team Leader Partnerships and Relationships, City of Adelaide

#### Precis of topic

Utilising the PowerPoint Slides within the Agenda, Committee Members were provided with information on the review undertaken of the Adelaide Town Hall and the proposed approach in line with the 2021/22 Business Plan and Budget and acting arrangements.

#### Strategic Alignment – Strong Economies

#### 5. Item 4.4 – City Street Activation [2021/00874] [TC]

#### Discussion facilitators:

Michelle English, Acting Director City Shaping, City of Adelaide  
Steve Zaluski, Associate Director Regulatory Services, City of Adelaide  
Rick Hutchins, Manager City Planning & Heritage, City of Adelaide

#### Precis of topic

Utilising a PowerPoint presentation, feedback from Committee Members was sought on the key principles relating to parklets including fixed structures, private/public use and potential fees and charges.

The PowerPoint presentation utilised is attached for reference at the conclusion of the Minutes of this meeting.

**Closure**

The meeting closed at 7.52 pm.

Deputy Lord Mayor, Councillor Couros  
**The Committee Chair**

**Document attached:**

Minute 5 – Item 4.4 – City Street Activation – PowerPoint presentation

# Strong Economies

## City Street Activation

To seek Council Member's views on key elements of Parklets

Park Lands, Policy & Sustainability

Rick Hutchins



## City Street Activation Key Messages

- At the Council meeting on 9 March 2021 Council requested updated Parklet Operating Guidelines be prepared
- The needs of the city have changed following COVID-19 with requests being received from businesses for use of public space in response to varying levels of physical distancing restrictions
- Parklets provide potential to:
  - facilitate new and/or expanded outdoor dining spaces
  - increase patronage through physical distancing in line with COVID-19 requirements
  - support businesses through increased vibrancy and street activation.
- The Temporary Use of Public Space Policy and new Permit Fee Model endorsed by Council in 2020 provide the framework for updated guidelines
- Based on feedback, proposals being received and review of the past Parklet Program, there are three key principles we are seeking Council Members input on.

# City Street Activation Key Questions

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## KEY QUESTION

Fixtured Structures  
on Parklets

What are Council  
Members' views  
on the extent of  
fixed structures on  
parklets?

## KEY QUESTION

Private vs Public Use

What are Council  
Members' views on  
the designation of  
parklets for private  
use only?

## KEY QUESTION

Fees and Charges

What are Council  
Members' views on  
charging fees for  
parklets?

Minute 5 - Item 4.4 - SuperPoint Presentations

# City Street Activation Purpose of Parklets

Parklets are created by re-imagining road or parking spaces to provide outdoor space for nearby cafés, restaurants and shops. Bike racks, planter boxes, landscaping and other amenities can also be included.





# Summary of Original Parklet Program

## Background

- The original Parklet Program ran from 2012-2016 and Operating Guidelines were developed to support implementation
- Council worked with a number of local businesses to create privately funded parklets
- At the same time the State Government installed 9 parklets (Bank St)
- The Operating Guidelines lapsed with the closure of the Parklet Program in 2016
- Only 3 parklets remain from this original Program
- Most have been removed due to street upgrades and business changes – in some cases the upgrades included Outdoor Dining opportunities reflective of success of the parklet (i.e. Gawler Place)
- Since the closure of the original Program administration has continued to receive requests for parklets of various quality
- The development of a Parklet policy and operating guideline will assist CoA to provide clear and consistent advice on proposals

# Lessons learnt from the previous Parklet Program

## What worked well

- Parklets work best in locations where pedestrian traffic is already high
- Early and wide consultation with the affected community and businesses

## What we learnt

- Parklet administration is very resource intensive
- The design and quality of the parklets vary enormously
- Parklets were predominately for commercial use associated with adjoining business
- Post closure removal of parklets can be difficult to negotiate

## Opportunities

Potential for parklets to provide:

- Increased physical distancing in line with COVID-19 requirements
- Support for businesses to promote vibrancy and activations
- Clear guidance on design and quality requirements
- Varied uses
- Test-bed for trialling whether permanent changes to infrastructure would be beneficial

## City Street Activation

# Key Matters for Parklets

### Matters to be considered for parklets:

- Location – site suitability, impacts on drainage, lighting, infrastructure, traffic, proximity to other parklets, amenity
- Safety – traffic, cyclists and pedestrians, night visibility, standards for construction
- Design – public realm quality, structural standards, size
- Furniture and fixtures (non-permanent vs permanent)
- Landscaping – to improve and soften overall appearance
- Perception of privatisation of public space
- Responsibility for maintenance and cleaning
- Loss of parking spaces and revenue - should limits be placed to reduce impacts on parking?
- Fees – what are costs to Council, should applicants be charged fees or pay a bond
- Consultation and decision making processes
- Tenure – length of permit, opportunity to extend or renew
- Compliance

# City Street Activation

## Fixtured Structures on Parklets



### What are Council Members' views on fixed structures?

The current Outdoor Dining Operating Guidelines do not allow fixed furniture.

#### Opportunities

- Fixed seating creates a permanent space with multiple opportunities for utilisation
- Fixed furniture provides more design options for applicants and often better outcomes for patrons
- Fixed barriers provide protection for patrons and create a safer environment
- Permanent customer protection (eg sun and rain) can provide year round activation opportunities
- Does not require the storage space of non fixed furniture by businesses

#### Challenges

- Pergolas/fixed awnings may interfere with security camera visibility
- Enclosed areas may create spaces for anti social behaviour after hours
- Significant expenditure by applicants on fixed structures may increase expectation for exclusive occupation of the space

# City Street Activation

## Private vs Public Use

### What are Council Members' views on the designation of parklets for private use only?

#### Considerations

- Parklets can provide improvements to the public realm and activate public spaces for use by all
- Parklets in CoA are primarily developed and funded by local business operators
- Perception that private enterprise is getting financial benefit from public space
- A high quality parklet can require up to \$40,000 of private investment to install. Given this investment businesses may prefer exclusive use



# City Street Activation

## Fees and Charges

### What are Council Members' views on charging fees for Parklets?

#### Considerations

- Council adopted a new Permit Fee Model in September 2020
- Charging fees for parklets in line with the Permit Fee Model is consistent with the use of public space in the CBD
- Outdoor Dining permit holders are not currently charged a fee
- Parklets differ from general outdoor dining as they can reduce on-street parking availability and associated revenue
- Additional trading area assists business viability
- Parklets provide flexibility for businesses to operate under varying levels of physical distancing restrictions
- A bond could be required from applicants to ensure removal of the parklet at no cost to Council if the permit lapses or business closes
- Parklet assessment is resource intensive for administration



## City Street Activation Proposed Next Steps

Task	Indicative timing
Work with internal stakeholders to determine design and technical requirements and cost implications	June
Draft updated Parklet Program prepared	August
Present updated Parklet Program to Committee and Council for endorsement	September
Release updated Parklet Program	October

# City Street Activation Key Questions

## KEY QUESTION

### Fixtures on Parklets

What are Council Members' views on the extent of fixed structures on parklets?

## KEY QUESTION

### Private vs Public Use

What are Council Members' views on the designation of parklets for private use only?

## KEY QUESTION

### Fees and Charges

What are Council Members' views on charging fees for parklets?