

# Council Meeting Agenda & Reports

**1 March 2021**

## **Our Vision**

*A City which values its heritage, cultural diversity,  
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable  
and socially cohesive, with a strong community spirit.*

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City of Norwood Payneham & St Peters  
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City of  
Norwood  
Payneham  
& St Peters

25 February 2021

## To all Members of the Council

### NOTICE OF MEETING

I wish to advise that pursuant to Sections 83 and 87 of the *Local Government Act 1999*, the next Ordinary Meeting of the Norwood Payneham & St Peters Council, will be held in the Council Chambers, Norwood Town Hall, 175 The Parade, Norwood, on:

**Monday 1 March 2021, commencing at 7.00pm.**

Please advise Tina Zullo on 8366 4545 or email [tzullo@npsp.sa.gov.au](mailto:tzullo@npsp.sa.gov.au), if you are unable to attend this meeting or will be late.

Yours faithfully



Mario Barone  
**CHIEF EXECUTIVE OFFICER**

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City of  
**Norwood  
Payneham  
& St Peters**

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**VENUE** Council Chambers, Norwood Town Hall

**HOUR**

**PRESENT**

**Council Members**

**Staff**

**APOLOGIES**

**ABSENT**

1. **KAURNA ACKNOWLEDGEMENT**

2. **OPENING PRAYER**

3. **CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 1 FEBRUARY 2021**

4. **MAYOR'S COMMUNICATION**

5. **DELEGATES COMMUNICATION**

6. **QUESTIONS WITHOUT NOTICE**

7. **QUESTIONS WITH NOTICE**

Refer to Confidential Item 14.1 of this Agenda.

8. **DEPUTATIONS**

**8.1 DEPUTATION – FIRST AVENUE, PAYNEHAM SOUTH – REMOVAL OF STREET TREES**

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**REPORT AUTHOR:** Acting Manager, Economic Development & Strategic Projects  
**GENERAL MANAGER:** Acting Chief Executive Officer  
**CONTACT NUMBER:** 8366 4509  
**FILE REFERENCE:** qA1041 qA69748  
**ATTACHMENTS:** Nil

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**SPEAKER/S**

Mr Joe Giarratano

**ORGANISATION/GROUP REPRESENTED BY SPEAKER/S**

Not Applicable.

**COMMENTS**

Mr Joe Giarratano has written to the Council requesting that he be permitted to address the Council in relation to the removal of two (2) street trees located in First Avenue, Payneham South.

In accordance with the Local Government (Procedures at Meetings) Regulations 2013, Mr Joe Giarratano has been given approval to address the Council.

**9. PETITIONS**

## 9.1 PETITION – FIRST AVENUE, PAYEHAM SOUTH – REMOVAL OF TREES

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA69748  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received requesting the removal of two (2) street trees located in First Avenue, Payneham South.

### BACKGROUND

The petition, convened by the owner of the property located at 39B First Avenue, Payneham South, is requesting that the Council removes two (2) (and possibly three (3)) street trees which are located on the verge adjacent to numbers 42A, 43A and 47 First Avenue, Payneham South.

A copy of the petition is contained in **Attachment A**.

The petition has been signed by a total of 18 property owners in First Avenue, South Payneham.

In accordance with the Council's *Privacy Policy*, the personal information of the petitioners, (ie property numbers, telephone numbers and email addresses) have been redacted from the petition. The names of the signatories which are included on the petition have not been redacted from the petition.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

#### **Outcome 2: Cultural Vitality**

*A culturally rich and diverse City, with a strong identity, history and sense of place.*

#### **Objectives:**

4. Pleasant, well-designed and sustainable urban environments.

### DISCUSSION

The Council and the community place a high value on the City's trees. However, the Council also recognises that from time-to-time there is a need to consider the removal of a street tree/s where the circumstances warrant it, (ie where a tree has died, shows irreversible decline, is structurally compromised or where the tree is preventing a reasonable development that accords with the relevant provisions of the Council's Development Plan from being approved).

The starting point for the consideration of any such request, is that street trees should be retained unless there is very good reason for the tree to be removed. This is a long-standing established principle and culture which has been adopted and endorsed by the Council.

The Council's current process for the removal of street trees is set out below:

1. Request for the removal of a non-regulated street tree is received by the Council and dealt with by the City Arborist. If the proposed tree removal relates to a Development Application, it is forwarded by the assessing Urban Planner to the City Arborist.
2. Assessment of the tree is undertaken by the City Arborist against certain tree removal criteria relating to the health, condition and value of the tree. Should the request to remove the tree not meet the criteria for removal and is deemed worthy of retention, the person seeking the removal is advised that authorisation has not been given and the tree is retained.

3. If the request to remove the tree meets the criteria, a brief report containing the relevant advice and recommendation is prepared by the City Arborist and provided to the General Manager, Urban Services recommending that approval be granted for its removal.
4. If the General Manager, Urban Services agrees with the recommendation and authorises the removal of the tree, then prior to executing the delegation the relevant information on the street tree removal is forwarded to the Councillors representing the Ward in which the subject tree is located, to appraise them of the circumstances and seek their concurrence of the decision to accede the request to remove the tree.

If the General Manager, Urban Services does not agree with the recommendation to approve the request to remove a tree, the matter is not referred to the Ward Councillors. In this respect, the tree removal process is underpinned by the principle that trees should be retained unless there are clearly established and documented reasons, based upon arboricultural reasons (or Council policy) for a tree to be removed.

5. If the Ward Councillors concur with the decision to remove the tree, the person seeking the street tree removal is informed of the decision.
6. If the Ward Councillors do not concur with the decision made by the General Manager, Urban Services, to approve the request to remove the tree, then the matter is referred to the Council for determination.

This process was first adopted by Council on 2 April 2001, and has been reviewed on various occasions, with the most recent review undertaken by the Council in August 2020.

This process has worked very well over the last 20 years and will be used by staff as part of the assessment of the request which has been received from the petitioners.

#### **RECOMMENDATION**

That the petition which has been received regarding the removal of the street trees located adjacent to the properties located at 42A, 43A and 47 First Avenue, Payneham South be noted and that the Convenor of the petition be advised that the request to remove the tree will be undertaken in accordance with the Council's *Removal of Street Trees* process.

## Attachments – Item 9.1

# Attachment A

## Petition First Avenue, Payneham South Removal of Trees

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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*City of*  
**Norwood  
Payneham  
& St Peters**

Attention: Mayor, Mr Robert Bria  
City of Norwood, Payneham & St Peters  
175 The Parade  
Norwood, S.A. 5067

10<sup>th</sup> February 2021

Dear Sir

We, the residents of (the Pam Street end of) First Avenue, Payneham South, petition the City of Norwood, Payneham & St Peters to remove two trees (and possibly a third) that are not only a common law nuisance but continue to endanger residents and their visitors.

The trees nominated fail the safety test (not to mention, aesthetics, cleaning costs, and damage to cars/property and tree roots cracking pipes). The trees drop many branches and force local residents to share a narrow road with passing cars. This is not acceptable and is a danger to life and limb.

Reason for this petition is as follow:

- ✚ The Eucalyptus tree situated in front of residence no. 43a has encroached on the footpath, leaving a path width of 950mms only. It restricts access and most residents walk on the roadway, including an elderly lady on a walker.
- ✚ The Eucalyptus tree situated in front of residence no. 47 has reduced the flat section of the footpath to 930mms. Dangers are as above.
- ✚ The tree situated at No. 42a appears to have loosened itself from its root system and requires an urgent inspection to determine its viability. It appears ready to fall.

In your considerations, we ask council to put the safety of people before trees.

Giuseppe Giarratano  
First Petitioner

First Avenue, Payneham South





**10. WRITTEN NOTICES OF MOTION**  
Nil

**11. STAFF REPORTS**

## **Section 1 – Strategy & Policy**

### **Reports**

## 11.1 VERGES POLICY AND IMPLEMENTATION FRAMEWORK

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**REPORT AUTHOR:** Sustainability Officer  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4532  
**FILE REFERENCE:** qA60834  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the Council with the draft Verge Policy, and the measures to support the greening of verges.

### BACKGROUND

This report presents an implementation framework for introducing a more proactive approach to encouraging the greening of verges across the City.

At its meeting held on Monday 7 December 2020, the Council unanimously resolved:

1. *That the Council endorses taking a more 'proactive' approach to greening verges on the basis of recommendations detailed in this report.*
2. *The Council notes that a project definition will be submitted for consideration in the allocation of \$25,000 in the 2021-2022 Budget for a Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved Applications to green verges on a 'first come first served' basis, subject to such Applications meeting eligibility criteria.*
3. *The Council notes that a report will be presented for its consideration containing a draft Policy for Verges and amended Verge Garden Guidelines, addressing the following matters:*
  - *changes to the Council's Capital Works Footpath Construction and Reconstruction program to offer incentives to residents to apply for the conversion of verges from compacted materials to planted verges;*
  - *preference for incentives be provided to Applicants who seek approval to undertake the conversion of verges with drought tolerant and sustainable plants; to Applicants seeking to plant their own and neighbouring verges; and Applications in areas with high surface temperatures or identified as socially vulnerable through urban heat mapping;*
  - *kerb access and different road functions;*
  - *suitable location of bin pads;*
  - *materials used for paths;*
  - *weed control;*
  - *trees including fruit and nut trees;*
  - *maintaining the current ban on food cultivation;*
  - *modifications to the street sweeping program;*
  - *enforcement of unauthorised verge conversion including the use of artificial turf; and*
  - *the promotion of existing planting guides and water conservation tips.*

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goal contained in *CityPlan 2030* is:

**Outcome 4: Environmental Sustainability**  
*A leader in environmental sustainability.*

**Objectives:**

3. *Sustainable quality streetscapes and open spaces.*
4. *Thriving and healthy habitats for native flora and fauna*
5. *Mitigating and adapting to the impacts of a changing climate*

The relevant priority adaptation options contained in Resilient East *Regional Climate Adaptation Plan 2016* is “increase planting across urban areas”.

The relevant target of the *30-Year Plan for Greater Adelaide* is a 20% increase in green cover by 2045.

**FINANCIAL AND BUDGET IMPLICATIONS**

There are costs associated with adopting a proactive approach to greening of verges, including:

1. the cost of expanding the annual Footpath Construction and Reconstruction Program;
2. cost of conducting a trial Greening of Verges Program; and
3. additional costs of resourcing an expanded program including administration resources and cost of any additional maintenance of unkempt verges by Council staff.

The draft Verges Policy for extends the current service delivery within the Council offers to property owners through the Council’s Capital Works Footpath Construction and Reconstruction Program. This new opportunity provides that where a scheduled footpath renewal is occurring, owners will be offered an opportunity to ‘opt-in’ for the verge adjacent their property to be excavated and filled with loam (soil) with the costs borne by the Council, instead of retaining the existing compacted dolomite / quartzite. Cost efficiencies could be achieved due to compacted rubble (dolomite / quartzite) costing approximately the same per square metre and earthworks equipment, traffic control and labour would already be on site as part of the Capital Works renewal program.

This proposed change to the Capital Works Footpath Construction and Reconstruction Program, will result in additional costs being incurred by the Council, including labour costs associated with excavation of existing compacted material, the dumping of rubble and supply and delivery of new loam material. Whilst it is difficult to predict how popular this ‘opt in’ offer will be as it relies on residents’ willingness to green and maintain the newly prepared verge, for the purposes of preparing an initial budget, a take up rate of 10% of property owners has been used, which equates to an estimated cost increase to the Capital Works Program of \$18,000 per financial year, calculated on an estimated area of 20m<sup>2</sup> per verge. This amount has been proposed for inclusion in the Council’s draft 2021-22 budget, as part of the Capital Works Program.

It is important to note that the Capital Works Program is developed from the Asset Register and on average, resources the renewal of 6.5 kilometres of footpath each year. If the ‘opt in’ participation rate is higher (closer to 100% of owners ‘opting-in’ for loam replacement) this could equate to 325 verge applications and conversions a year. A significant increase in resources and staffing would then need to be allocated to the program. It may be possible to manage this increase in demand, either through further budget allocations or through a rescheduling of participants to the following year (and closure of this offer of assistance temporarily) while program demand and delivery is re-assessed and reported to the Council.

Additional resourcing is also proposed for a trial greening incentive in 2021-2022, available to property owners outside the footpath renewal program. A separate Project Definition for \$25,000 has been prepared for consideration for a trial Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved applications to assist owners to green verges. This is proposed to operate on a ‘first come first serviced’ basis, subject to such Applications meeting eligibility criteria until the budget is exhausted. Unlike the take-up rate under the Footpath Construction and Reconstruction Program, which is unknown, the budget allocation to the Trail Incentive Program is proposed to be fixed at \$25,000.

### Additional Verge Maintenance Costs

The new Verge Policy provides clarity that it is the occupant's responsibility for maintaining the growth and condition of verge plantings. The Policy sets out the notification, education and enforcement actions that will be taken by the Council to follow up overgrown or unsafe verge plantings with the Permit holder. It is not proposed as part of this new Policy, that the Council will regularly mow or trim these verges, this remains the property owner's / tenant's responsibility. Inevitably, there will be examples where the Council has taken all possible compliance actions and needs to physically undertake maintenance or rectification of these verges. This additional resourcing, whilst unknown as to what the impost will be, needs to be acknowledged should the Council adopt this Policy. Costs of additional maintenance will be monitored and reported to the Council to guide any further adjustments to the policy, program delivery or budget.

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

As urban infill continues to increase across the City, the Council continues to receive applications from residents to landscape the street verge in front of their property. Green spaces can assist in providing shade and absorbing heat from hard surfaces. This is particularly important as the frequency and intensity of heatwaves is predicted to increase. Verges can provide additional flora for biodiversity and food for local fauna.

Another benefit of planted verges is that it allows much better infiltration of stormwater to improve soil moisture which in turn can assist in improving the health of street trees and reduces damage to infrastructure due to shallow roots close to footpaths and structures. In addition, carbon is able to be stored in soils and can reduce the amount of carbon in the atmosphere.

### **RESOURCE ISSUES**

The draft Verges Policy, amended Verge Guidelines and assistance measures presented within this report, will require additional staff resourcing to coordinate the Greening Verge Program and enforcing unauthorised verge alterations and overgrown verges, and additional resourcing, contractors time and materials for owners 'opting in' as part of Capital Works footpath upgrades to assist citizens seeking to implement a planted verge.

With the proposed additional programs and changes to service delivery, there will be additional requirements placed on staff workloads to administer, monitor, coordinate, approve, undertake compliance actions and coordinate the trial Greening Verge Program. The additional staff time for assessing applications as a result of 'opt-in' verge approach; compliance or unauthorised and non-compliant verges; and trial of Greening Verge Program is unknown but will be monitored and captured to provide the Council a better understanding of the resource impacts of these changes. Upon adoption of this new policy and program and with the need to set up new spatial monitoring systems, data and templates, this is estimated to be the equivalent of 0.2 FTE workload, although this will also be influenced by take-up rates.

As an extension to the footpath upgrade program, staff will also be required to ensure coordination of collective street applications, to enable these to be issued Permit prior to the Council excavating the compacted materials and undertaking the footpath works. The administrative tasks associated with this additional resourcing is expected to be accommodated within existing staff's work program for delivery of the Footpath Renewal Program.

In ensuring adherence to the new Policy, City Assets and Regulatory Services staff will be required to allocate time on activities such as monitoring unauthorised and non-compliant verges, with prioritisation of notification and removal of artificial grass verges and rectification of verges with a risk of property damage or public safety.

## **RISK MANAGEMENT**

There is a risk that the greening of verges could significantly increase the Council's maintenance costs, particularly in cases where citizen planted verges are not maintained or are abandoned over time. This risk can be appropriately managed by ensuring that the Council implements a draft Verges Policy and amended Verge Guidelines which includes a mechanisms for proactive enforcement of illegal verge treatments.

All that said, it must acknowledged that by the Council endorsing the proposed Verges Policy and amended Verge Guidelines, it will facilitate a more intense and proactive greening of verges across the City, then this will ultimately lead to commensurately higher maintenance costs (i.e. staff, contractors and materials) associated with managing verges. A cost which the Council was has not to date budgeted for.

## **COVID-19 IMPLICATIONS**

Not Applicable.

## **CONSULTATION**

- **Elected Members**  
An Elected Members Information Session was held on 28 September 2020.
- **Community**  
Not Applicable.
- **Staff**  
General Manager, Urban Planning & Environment  
General Manager, Urban Services  
Manager, Urban Planning & Sustainability  
Manager, City Services  
Acting Manager, City Assets  
Project Officer, Civil  
Works Coordinator Parks & Gardens  
Senior Compliance Officer, Regulatory Services
- **Other Agencies**  
Nil

## **DISCUSSION**

### Policy and Guidelines

The draft Verges Policy and amended Guidelines are contained in **Attachment A**.

The draft Verges Policy clarifies how, when and by whom implementation of verge alterations can occur, other exclusions and how groups or citizens not adjacent to the verge can alter the verge. It sets out the obligations and responsibilities of the Council and residents in developing and maintaining verges.

The draft Verges Policy also sets out the Council's approach to unauthorised and non-compliant verges and enforcement measures. There are already an unknown number of unauthorised verge alterations across the City. This additional strategic direction will enable enforcement to be undertaken and allow staff to set up procedures for monitoring and compliance.

Given the issues around artificial lawn and hazardous verges (both current and retrospective), the proposed Verges Policy sets out measures (other than for artificial grass) for residents to seek approval (retrospectively) by way of a Permit once the verge meets conditions of the Policy for Verges and the Verge Guidelines.

The Verges Policy and Verge Guidelines and the Application process, has retained the ability for another party such as developers or groups (other than the adjacent property owner) to green a verge, subject to the consent of the adjacent property owner. The Policy sets out that this will be applicable on residential streets that are not arterial roads.

It is proposed that eligibility for a Permit be limited to owners rather than rental tenants, due to the potentially more short-term nature of rental occupants, with a risk that with a higher turnover compared to house sales, incoming occupants may not have the same commitment to maintaining a previously established verge. Where a tenant is wishing to convert a verge and a property owner is supportive, an application will need to be made by the owner.

The existing Verge Guidelines have been adapted to sit underneath the Policy to provide practical implementation support such as plant selection, potential hazards, watering, passenger access, hard stand areas and food cultivation etc.

### Council Lead 'Proactive' Verge Greening

A more 'proactive' approach to greening verges is the basis for four (4) key implementation actions:

1. greening Verge Incentive Trial (12 months);
2. extension of Footpath Construction and Reconstruction program;
3. draft Verges Policy ; and
4. monitoring and enforcement of unauthorised verge conversions and authorised verge conversions which have become overgrown (with a priority of unsafe verges and artificial lawn).

#### 1. Greening Verge Incentive Trial

A Greening Verge trial is proposed for trialling in the 2021-2022 financial year, subject to the Councils approval as part of the budget. This incentive would see an allocation of \$25,000 set aside to cover the cost of excavating compacted materials and supplying and spreading loam for approved applications to assist owners to green verges on a 'first come first serviced' basis, subject to such applications meeting eligibility criteria.

The draft Verges Policy enables citizens across the City to make application at any time to convert their verge from compacted rubble to a planted verge. This can occur, with or without Council assistance to undertake the works. As part of an initial 12 month trial, practical assistance is proposed to be prepared by the Council staff or contractors removing the compacted material and depositing and spreading new loam (soil). The occupant will be responsible for the cost (and liability) of installing any irrigation and the planting of vegetation (including approved lawn, ground covers and shrubs). It is estimated that approximately 25 verge applications would be able to be supported with this new budget allocation and would be offered on a first-come-first-served basis for complying applications, with a preference given to verges being planted with demonstrated environmental benefits.

To ensure that the Green Verge Incentive trial produces planted verges contain suitable materials, preference should be given to applications that meet the below criteria:

- drought tolerant and sustainable plants and shrubs;
- applicants from neighbouring properties where there are cost efficiencies; or
- applicants from areas that are identified as having higher air temperate (e.g. urban heat hotspots) and socially vulnerable areas demonstrated through the recently undertaken urban heating mapping.

It is also recommended that applications that should not be eligible for the Greening Verge Incentive where:

- applicants seeking to green verges predominantly with lawn or grass;
- applicants are applying within five years (5) years of being offered the 'opt-in' incentive by the Footpath Renewal Program under the new policy; or
- applicants will have their footpath renewed within in the next five (5) years and therefore provided with the opportunity to 'opt-in' to the verge conversion service.

Applicants who have submitted applications that do not meet the Verge Policy, Guidelines or are deemed ineligible for the trial incentive, will be notified of the outcome of their application.

Applicants who are unsuccessful in obtaining the incentive, noting the 'first come first serviced' basis, subject to such Applications meeting eligibility criteria, but meet the general Policy conditions and Verge Guidelines will still have to opportunity to gain approval but the works would be undertaken at their own cost. Subject to further funding allocation, future opportunities may be offered to fund these conversions. In other words, nothing in the draft policy will preclude a property owner from greening their verge with predominantly lawn or grass. However, because this type of greening provides less benefits than verges greened with drought tolerant, biodiverse and native plants and shrubs, it is suggested that property owners who wish to green verges with predominantly lawn or grass should bear the cost of doing so.

#### *Application Process*

Currently, without an incentive in place for assistance with the works, the Council receives approximately 20-30 applications each year to green a verge.

With the combination of the 'opt-in' service and trial incentive the Council may see an influx of applications, due to the significantly reduced labour requirements of owners digging out the verge material and the benefit of receiving loam ready to plant. The increased opportunities are predicted to at least triple the current volume of applications, which would have a significant impact on current resources and may require the redirection from current work programs. The impact on existing resources will be carefully monitored.

The current system requires that approved applications are implemented by the resident within twelve months and that an inspection of the installed verge is undertaken by field staff upon completion. The inspection assesses the planted verge/s against the application in order to confirm that the conditions of the approved application have been met. This process will continue under the draft policy for Verges and Verge Guidelines.

However, beyond the initial inspection it is recommended that the Council implement an active monitoring where an abandoned, unmaintained, unauthorised planted verge is brought to the attention of Council staff to enforce conditions or the Policy. Establishing spatial records of approved and unapproved applications and following up on breaches of the Policy and Guidelines wo;; need to be undertaken within existing resources.

#### 2. Extension of Footpath Construction and Reconstruction program

In addition to verge conversions applied for as described above, the Footpath Construction and Reconstruction program will be used to further offer this same service (excavation and loam supply).

The Council's Asset Register provides a guide for the annual investment in the Council's assets to ensure that the quality and standard of the City's infrastructure such as footpaths are maintained and meet community expectations. The Capital Works Program developed from the Asset Register prioritises ageing footpaths for renewal and on average 6.5 kilometres of footpath undergoes renewal each year. The works are undertaken by contractors and overseen by Council staff. The current process for upgrade of footpaths includes the laying of pavers and retaining and "topping up" the existing verge material (dolomite or quartzite). Footpath works may also be done in conjunction with kerb and gutter works occurring in a street.

The draft Policy for Verges sets out an extension of the works the Council is able to offer when a footpath is being comprehensively upgraded, whereby Council staff notify properties in the lead up and start of a financial year of a new 'opt-in' verge conversion process. The Council will, at the time of footpath renewal, excavate and replace the compacted dolomite or quantize in front of their property with fresh loam for property owner who have 'opted in' and intend greening the verge adjacent their property.

The property owners or another party are still required to submit an application for a Section 221 Permit to Landscape a Verge and this must be lodged and approved in advance by the date set out in the initial notification. This will allow the applications to be co-ordinated and timed as a collective group of applications, to ensure timely assessment and issuing of Permits, prior to the Council undertaking excavation of compacted material, dumping of material and supply of new loam material. An incentive for the property owner, compared to the current system, is that the Council would incur the physical labour and costs of undertaking the preparatory work rather than the property owner.

As per the Verge Greening Incentive trial, the Council would not supply or assist with design, purchasing or establishing any plants, lawn or irrigation, these would remain the responsibility of the property owner and require approval as part of the Authorisation to Landscape a Verge Application.

Enabling property owners to 'opt-in' for loam via the Capital Works Program is a strategic and proactive approach which the Council can take to green streets, with some additional material and labour costs, with efficiencies due to this occurring all at the same time, when contractors and equipment are already scheduled to be in the street.

### 3. Draft Verges Policy and Guidelines

There is currently no policy guiding the treatment of verges, only the Guidelines that were developed in 2016. Clarity is required in a policy to address the matters set out in this report.

The Verge Guidelines have also been amended to provide property owners and other parties with guiding details and conditions when applying to green a verge. Additional information for property owners, individuals and groups, have been included:

- shared verge or similar;
- bin pad / path materials;
- food cultivation;
- street trees;
- street sweeping;
- water conservation and plant selection guide; and
- design resources.

The Verge Guidelines reiterate the Policy position and outline that property owners can apply to alter either verge adjacent to their property, individuals with permissions from the property owner can alter a verge and groups can, with permission from the adjacent property owner, alter a verge. It also outlines the Council's responsibilities and the responsibilities of the property owner and insurances required.

### 4. Monitoring and Enforcement

Historically, a large number of verge conversions have been undertaken by adjoining properties prior to formalisation of guidelines and policy. A further unknown quantity have been installed without authorisation since the Council's Guidelines have been in place (2016), however no active enforcement has been taken on these due to the absence of a formal Policy to guide monitoring and enforcement measures.

The draft Verges Policy now sets out the proposed framework for Council's activities in dealing with unauthorised and non-compliant verge developments.

Internal staff responsibilities and workflow processes will be required to be developed and implemented as a result of adoption of this Policy. Spatial data mapping the location of authorised and non-authorised verges is recommended as a monitoring tool to be used to form part of any future management system.

## **OPTIONS**

The Council can choose to implement its desired 'proactive' approach to greening of verges through the measures described in this report, namely a trial incentives program, an extension to the footpath renewal program, new Policy for Verges and amended Verge Guidelines and actively monitor and enforce the Policy and Guidelines.

The Council can choose to alter the parameters, scope, budget or Policy detail from the details described in this report and the attachments.

The Council can choose to adopt the 'proactive' approach to greening of verges with trial incentives through the proposed Policy for Verges and amended Verge Guidelines with changes.

Alternatively, the Council can resolve to maintain the 'status quo' by maintaining a 'reactive' and low key approach to the greening of verges with minimal promotion and no incentives for citizens and no enforcement action.

## CONCLUSION

The proposed Verges Policy, Guidelines and Authorisation to Landscape a Verge Application Form and conditions provides residents and or another party with the ability to green verges in front of their property or at another location. The documentation provides the Council with a framework, conditions and requirements of each party and mechanisms to undertake a more 'proactive' rather than 'reactive' approach to greening verges.

This approach also maintains the current status quo of residents being responsible for bearing the cost of purchasing plants and maintaining their converted verges, but it also provides some considerable practical incentives to encourage a greater take up of planted verges.

The proposed shifting from a 'reactive' to 'proactive' approach to the greening of verges is on the basis of implementing the following measures:

- modifying its Capital Works Footpath Renewal Program practice to enable residents to 'opt in' to planted verges, with the Council bearing the cost of excavating and removing existing compacted materials and spreading loam;
- trialling incentive (with capped funding) towards a Verge Conversion Program, to encourage citizens to plant verges by bearing the cost of excavating and removing existing compacted materials and spreading loam, subject to meeting eligibility criteria; and
- proactively enforcing unauthorised, non-compliant and hazardous verge conversions.

## COMMENTS

This new approach sets a clear direction for encouraging the conversion of verges into sustainable and appealing green spaces through policy, guidelines, incentives, monitoring and enforcement.

The draft Policy seeks to introduce clear expectations around the standards for implementation and maintenance of verges by property owners. The initial enforcement actions will be focussed on rectifying locations where verge installations use artificial grass or pose a threat to property damage or public safety. Other Councils across Metropolitan Adelaide take varying degrees of action against the use of artificial turf. The draft Policy, if adopted, sets out an escalating scale of enforcement actions for the removal of artificial turf beginning with engagement with the property owner, encouragement to replace with suitable 'living' vegetation, followed by a request for removal and ultimately where not complied with, removal by the Council. There may be some individual owner resistance to this level of enforcement, however to ensure responsible environmental outcomes and equity in compliance with this Policy, the Council will have to accept some level of objection.

The attached draft Policy is required to be reviewed within twelve months of adoption. At this time, a report will be prepared for Council reviewing the implementation of the Policy, take up rate of verge conversions, resourcing issues and any issues arising from the approach to monitoring and enforcement and make recommendation for amendments, alterations or substitution of a new Policy if considered necessary.

## RECOMMENDATIONS

1. That the Council endorses the Verges Policy and amended Verge Guidelines as contained in Attachment A.
2. That the Council notes that a Project Definition will be submitted for consideration (\$25,000) in the 2021-2022 Budget for a Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved Applications to green verges on a 'first come first served' basis, subject to such Applications meeting eligibility criteria.
3. That the Council notes that it is proposed to extend the Civil Capital Works Program in 2021-22 by \$18,000 to cover the cost of additional works to approved verges (on an opt-in basis) as part of the annual Footpath Construction and Reconstruction program.

## **Attachments – Item 11.1**

# Attachment A

## Verges Policy and Implementation Framework

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*City of*  
**Norwood  
Payneham  
& St Peters**




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**NAME OF POLICY:** Verge Landscaping and Maintenance Policy & Guidelines

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**POLICY MANUAL:** Governance

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## BACKGROUND

Verges (or nature strips) are important components of the City of Norwood Payneham & St Peters' streetscapes and assist in defining the character and visual appeal of local streets. Footpaths and verges also provide a space for safe pedestrian and cyclist movement; vehicular access to private properties; accommodate public assets and amenities including street trees, furniture, bus stops and street lights; and above and below ground infrastructure such as water, sewer, gas, electricity and telecommunications.

The Council's standard treatment of verges is dolomite (or quartzite in St Peters, Evandale, Hackney, College Park, Joslin, Stepney and Maylands), or in certain circumstances such as main arterial roads, full width paving from front boundary to kerb. As public land adjacent a roadway, the verge space also has an important role to play in providing unimpeded access to the public road network and safe sightlines to traffic.

As urban infill continues to increase across the City, there is growing demand from citizens and community groups to landscape verges. The increased green space that landscaped verges provide can assist in providing shade and absorbing heat from hard surfaces. Landscaped verges can help to mitigate the effects of increased temperatures and this is particularly important as the frequency and intensity of heatwaves is predicted to increase. Landscaped verges can also provide additional flora for biodiversity and food for local fauna.

Landscaped verges can soften the appearance of surrounding hard surfaces and add visual appeal to property frontages and streetscapes.

This policy sets out the requirements for property owners and other parties who are seeking to use Council verge space for planting and landscaping whilst not compromising public safety.

## DISCUSSION

The Council owns the land between the front property boundary and the road, including the verge. The term "verge" generally refers to the strip between the footpath and the kerb, but for the purposes of this policy can also include a small width of public land between the front property boundary (usually fenced) and the footpath. The Council is responsible for laying footpaths, planting and maintaining street trees in verges and maintaining footpaths and verges in good condition.

Pursuant to Section 221 of the *Local Government Act 1999* (the Act), a person must not make an alteration to a footpath or verge unless authorised to do so by the Council. An 'alteration' includes, for example, planting vegetation, replacing surface materials in the verge and installing any structures or objects.

This Policy provides for individuals or groups to apply for authorisation from the Council to landscape a verge in the City, subject to compliance with the conditions set out in this Policy and Guidelines. Individual applications to landscape a verge can be made by the property owner, occupier or developer of a relevant property (residential or commercial), while group applications can be made by local community groups (e.g. residents associations) or strata corporations.

Individuals and groups are unable to apply to landscape a verge on arterial roads owned and maintained by the Department of Infrastructure and Transport.

The objective of the Policy is to:

- set clear guidelines for verge landscaping applications, to ensure that landscaping works do not:
  - detract from the amenity of the streetscape;
  - pose an undue risk to public safety; and
  - interfere with or compromise existing Council infrastructure including street trees;
- increase vegetation cover across the City (by removing hard compacted surfaces) to provide a cooling effect during hot summer weather and increase rainwater infiltration to support soil moisture and street tree health;
- detail any incentives that the Council may offer to support individuals or groups seeking to landscape a verge; and
- detail the enforcement actions the Council will follow regarding unmaintained verges, unauthorised verge landscaping works and lapsed verge Authorisations.

## KEY PRINCIPLES

One of the key outcomes in the Council's *CityPlan 2030*, is "*Environmental Sustainability – A leader in environmental sustainability*", which this Policy directly contributes to.

The key principles upon which the Policy is based include:

- the Council enables individuals and groups to apply to landscape verges in the City subject to assessment and compliance with the conditions set out in this Policy and Guidelines; and
- the applicant is responsible for undertaking the verge landscaping works and ongoing maintenance at their cost and assumes all responsibility for the landscaped verge.

## POLICY

### Authorisation considerations

This Policy should be read in conjunction with the attached Guidelines for Landscaping Verges and the Council's Authorisation to Landscape a Verge Application Form and Conditions.

An applicant must not commence works to landscape a verge until an Authorisation has been granted by the Council and work must be undertaken in accordance with any conditions imposed by the Council.

An Authorisation to landscape a verge will only be granted where the applicant agrees to maintain the landscaped verge in accordance with the conditions of this Policy and Guidelines and the Authorisation.

The Council enables individuals and groups to establish landscaped verges directly adjacent to their property and in some circumstances, a verge in another location that is not directly adjacent to their property (e.g. a verge at the end of a dead end street, or a number of verges along a street).

Any landscaping of a verge must allow for the safe placement and collection of kerbside waste bins as outlined in the Council's *By-law No 6 Waste Management By-law 2018* or by the service provider.

Other than where the Council has approved assistance through its incentives program (as set out in this Policy) or as part of the Council's annual Capital Works Footpath Construction and Reconstruction Program, the total cost for the verge alteration and landscaping, including any associated work required to the road or footpath, is to be met by the Authorisation Holder.

Authorised landscape works must be carried out by the Authorisation Holder within twelve (12) months of the date that the Authorisation is granted and the Council must be notified upon completion of works, otherwise the Authorisation will lapse.

In the Council's assessment of an Authorisation to Landscape a Verge Application, considerations will include (but not be limited to) the effect of the proposal on existing street trees and other vegetation, permeability of the verge following the proposed landscaping, future Council works or capital upgrades scheduled for that location, the capacity of the applicant to maintain the verge on an ongoing basis, accessibility for pedestrians, public and road safety, and the streetscape amenity of the locality.

The Council will also consider any Authorisation to Landscape a Verge Application in the context of the Council's *Tree Policy* and the Council reserves the right to plant street tree(s) in a verge or footpath at any time at its discretion.

The Council will also consider any Authorisation to Landscape a Verge Application in the context of the Council's *Footpaths and Driveway Crossovers Policy*.

For individual applicants that are occupiers or tenants of a property, the applicant must notify and obtain written consent from the property owner to the Authorisation to Landscape a Verge Application.

For individual or group applicants that seek to landscape a verge in a location that is not directly in front of their property, the applicant(s) must notify and obtain written consent from the property owner(s) adjacent to the verge to the Authorisation to Landscape a Verge Application.

### **Installation and maintenance obligations**

Following receipt of Authorisation from the Council to landscape a verge, the Authorisation Holder must ensure that the landscaping works are carried out and that the verge is maintained in accordance with the terms of the Authorisation and the attached Guidelines (including, e.g., in relation to plant selection, watering, and passenger and pedestrian access).

In carrying out or maintaining the verge landscaping works, the Authorisation Holder must not interfere with or cause damage to any Council-owned road, land or property (including, e.g., the footpath, kerb, Council vegetation, street furniture or other infrastructure) and the Authorisation Holder will be required to rectify any such damage at their cost, in accordance with the conditions of the Authorisation.

Where a verge is not maintained in accordance with the conditions of the Authorisation or this Policy and Guidelines, the Council will give written notice to the Authorisation Holder requiring them to maintain the verge and rectify the non-compliance within twenty-eight (28) days (unless a shorter period is required to protect public health or safety). This may include, for example, a requirement to prune vegetation or remove an unauthorised planting. If the Authorisation Holder fails to resolve the non-compliance, a further two (2) written notices will be issued requiring the breach to be remedied, pursuant to the terms of the Authorisation.

Further non-compliance may result in the Council taking action to remedy the breach at the cost of the Authorisation Holder or cancelling the Authorisation, in accordance with the terms of the Authorisation. If the Authorisation is cancelled, the Authorisation Holder is required to remove all landscaping from the verge and reinstate the verge to its prior condition at their cost in all respects, pursuant to the conditions of the Authorisation.

Where an imminent risk is posed to public health or safety as a result the Authorisation Holder's breach, the Council may take immediate action to rectify the breach and/or cancel the Authorisation without prior notice.

Where an Authorisation Holder is unable or chooses not to maintain the landscaped verge, the Council will consider an approach by another individual or group (e.g. a neighbour or a Residents Association) who wishes to assume responsibility for maintenance of the verge. A new Authorisation will be entered into with this individual or group.

Monitoring will be undertaken by the Council to ensure that landscaped verges are maintained in accordance with the conditions of the Authorisation and this Policy and enforcement action will be prioritised for verges which are identified as providing a risk to property or public safety.

Where an Authorisation Holder fails to complete the approved landscaping works in accordance with the Authorisation within a period of twelve (12) months from the date of approval, or two (2) months following depositing of loam in the verge by the Council, the Authorisation will lapse and the Authorisation Holder will be required to reinstate the verge to its prior condition or seek a new Authorisation from the Council immediately.

### **Unauthorised verge landscaping**

If the Council becomes aware of an unauthorised landscaped verge (i.e. an individual or group has landscaped or undertaken other works to a verge without obtaining Authorisation from the Council), the Council will contact the adjacent property owner, requesting that an Authorisation to Landscape a Verge Application Form is submitted retrospectively by that individual (or another individual or group who are identified as being responsible for the landscaped verge).

If the unauthorised landscaped verge meets the requirements of this Policy and Guidelines, the application will be approved and an Authorisation granted by the Council.

If the unauthorised landscaped verge does not meet the requirements of this Policy and Guidelines, the individual or group responsible for undertaking the unauthorised landscaping works will be requested by written notice to either undertake works to rectify the non-compliance and enable an Authorisation to be granted, or to reinstate the verge to its prior condition, within twenty-eight (28) days (unless the Council considers that a shorter period should apply to protect public health or safety). If the rectification or remediation works are not undertaken within the required timeframe, a further two (2) written notices will be issued to the applicant requiring the works to be undertaken, pursuant to the terms of the Authorisation.

Following a further non-compliance with these notices, or where the Council is unable to locate the individual or group responsible for undertaking the unauthorised landscaping works, the Council reserves its right to take action to remove the landscaping and any associated structures from the verge and to reinstate the dolomite or quartzite rubble (dependent upon location), with the costs to be recovered from the individual or group responsible for undertaking the unauthorised landscaping works as a debt, pursuant to Section 234(1)(a) of the Act.

The Council reserves its right to take further enforcement action in relation to an unauthorised landscaped verge pursuant to the Act or otherwise at law, including where an imminent risk is posed to public health or safety.

The Council will prioritise the identification and enforcement of verges that present a risk to property or public health or safety and verges installed with artificial lawn.

### **Council access and works to landscaped verges**

The Council reserves the right to access and/or undertake works to alter a landscaped verge at any time in connection with Council works on the road or footpath (including, e.g. for widening, drainage, paving, maintenance of Council infrastructure or services, pruning of vegetation, or other purposes) and will endeavour to provide reasonable notice to the Authorisation Holder prior to undertaking works.

Other service providers also maintain the right to access underground services located within the footpath and verge at any time and without notice, pursuant to their legislative obligations.

When undertaking works in a landscaped verge, the Council will take reasonable steps to avoid damage to the Authorisation Holder's landscaping and to reinstate the verge to the condition it was in prior to works being undertaken (to the extent practicable). Compensation will not be provided to the Authorisation Holder in relation to any alteration or damage caused to the Authorisation Holder's landscaping in the verge as a result of the Council's access or works.

### **Indemnity and insurance**

The Council will not be liable for any injury, damage or loss to persons or property which may arise from or in relation to the granting of an Authorisation to Landscape a Verge, including the undertaking or maintenance of landscaping works to the verge by the Authorisation Holder, in accordance with the terms of the Authorisation.

The Authorisation Holder will not be covered by the Council's insurance in relation to the undertaking or maintenance of landscaping works to the verge under the Authorisation and should consider the requirements set out below and in the terms of the Authorisation:

- where the Authorisation Holder is an individual, they may consider extending their domestic insurance coverage to include the verge in front of their property;
- where the Authorisation Holder is individual or group that has applied to landscape several verges or a verge in another location (i.e. not directly in front of the Authorisation Holder's property), the Council will require the Authorisation Holder to provide evidence of public liability insurance for at least the amount of \$20,000,000 for each claim; and
- where the Authorisation Holder is a party that has been established under the auspices of another incorporated association (e.g. a local Residents' Association), the name of the group must be listed on the Insurance Certificate of Currency provided by the 'head' organisation.

### **Transfer of Authorisation**

An Authorisation to Landscape a Verge granted by the Council is not transferable.

Where the Authorisation Holder is the owner or occupier of a property and the property is sold or leased to another person, the Council will terminate the Authorisation and either require the Authorisation Holder to remove the landscaping and return the verge to its prior condition (i.e. to dolomite or quartzite rubble, dependent upon the location) at the cost of the Authorisation Holder, or the Council will seek to enter into a new Authorisation with the new property owner or tenant to maintain the landscaped verge.

Where the Authorisation Holder is a property developer who has landscaped a verge prior to sale of a property, the incoming purchaser should be notified of the requirement to enter into a new Authorisation with the Council to maintain the landscaped verge.

### **Capital Works Footpath Construction and Reconstruction Program**

The Council will, by way of its annual Capital Works Footpath Construction and Reconstruction Program, notify owners and occupiers of properties adjacent to the footpath of upcoming Capital Works and these persons will be provided with the opportunity to 'opt-in' for the excavation of compacted dolomite / quartzite in the adjacent verge and replacement with loam (to a depth of 100mm only) at the cost of Council, on the basis that the owner commits to landscaping the verge.

Property owners are still required to gain Authorisation from the Council prior to works commencing through the Authorisation to Landscape a Verge Application Form. A property owner wishing to 'opt-in' for the replacement of loam, must submit a completed Authorisation to Landscape a Verge Application Form for assessment by the Council by the date outlined in the primary notification.

Streets where the Footpath Construction and Reconstruction Program is scheduled to be undertaken in July and August will be notified in June (subject to the Council adopting its annual Budget). Property owners will have the opportunity to submit an Authorisation to Landscape a Verge Application Form for assessment by 30 June.

Streets with works planned after August will be notified in July, once the Council has adopted its annual Budget. Property owners will have the opportunity to submit an Authorisation to Landscape a Verge Application Form for assessment by 31 July.

The Council will not supply or assist with any landscaping of the verge (including, e.g., establishing any plants, lawn or irrigation) and this will remain the responsibility of the Authorisation Holder.

If an Authorisation to Landscape a Verge Application Form is not submitted by the date outlined in the primary notification and an Authorisation is not granted then the standard verge treatment will be provided under the Footpath Construction and Reconstruction Program (i.e. dolomite / quartzite). The Council will not return after footpath construction is completed for the relevant street to undertake replacement of the verge with loam.

### **Council support and incentives**

The Council may choose to offer in-kind support or incentives (including, e.g. excavation of existing dolomite / quartzite and depositing of loam in the verge) to support applicants along streets that are not scheduled for inclusion in the Council's Capital Works Footpath Construction and Reconstruction Program within the next five (5) years.

Preference will be given to:

- applicants who seek approval to undertake the landscaping of verges with drought tolerant and sustainable plants;
- applicants seeking to plant their own and neighbouring verges; and
- applications in areas with high surface temperatures (e.g. hotspots) or identified as socially vulnerable through urban heat mapping.

Applicants proposing landscaping with predominantly non-native lawn/grass are not eligible for support or incentives offered by the Council under this Policy.

The allocation of support or incentives for assistance in undertaking verge landscaping works will be entirely at the Council's discretion and subject to the availability of any allocated Council Budget for this purpose.



## GUIDELINES FOR LANDSCAPING OF COUNCIL VERGES

### Design

The Council does not provide assistance with design and horticultural advice. Recommended resources include:

- Botanic Gardens of South Australia Plant Selector
- Green Adelaide (previously Natural Resources Adelaide and Mt Lofty Ranges) Adelaide gardens, A planting guide.
- City of Unley's Unley Verges Planting Guide

When designing a landscaped verge it shall not result in a net increase of impermeable material of more than 20% of a verge directly adjacent to one property.

A path, unplanted or lawned area is able to be considered for the purposes of a bin stand area for placement of kerbside bins on collection day.

### Plant selection

Council encourages plants that are:

- suitable for local site conditions considering the existing soil type, rainfall and site orientation
- hardy and long lived species
- non-invasive
- drought tolerant
- able to withstand occasional pedestrian traffic.

Consider using local native species that are well adapted to the climate and provide valuable food and habitat to birds and other wildlife. For information about local native species and their maintenance requirements, download: [Common Local Native Species of the Adelaide Plains Brochure](#). Your local nursery can also assist with species selection.

For verges within Kent Town plant selection should be selected from the [Kent Town Public Realm Manual](#) page (70 – 71) to support Kent Town's unique sense of place and character which is to be reinforced with elements that provide a distinctive, consistent and attractive aesthetic.

To maintain safe lines of sight along your street, select plants that don't grow taller than 750mm from bottom of "water table". Low groundcovers are ideal as they create a dense cover which discourages weeds and allows clear sight lines.

To protect public safety, select plants that do not have prickles, spines or thorns. Similarly, do not use plants declared as pests or that are poisonous.

It is illegal to plant declared pest plants (weeds) that are regulated under the *Natural Resources Management Act 2004*, as they pose a significant threat to agriculture, the natural environment and public health and safety. A list of declared plants (weeds) and known invasive species information is available on the [Primary Industries and Regions SA \(PIRSA\)](#) website.

Trees are not allowed to be planted by Authorisation Holders, street trees are the responsibility of the Council. If the verge being landscaped does not have a street tree, please contact the Council and request a street tree. If a street tree can be planted, it will be planted in accordance to the Council's *Street Tree Policy*.

### Lawn

The Council encourages choosing native grasses or water-wise turf varieties that will cope with heat and drought for example *Dichondra repens* (common names Kidney Weed or Tom Thumb).

Artificial lawn or turf is not permitted (for current and retrospective applications). Artificial lawn or turf can affect soil health and lead to an increase in the urban heat island effect by absorbing the heat from sunlight and then emitting this built up heat at a later stage. It also reduces water infiltration, which leads to less available water for street trees and an increase in stormwater runoff.

If the Council identifies a verge with artificial lawn or turf it will request in writing the removal of the material at the cost of the adjacent property owner. No compensation will be provided to the property own or another party.

### **Food cultivation**

The Council does not allow water based edible plants (including tree species) that can absorb herbicides from current and historic spraying of weeds and other contaminants through the soil profile. Furthermore food cultivation on the verge is not considered hardy and long lived or drought tolerant species.

If residents are interested in food cultivation in public spaces, please contact the Linde Community Garden.

### **Street Trees**

Verge landscaping must not impede the maintenance or impact on condition of street trees. Monitoring and compliance action will be prioritised to rectify the unauthorised installation of artificial lawn or turf.

When digging, be very careful not to damage the root system of any street trees. To achieve this, excavate by hand around the base of the tree and ensure no roots are damaged.

All works must comply with [AS4970-2009 Protection of Trees on Development Sites](#). Failure to protect trees from development may result in tree damaging activity. This may lead to prosecution.

Design of the landscaped verge needs to consider any existing trees and must allow permeable and / or un-planted area around the tree of at least 1.5 square metres or relative structural root zone.

If the verge being landscaped does not have a street tree, please contact the Council and request a street tree. If a street trees can be planted it will be planted in accordance to the Council's *Street Tree Policy*.

### **Installation**

Verge landscaping must not impede the maintenance or condition of any underground infrastructure or other existing infrastructure, including (but not limited to) underground pipes and wires.

The applicant is responsible for the detection, alteration, or damage to any underground or other services because of excavation for the verge landscaping. Prior to digging, contact Dial Before You Dig on 1100 to determine the presence and location of underground pipes and cables under the verge.

Keep tools and other items off the road and footpath to prevent obstruction and safety hazards. If you need to temporarily close off part of the footpath, you'll need to obtain an Authorisation to *Alter and Use a Public Road / Footpath* includes hoarding from the Council before you do so.

To prevent stormwater pollution, materials such as soil or mulch must be swept up from hard surfaces such as the footpath and gutter.

The applicant is responsible for all works and costs associated with the planting of the verge, including the replacement of existing verge material with appropriate soil, and the proper disposal of any excess material.

### **Watering**

When preparing the verge, ensure that soil levels are flush with the adjacent footpath or ideally, slightly lower. You are encouraged to shape the soil level into a slight depression in the middle of the verge. This will help collect water when it rains and will also assist to retain soil and mulch in place.

To help retain moisture and reduce weeds, consider applying mulch to a depth of 50-100 mm. However, ensure that mulch is not heaped around or placed against plant stems or tree trunks to avoid risk of decay and disease from excess moisture.

Drip irrigation is permitted, however, the pipework will need to go under the footpath at the Authorisation Holder's expense and will need prior approval from the Council (please complete the *Authorisation to Alter and Use a Public Road / Footpath* – Application Form).

Ensure the irrigation system does not pose a trip hazard. Please also note that the footpath will need to be reinstated and irrigation removed upon expiry of this Authorisation.

The operation, maintenance, repair, or damage caused is the owner's responsibility. No liability will be accepted by the Council.

### **No weed spray register**

The Council regularly sprays weeds on footpaths and on compacted rubble/dolomite verges. The Council won't spray developed verges that have been landscaped by the resident, once developed it is the Authorisation Holders responsibility to maintain the verge.

## Maintenance

Once developed, it will be the Authorisation Holder's ongoing responsibility to maintain the verge garden in a manner that is safe and tidy. This includes watering, mowing, weeding, pest and disease control, pruning and replacement of material/plants.

To maintain safe sight lines for motorists, pedestrians and cyclists, the Authorisation Holder must keep plantings lower than 750mm in height. Also to maintain public safety, the Authorisation Holder must ensure that verge plantings do not encroach onto the adjacent footpath or roadway.

All vegetation is kept clear of other infrastructure, including but not limited to kerbing, footpath, driveways, sign, pits, trees, stobie poles and lighting columns.

Grass is to be kept short and the Council encourages removing grass from the collar of street trees by hand or by spraying; edge trimmers are not recommended as the nylon cord can damage the trunk.

If the verge garden becomes untidy, hazardous, and or an eyesore, the Council will approach the Authorisation Holder requesting that maintenance is improved, failing which, the Council may remove the landscaping and replace it with suitable materials (materials will be at the Council's discretion, considering the local streetscape) at the cost of the Authorisation Holder.

By law, residents are obliged to ensure that pollutants, including green waste (e.g. lawn clippings, leaves, and prunings), do not reach the stormwater system from your property or verge. Green waste (garden waste) must not be swept, blown, hosed or left on the verge, street or gutter. Instead, rake or sweep garden waste, use it as mulch, compost it or place it in your green organics bin.

Pesticides, herbicides and fertilisers must not be used near any stormwater drains. This is particularly important around areas such as verges and driveways that may flow into the stormwater system. Even those labelled 'non-toxic' must not go into the stormwater system. Use chemicals sparingly and avoid using during periods of rain or when rain is forecast in the next 24 hours. Do not spray under windy conditions; the wind may transport the spray into the stormwater system.

## Passenger and Pedestrian access

The design needs to allow for passengers to be able to exit vehicles parked at the kerbside without stepping on plants. This can be achieved by:

- installing an unpaved path at least 1.2m wide, and/or
- leaving an unplanted area on the verge adjacent the kerb (extending at least 0.5m from kerb).

The unplanted area or path may comprise pavers, gravel, lawn, mulch or a similar material and must not create a trip hazard.

The unpaved path or unplanted area can also be used for your kerbside bins on collection day.

All paving materials used with the verge must be consistent with the Council *Footpath and Driveway Crossover Policy*. Hence a path that is paved for purpose of access from the front gate of the property to the kerb will not be retained or considered in design due to no designated parking spaced along the Council streets. Stepping stones to big pad or other area may be considered.

Plants planted between the property boundary and footpath must not encourage on the footpath and must allow reasonable pedestrian access.

## Street Sweeping

The Council uses blowers to move leaf material away from property boundaries, footpaths, verges and from underneath parked vehicles to the middle of the road, where it can be collected by the street sweeper.

Landscaping of a verge will result in modification to the street sweeping program. This service will no longer be extended to Authorisation Holder properties as this service has the potential to damage vegetation, or cause loss or contamination of mulch to verge gardens.

It will be the responsibility of Authorisation Holder to ensure leaf litter and other organic material is not swept, blown, hosed or left on the verge, street or gutter. Instead, rake or sweep garden waste, use it as mulch, compost it or place it in your green organics bin.

**Other safety conditions**

Built structures and sharp objects such as rocks, stakes, star pickets, bollards, supporting frames, raised garden beds, planter boxes, retaining walls and lattices cannot be placed on the verge.

All landscape works shall comply with all applicable industry standards and with health and safety standards.

Landscaping materials must be flush with the adjacent footpath and not mounded higher. It may consist of paths, stepping stones that are accessible and negotiable by pedestrians.

## 11.2 REVIEW OF POLICIES

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA61370  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of the report is to present a number of draft policies to the Council for consideration and adoption.

### BACKGROUND

Policies, Codes of Practice and Codes of Conduct are important components of a Council's governance framework. Policies set directions, guide decision making and inform the community about how the Council will normally respond and act to various issues.

When a decision is made in accordance with a Council policy or code, both the decision-maker and the community can be assured that the decision reflects the Council's overall aims and principles of action.

Accordingly, policies and codes can be used in many contexts to:

- reflect the key issues and responsibilities facing a Council;
- provide a policy context and framework for developing more detailed objectives and management systems;
- guide staff and ensure consistency in delegated and day-to-day decision-making; and
- clearly inform the community of a Council's response to various issues.

It is therefore important that policies remain up to date and consistent with any position adopted by the Council.

As such, a review of the Council's Policies commenced some months ago and to date a number of policies have been reviewed, updated and amended and a number are in the process of being updated prior to presentation to the Council for consideration and adoption.

To date, the following policies have been reviewed and updated and adopted by the Council over the last few months:

- Access & Inclusion
- Access to Meetings & Documents
- Asset Capitalisation & Depreciation
- Asset Impairment
- Asset Management
- Asset Revaluation
- Bad Debt Write-Off
- Bank Accounts
- Budget
- Budget Review
- Building Inspections
- Charges - Reinstatement of Public Utilities
- Civic Bands & Orchestra
- Civic Recognition
- Code of Conduct for Council Members - Complaint Handling Procedure
- Community Consultation
- Community Funding
- Community Gardens
- Community Information

- Complaints Handling
- Conditions of Library Use
- Council's Role in Markets
- Credit Card
- Credit
- Development Assessment & Development Compliance Reporting & Monitoring Policy
- Directional Signage
- Display of Business Merchandise & Objects on Council Footpaths
- Disposal of Land & Assets
- Elected Member Access to Legal Advice
- Elected Member Allowances & Benefits
- Elected Members Electronic Communications Policy
- Elected Member Training & Development
- Emergency Disaster Donations
- Expenditure
- Fees & Charges
- Footpath and Driveway Crossover Policy
- Fraud, Corruption, Misconduct & Maladministration Prevention
- Fringe Benefits Tax
- Funding
- Goods & Services Tax
- Informal Gatherings
- Internal Control
- Irrigation
- Library Collection Development
- Live Music
- Local Government Elections Caretaker
- Local Area Traffic Management
- Naming of Roads and Public Places
- Order Making
- Outdoor Dining
- Payments
- Petty Cash
- Planning Approval Compliance & Development Complaint Handling Policy
- Plaques, Monuments & Memorials
- Privacy
- Private Laneways Policy & Procedure
- Procurement
- Prudential Management
- Public Art
- Public Interest Disclosure
- Public Liability Insurance for Community Groups when Hiring Council Owned Facilities
- Rate Rebates on Council Land Leased or Licensed
- Rate Rebate
- Rating
- Reinstatement of Council Infrastructure by Public Utilities
- Removal and Impounding of Vehicles
- Requests for Services
- Review of Decisions
- Risk Management
- Salaries & Wages Administration
- Smoke Free
- Social Media
- Temporary Road Closures for Non-Council Initiated Events
- Tennis Facilities

- Treasury Management
- Unreasonable Complainant
- Volunteer Management

The following policies have also been reviewed, however these policies have been revoked on the basis that due to the nature of the subject matter and/or the subject matter has been incorporated into other policies, these policies are redundant and therefore no longer required:

- Cat
- Community Care Services
- Council Land Rebates – Community Facilities
- Disability
- Disposal Small Plant, Equipment & Furniture
- Donations & Community Grants
- Graffiti Removal
- Honorary Freedom of the City Award (incorporated into the Civic Recognition Policy)
- Kerbside Numbering
- Library Service Code of Conduct
- Permits and Authorisations for Private Use of Local Government Land
- Petitions
- Register of Parking Controls – Fees
- Requests for Reports
- Traffic Management
- Telephone
- Whistleblower

The following policies have also been reviewed and revoked as these policies have been consolidated into the new *Footpath and Driveway Crossover Policy*:

- Footway Construction – At Request of Residents Policy;
- Footway Construction – Notification of Work Policy;
- Footway Paving Policy;
- Footway Widths Policy; and
- Residential Crossovers Policy.

The Community Consultation Policy has been reviewed and, where required, amended and updated to ensure that the Policy meets current standards and reflects the Council's requirements:

A copy of the draft Community Consultation Policy is contained within **Attachment A**.

In addition, a new *Code of Conduct for Council Members - Complaint Handling Procedure* has also been prepared for the Council's consideration and adoption.

A copy of the draft *Code of Conduct for Council Members - Complaint Handling Procedure* is contained within **Attachment B**.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

## DISCUSSION

### Community Consultation Policy

The *Community Consultation Policy* is an existing Policy.

The development and endorsement of a *Community Consultation Policy* is a requirement of the *Local Government Act 1999* (the Act).

The Policy provides a framework for the organisation to ensure a deliberative approach to community consultation and engagement, based on the topic or issue upon which engagement and consultation will be occurring and affirms the Council's commitment to a range of methods which may be used when undertaking consultation.

Section 50(6) of the Act, (set out below), specifies that a council must undertake community consultation prior to the alteration or substitution of a public consultation policy.

- (6) *However, before a council—*
- (a) *adopts a public consultation policy; or*
  - (b) *alters, or substitutes, a public consultation policy, the council must—*
  - (c) *prepare a document that sets out its proposal in relation to the matter; and*
  - (d) *publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and*
  - (e) *consider any submissions made in response to an invitation under paragraph (d).*

Notwithstanding the requirements of Section 50(6), Section 50(7) of the Act stipulates the following:

- (7) *A council is not required to comply with subsection (6) in relation to the alteration of a public consultation policy if the council determines that the alteration is of only minor significance that would attract little (or no) community interest.*

Following the review of the current Policy, the most notable change recommended to the Policy is the removal of the reference to the Messenger Newspapers (page 6 of the draft Policy), as the Messenger Newspapers are no longer in production. Other than this change, only minor amendments and formatting changes are recommended.

As the proposed changes have not altered the intent or key requirements of the Policy, the draft Policy does not require public consultation as part of this review.

A copy of the draft *Community Consultation Policy* is contained within **Attachment A**.

### Code of Conduct for Council Members - Complaint Handling Procedure

The *Code of Conduct for Council Members* (the Code) was published in the South Australian Gazette on 18 August 2013, pursuant to Section 63 of the *Local Government Act 1999* (the Act), and applies to all Elected Members in South Australia.

The Code sets out the standards of behaviour which every Elected Member must observe when carrying out their functions and duties as a **public officer**.

The Code provides that each Council will adopt a process for the handling of alleged breaches of Part 2 of the Code, the Behavioural Code.

The draft Procedure has been prepared in accordance with the Council's obligations under Part 2 of the Code, to ensure a consistent, fair and equitable process for receiving and managing complaints made under the Code

A copy of the draft *Code of Conduct for Council Members - Complaint Handling Procedure* is contained within **Attachment B**.

## **OPTIONS**

The Council can determine not to endorse the draft Policies, however as the draft Policies have been prepared to meet legislative requirements, and manage particular matters in accordance with the Council's position, it is recommended that the Council adopts the draft Policies as presented.

## **CONCLUSION**

Pursuant to the principles of administrative law, a Council should not deviate from an adopted policy without a clear, substantiated reason for doing so.

## **COMMENTS**

As stated previously, Section 50 (7) of the *Local Government Act 1999* sets out that a council is not required to undertake community consultation in relation to the alteration of the Community Consultation Policy if the Council determines that the alteration is of a minor nature that would attract little (or no) community interest.

As the changes to the *Community Consultation Policy* reflect minor amendments and those changes have not altered the intent or key requirements of the Policy, it is recommended that the Council determine that the draft Policy does not require public consultation as part of this review.

There is no legislative requirement to consult in respect to the draft Code of Conduct for Council Members - Complaint Handling Procedure.

## **RECOMMENDATION**

That the following Policies be adopted:

1. Community Consultation Policy (Attachment A); and
2. Code of Conduct for Council Members - Complaint Handling Procedure (Attachment B).

## **Attachments – Item 11.2**

# Attachment A

## Review of Policies

## Community Consultation

---

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*City of*  
**Norwood  
Payneham  
& St Peters**



City of  
Norwood  
Payneham  
& St Peters

**NAME OF POLICY:** Community Consultation

**POLICY MANUAL:** Governance

## BACKGROUND

Section 50 of the *Local Government Act 1999*, requires that the Council must develop a Public Consultation Policy and specifies the minimum standards regarding community consultation. This is expressed both in terms of the activity (for example, changes to the basis of rating) and the type of consultation (for example, public notification in a newspaper and the calling of submissions).

Notwithstanding the provisions of the *Local Government Act 1999* (the Act), and other relevant legislation, the Council has a number of policies which require or may require consultation to be undertaken in certain circumstances.

The Council has identified that community engagement and consultation is important and indeed fundamental to its role and is committed to enhancing the methods and techniques which are used when engaging with the community across a broad range of issues. It is also recognised that the community is multi-dimensional and that different sections of the community respond better to certain methods of consultation and that appropriate structures are necessary to enable input by the community to be made.

## KEY PRINCIPLES

In shaping the Key Principles for this Policy, it is recognised that engagement and consultation is not an end in itself and that the purpose of consultation (in its broadest sense), is to provide structured or facilitated opportunities for the broad community, community interest groups and other viewpoints, to be taken into account.

Community consultation is designed to inform the decision making process, but does not involve making the decision as this rests with the Council. To this end, it is therefore not a substitute for the decision making role which forms part of the governance role of the Council.

The task of reconciling competing interests rests with the Council itself and in addition, it is important that the decisions of the Council do not alienate particular sections of the community.

The Community Consultation Policy is guided by the Council's Community Development Principles and the processes which contribute to the good governance of the City, as follows:

- Equity – We promote equality of opportunity
- Access – We are committed to removing barriers to participation and improving access to services, facilities and programs
- Participation – We encourage active involvement in community life
- Inclusion – We value diversity
- Collaboration – We value a partnership approach to achieving shared goals

Associated with the above Principles, is the adoption by this Council of the International Association for Public Participation's *Public Participation Spectrum*. (Refer to Attachment 1)

## DISCUSSION

Local Government as a level of government, is regarded as the closest and most accessible to the people. Whilst the decisions of the Federal and State Governments impact significantly on the community, it is the expectation of the community and indeed of Local Government, that the community can interact with its local council and make representations on issues which impact on them.

Local Government has a strong history of respecting the rights of its local citizens and has a number of processes which enable this to occur on a regular basis. These include Deputations to the Council, presentation of Petitions and Representation through Elected Members – the procedures for which are set out in *Code of Practice Access to Meetings & Documents*.

### The Decision Making Process

The Council is bound to make decisions that are equitable, economically, socially, culturally and environmentally appropriate, timely and in accordance with the relevant legislation.

Decisions are made, in keeping with legislative requirements, to determine:

- policies to be applied by the Council in exercising its discretionary powers;
- the type, range and scope of projects to be undertaken by Council;
- the resources which are to be made available to undertake such works and services.

Other factors are also taken into consideration when the Council is considering and ultimately making a decision on an issue. These include:

- the impact (cultural, social, economic, environmental, etc);
- any financial and resource implications for the Council.

In making decisions, the Council will have regard to a number of factors. In this respect an important factor which may be taken into account, is community opinion.

Communication between the community and the Council improves decision making and is valued by the Council, as it enables the Council to be responsive to the needs and aspirations of the local community.

Nevertheless, input derived as a result of community consultation needs to be considered in the decision making process together with a range of other factors to ensure that balanced and equitable decisions are made.

### The Purpose of Communication, Engagement and Consultation

Community engagement and consultation is an essential component of local governance, assisting the Council to govern in the knowledge that the directions have the support of the Community. Engagement and consultation is however, one component of a whole community involvement approach to governance. To ensure that engagement and consultation leads to greater information and improved decision-making processes, it needs to be undertaken in tandem with education and other partnership and communication programmes.

This Council believes that open communication, engagement and consultation with the community, will lead to community capacity building, the formation of partnerships and the development of better governance and is therefore committed to a policy and process of meaningful communication, engagement and consultation.

Community engagement and consultation is a way of supporting principles of social justice and:

- building partnerships with the community;
- providing people with a process to exercise their right to have access to information;
- providing people with the ability to contribute to and influence decisions that will affect them;

- ensuring that plans, actions and services reflect, where relevant, the aspirations of the community; and
- utilising community networks and resources.

### Definitions and Nomenclature

**"Communication"** - the act of imparting or exchanging news and information.

**"Community"** - for the purposes of this policy the term Community is used to include all residents, businesses and landowners and any other individual or organisation with an interest in the City of Norwood Payneham & St Peters. Community is used in this Policy in place of the term "public".

**"Consultation"** - the act of seeking input and feedback on specified issues and matters affecting the City.

"Engagement" - 'Community engagement' is any process *'that involves the public in problem solving or decision making and uses public input to make decisions'*. *The International Association of Public Participation, (IAP2)*

**"The Act"** - for the purposes of this Policy, the Act refers to the *Local Government Act 1999*.

### Provision of Information

To ensure that the community is well informed about all matters pertaining to the City and Council business, the Council will provide a range of culturally and gender sensitive information.

The information may be provided and distributed in a range of forms including, but not limited to:

- the Council's Newsletter, *Look East*;
- commercial print media;
- fact sheets;
- brochures;
- the Council's Website;
- the Council's E-Newsletter, *Your NPSP*;
- the Council's digital marketing platforms (ie, Facebook, Instagram, [Twitter](#));
- Library Noticeboards;
- via letterbox drops of various publications both generic and specific; and
- through public displays.

To supplement the requirements of Section 132 of the *Local Government Act 1999*, the Council has a philosophy of equity in respect to access to information and therefore, will provide information for inspection at its Principal Office, Libraries and on its web site, free of charge. -This includes all information of a non-confidential [naturematter](#) including:

- advance notice of Council and Committee meetings and meeting schedules;
- Council Meeting Agendas;
- Council Minutes;
- notice of forums;
- matters for public consultation and any supporting documentation;
- Council Policies, Procedures and By-Laws;
- Development Plans;
- Infrastructure works and special projects;
- changes (eg: suburb names, new legislation etc.)
- Council registers; and
- other administrative information.

Section 132 of the Act enables the Council to charge for copies of information. However, to ensure that there is equity in access to Council information, copies of such information will generally be provided to citizens free of charge. In cases where the provision of the information incurs a significant cost to the Council, basic cost recovery charges will apply.

All information will be provided in a timely fashion and in accordance with copyright [and privacy](#) laws.

The Council will endeavour to make all information freely available and thereby reduce the need for formal applications under the *Freedom of Information Act 1991*. However, this Policy does not replace the requirements of the *Freedom of Information Act 1991* and therefore the provisions of the *Freedom of Information Act 1991* will apply in those circumstances whereby ~~the~~ information is not [made](#) freely available [by the Council](#).

## KEY PRINCIPLES

~~In shaping the Key Principles for this Policy, it is recognised that engagement and consultation is not an end in itself and that the purpose of consultation (in its broadest sense), is to provide structured or facilitated opportunities for the broad community, community interest groups and other viewpoints, to be taken into account.~~

~~Community consultation is designed to inform the decision making process, but does not involve making the decision as this rests with the Council. To this end, it is therefore not a substitute for the decision making role which forms part of the governance role of the Council.~~

~~The task of reconciling conflicting interests rests with the Council itself and in addition, it is important that the decisions of the Council do not alienate the community.~~

~~The Community Consultation Policy is guided by the Council's Community Development Principles and the processes which contribute to the good governance of the City.~~

~~The Community Development Principles are set out below:~~

- ~~● *Equity* — We promote equality of opportunity~~
- ~~● *Access* — We are committed to removing barriers to participation and improving access to services, facilities and programs~~
- ~~● *Participation* — We encourage active involvement in community life~~
- ~~● *Inclusion* — We value diversity~~
- ~~● *Collaboration* — We value a partnership approach to achieving shared goals~~

~~Associated with the above Principles, is the adoption by this Council of the International Association for Public Participation's *Public Participation Spectrum*. (Refer to Attachment 1)~~

## POLICY

The City of Norwood Payneham & St Peters recognises that community consultation enables the Council to best meet the needs of the community, by ensuring that planning and decision making is based upon an understanding of the needs, aspirations and expectations of the community.

The objectives of effective community consultation are to:

- foster positive relations between the community and the Council;
- promote effective communication and consultation between the community and the Council;
- promote access and equity so that the community can participate in planning and decision-making processes;
- provide a framework for community involvement in City planning and decision making.
- enhance decision making – based on a comprehensive understanding of the needs, aspirations and expectations of the community;
- increase participation by citizens in the life and future directions of the City.

## Options for Consultation

There are a number of alternative methods of consultation recognised as providing the opportunity for people to have meaningful input into decision-making processes. The most appropriate process for consultation will be dependant largely on the topic or issue upon which consultation is occurring and consequently the “target market” with which the consultation will occur.

Accordingly the Council will develop specific consultation programs, ~~with regard to in accordance with~~ the *International Association for Public Participation’s Public Participation Spectrum* (IAP2) (Refer to Attachment 1) for each specific matter upon which consultation is to occur.

It is important that the broadest cross section of the community can become involved. This requires the removal of any barriers that individuals or sections of the community may face in respect to becoming involved in the consultation process. Employing a number of varied relevant consultation techniques and providing information to the community to enable discussion on the issues, is important and leads to meaningful community input and can assist to overcome these barriers.

The consultation techniques may be drawn from, but are not limited to, the following list of options and any specific consultation program may include all or some of these techniques as judged appropriate for each specific topic:

- Invitation for submissions (written and verbal) to be placed in the local media and on the Council’s website. (The time for written submission will be no less than a minimum of 21 working days and ~~will~~ may be extended subject to the complexity of the topic under consultation.)
- Letterbox drop (for example, individual letters or notices), to the community to notify of an issue.
- Public meetings/hearings/workshops and problem solving sessions.
- Focus groups.
- Questionnaires and surveys.
- The opportunity for interested persons to appear before the Council or a Committee of the Council in support of their comments.
- Publication of information brochures, booklets and papers.
- Dedicated issue based Forums.
- Information displays in public places.

All relevant documentation will be available for inspection free of charge at the Council’s Principal Office, Libraries and on the Council’s website.

## Public Consultation - Provisions under the *Local Government Act 1999*

Pursuant to Section 50 of the *Local Government Act 1999*, each council must develop a Public Consultation Policy. This Policy must set out the steps that the council will follow in cases where the Act requires the council to follow its Public Consultation Policy.

Section 50(4) of the Act requires that the Public Consultation Policy must, as a minimum, provide for:

- the publication in a newspaper circulating within the area of the council a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
- the consideration by the council of any submissions made in response to the invitation.

In accordance with Section 50(5) of the Act, the Council may from time to time alter its Public Consultation Policy, or substitute a new Policy. However, prior to adopting, substituting or altering the Policy, the Act stipulates a consultation process, of documentation and public notification that must occur.

The Council is required to have reference to its Public Consultation Policy in regard to the following matters as contained in the *Local Government Act 1999*:

- Principal Office opening hours - Section 45(3);

- Code of Practice - Access to meetings and documents – Section 92;
- Rating – *Section 151*
- Community Land classification – Section 193(2);
- Community Land Revocation of classification –Section 194(2);
- Community Land Management Plans – Section 197(1);
- Community Land Amendment or Revocation of Management Plans – Section 198;
- Community Land Alienation by Lease or Licence – Section 202(2);
- Public Consultation – Section 223; and
- Trees – Section 232.

The Act also requires that specific consultation should be undertaken in respect to other detailed activities. In this respect, the Council will follow the requirements as set out in the relevant sections of the Act, namely:

- Representation Reviews - Section 12;
- Status of a Council and Change of Name - Section 13;
- Commercial activities prudential requirements - Sections 48(2)(d), 48(5), 48(6);
- Strategic Management Plans – Section 122(6);
- Passing By-Laws – Section 249; and
- Policies on Orders – Section 259.

The document, *Schedule of Requirements – Instances Where Public Consultation Must Be Followed*, provides a summary of the legislative requirements associated with the items listed above. (Refer to Attachment 2).

### **Additional matters for which the Council may undertake consultation in accordance with this Policy**

In addition to the matters which are set out in the Act, the Council may choose to follow this Policy in regard to other matters. Without limiting the extent of the operation of this Policy, other situations may include:

- major development programmes;
- the provision of services and facilities;
- significant planning initiatives (strategic, corporate and local area);
- physical infrastructure;
- traffic management; and
- proposals for significant change.

This Policy may also be used to supplement specific public consultation requirements as required by statute.

Any decision to undertake consultation in this regard, is at the discretion of the Council.

This Policy does not apply in respect to Development Applications which are lodged, assessed and determined under the *Development Act 1993*.

### **Reporting on Community Consultation**

At the conclusion of the decision-making process, and dependent on the nature of the consultation, the number of submissions received and the complexity of the matter, a Council response to the consultation may be provided, at the discretion of the Council, via one or more of the following methods:

- a letter/or email to all citizens who provided comments as part of the consultation; and/or
- a letter/or email to all affected citizens; and/or

- a notice published on the Council's website; and/or
- a notice published via the Council's digital marketing platforms (ie, Facebook, Instagram, Twitter); and/or
- a notice published in [a newspaper circulating within the area.](#) ~~the local Messenger Newspapers.~~

## **ATTACHMENTS**

Attachment 1: *International Association Public Participation's (IAP2) Public Participation Spectrum.*

Attachment 2: *Schedule of Requirements – Instances Where Public Consultation Must Be Followed*

## **REVIEW PROCESS**

The Council will review this Policy within 12 months of the next Local Government General Elections to be conducted in November 2022. The Council does, however, have the ability to review this Policy and to amend or replace it at any time.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Governance & Community Affairs.

## **ADOPTION OF THE POLICY**

This Policy was adopted by the Strategy & Policy Committee on 8 April 2002.

This Policy was reviewed by the Council on 6 November 2006.

This Policy was reviewed by the Council on 13 October 2008.

This Policy was reviewed by the Council on 4 March 2019.

[This Policy was reviewed by the Council on 2021.](#)

## **TO BE REVIEWED**

November 2023

Attachment 1

# IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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## Attachment 2

### COMMUNITY CONSULTATION POLICY

#### SCHEDULE OF REQUIREMENTS - INSTANCES WHERE THE COMMUNITY CONSULTATION POLICY MUST BE FOLLOWED

Section 50 of the *Local Government Act 1999*, stipulates the **minimum** consultation requirements of a council in the following instances:

- (a) the publication in a newspaper circulating within the area of the Council a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
- (b) the consideration by the council of any submissions made in response to an invitation.

**NB:** Council should always refer directly to the relevant Section of the Act before determining the appropriate consultation requirements.

TOPIC	SUMMARY OF LEGISLATIVE REQUIREMENT
<b>Principal Office – Opening hours</b> (Section 45)	Consult in accordance with Council's Community Consultation Policy about the manner, places and times at which its Offices will be open to the public for the transaction of business and about any significant changes to these arrangements.
<b>Code of Practice – Access to meetings and documents</b> (Section 92(5)(b))	Before a council adopts, alters or substitutes a Code of Practice under S.92 it must follow steps set out in its public consultation policy.
<b>Community Land Classification:</b> All local government land (except roads) that is owned, or under care, control and management of Council is to be classified as community land unless Council resolves to exclude it from classification within 3 years of the commencement of the Act. (Section 193(1), (2))	Before a council excludes land from classification as Community Land (within three (3) years after commencement of the Act), it must follow the relevant steps set out in its public consultation policy.
<b>Revocation of classification of land as community land</b> (Section 194(2))	A Council must: <ul style="list-style-type: none"> <li>• follow the relevant steps set out in its public consultation policy before revoking the classification of land as community land</li> <li>• submit a proposal with a report on all submissions made as part of the public consultation process to the Minister.</li> </ul>

## Attachment 2

TOPIC	SUMMARY OF LEGISLATIVE REQUIREMENT
<b>Management Plans - Public Consultation</b> (Section 197(1))	Before a council adopts a management plan for Community Land it must: <ul style="list-style-type: none"> <li>• make copies of the proposed plan available for inspection or purchase at the Council's Principal Office</li> <li>• follow the relevant steps set out in its public consultation policy</li> <li>• give public notice of its adoption of a management plan.</li> </ul> If a council has adopted a management plan after a process of public notification and consultation before the commencement of the Act, S197 (1) does not apply.
<b>Amendment or revocation of management plans</b>  NB: A Council cannot dispose of Community Land until revocation of its classification as community land. (Section 198)	Public consultation is required for a new management plan and is to be carried out prior to adopting a proposal for amendment or revocation of a management plan.  Public consultation is not required if the amendment has no significant impact on the interests of the community.
<b>Alienation by lease or licence</b> (Section 202)	A council must follow the relevant steps set out in its Community Consultation Policy, prior to granting a lease or licence relating to Community Land. Exceptions apply in circumstances where: <ul style="list-style-type: none"> <li>• lease or licence is authorised in an approved management plan and the term is five (5) years or less; and</li> <li>• regulations provide for an exemption for compliance with a Community Consultation Policy.</li> </ul>
<b>Permits</b> <ul style="list-style-type: none"> <li>• Right of exclusive occupation</li> <li>• Restricting access to a road</li> <li>• Use or activity for which public consultation required under regulations</li> </ul> (Section 223)	A council must follow the relevant steps set out in its Community Consultation Policy prior to granting the authorisation or permit.
<b>Roads – Trees</b> (Section 232)	Before planting or authorising planting of vegetation: <ul style="list-style-type: none"> <li>• If the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, councils must follow the relevant steps set out in its Community Consultation Policy.</li> </ul>

## Attachment 2

TOPIC	SUMMARY OF LEGISLATIVE REQUIREMENT
<b>Representation Reviews.</b> <ul style="list-style-type: none"> <li><b>Review and reporting to the Electoral Commissioner</b> (Section 12)</li> </ul>	<ul style="list-style-type: none"> <li>Public notice of a review inviting written submissions within six (6) weeks, including notice in a newspaper circulating within its area</li> <li>Provide opportunity for person who makes written submission to appear before the Council or a Council Committee to be heard on submissions</li> <li>Council to prepare report on the public consultation</li> <li>By public notice inform of the completion and availability of the report for inspection and invite written submissions within 3 weeks, including notice in a newspaper circulating within its area</li> <li>Provide opportunity for person who makes written submission to appear before Council or a Council committee to be heard on submissions</li> <li>Council must then finalise its report and refer to the Electoral Commissioner.</li> </ul>
<b>Status of a Council/ Change of Name</b> <ul style="list-style-type: none"> <li><b>Change from a municipal council to a district council, or change from a district council to a municipal council</b></li> <li><b>Alter the name of the council, the area of the council, or the name of a ward.</b> (Section 13)</li> </ul>	<ul style="list-style-type: none"> <li>Public notice of the proposal inviting written submissions within 6 weeks, including notice in a newspaper circulating within its area</li> <li>Provide opportunity for person who makes written submission to appear before Council or a Council committee to be heard on submissions.</li> </ul>
<b>Commercial Activities – Prudential Requirements</b> (Section 48(2)(d) & 48(5)(6))	Report addressing prudential issues to include <ul style="list-style-type: none"> <li>the level of consultation with the local community, including contact with persons who may be affected by the project and representations made by them</li> <li>the means by which the community can influence or contribute to the project or its outcomes.</li> </ul>

## Attachment 2

TOPIC	SUMMARY OF LEGISLATIVE REQUIREMENT
<b>Public Consultation Policies</b> (Section 50)	<p>Requirements for preparation, adoption and alteration to Council's public consultation policy.</p> <ul style="list-style-type: none"> <li>• Policy must set out steps that Council will follow in cases where the Act prescribes public consultation</li> <li>• Policy may also set out steps to follow in other cases involving council decision making</li> <li>• Steps may vary, but must provide for a reasonable opportunity to make submissions in relevant circumstances</li> <li>• Section 50 (4) sets out minimum steps which require Councils to: <ul style="list-style-type: none"> <li>• publish notice describing the matter under consideration in a newspaper circulating within the area, and inviting submissions within stated period (at least 21 days)</li> <li>• consider submissions made in response.</li> </ul> </li> <li>• Section 50 (40) applies before Council adopts, substitutes and/or alters a public consultation policy, unless the alteration is only of minor significance.</li> <li>• Council's public consultation policy is to be made available for inspection without charge at the principal office during ordinary office hours, and for purchase on payment of a fixed fee by Council.</li> </ul>
<b>Strategic Management Plans</b> (Section 122(6))	<p>A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans (Plans for between 3 – 5 years).</p>
<b>Annual Business Plans and Budget</b> (Section 123(4))	<p>Before Council adopts an Annual Business Plan, it must: Publicise in a newspaper circulating within the area of the council a notice informing the public of the preparation of the draft annual business plan and inviting interested persons—</p> <ol style="list-style-type: none"> <li>(1) to attend <ol style="list-style-type: none"> <li>a. a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</li> <li>b. a meeting of the Council to be held on a date stated in the notice at which members of the public may ask questions, and make submissions, in relation to the matter for a period of at least 1 hour</li> </ol> </li> <li>(2) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice</li> </ol> <p>The Council must make arrangements for the meeting outlined in (1) and the consideration by the Council of any submissions made at that meeting or in response to the invitation outlined in (2). Council may then adopt its annual business plan after considering submissions made during the consultation period.</p> <p>The council must ensure that copies of the report are available at the meeting, and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least seven days before the date of that meeting.</p>

## Attachment 2

TOPIC	SUMMARY OF LEGISLATIVE REQUIREMENT
<p><b>Rates</b></p> <ul style="list-style-type: none"> <li>• <b>Amending the basis of rating</b></li> <li>• <b>Amending the basis of the valuation of land for rating</b></li> <li>• <b>Introducing a new rate</b></li> <li>• <b>Changes to the basis of differential rating</b></li> </ul> <p>(Sections 151 &amp; 156)</p>	<p>Prepare a report on the proposed change.</p> <p>Publicise in a newspaper circulating within the area of the council a notice describing the proposed change, informing the public of the preparation of the report, and inviting interested persons—</p> <ol style="list-style-type: none"> <li>(1) to attend a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</li> <li>(2) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice</li> </ol> <p>The council must ensure that copies of the report are available at the meeting, and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the date of that meeting. The public consultation required may be undertaken as part of the public consultation for Council's draft annual business plan.</p>
<p><b>Passing by-laws</b></p> <p><b>NB: No specific reference to Council's Public Consultation Policy, but minimum standards apply</b></p> <p>(Section 249)</p>	<p>At least 21 days before resolving to make a by-law, the Council must:</p> <ul style="list-style-type: none"> <li>• make copies of the proposed by-law (and other code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection</li> <li>• inform the public of the proposed by-law and set out the terms or describe in general terms the nature and effect of the by-law, through a notice in a newspaper circulating in the City of Norwood Payneham &amp; St Peters</li> <li>• give reasonable consideration to a written or other acceptable submission made on a proposed by-law</li> </ul> <p>Publish a notice of the making of a by-law in a newspaper circulating in the City of Norwood Payneham &amp; St Peters.</p>
<p><b>Power to Make Orders</b></p> <p><b>Councils must take reasonable steps to prepare and adopt policies relating to power to make orders.</b></p> <p>(Section 259(2))</p>	<p>The Council must</p> <ul style="list-style-type: none"> <li>• prepare a draft of a policy</li> <li>• by notice in a newspaper circulating in the City of Norwood Payneham &amp; St Peters, advise where the draft is available for inspection (without charge) or purchase (on payment of a fee fixed by Council), and invite written representations on the draft with a period specified by the Council (at least four weeks)</li> <li>• consider any submission made in response to the invitation.</li> </ul> <p>The requirements of Section 259 (2) of the <i>Local Government Act 1999</i> apply prior to the Council adopting an amendment to a policy, unless Council determines that the amendment is of only minor significance.</p>

# Attachment B

## Review of Policies

### Code of Conduct for Council Members Complaint Handling Procedure

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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*City of*  
**Norwood  
Payneham  
& St Peters**



City of  
Norwood  
Payneham  
& St Peters

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**NAME OF POLICY:** Code of Conduct for Council Members - Complaint Handling Procedure

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**POLICY MANUAL:** Governance

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## BACKGROUND

The *Code of Conduct for Council Members* (the Code) was published in the South Australian Gazette on 18 August 2013, pursuant to Section 63 of the *Local Government Act 1999* (the Act), and applies to all Elected Members in South Australia.

The Code sets out the standards of behaviour which every Elected Member must observe when carrying out their functions and duties as a **public officer**.

It is the responsibility of every Elected Member to ensure that they are familiar and comply with, the standards in the Code at all times.

The Code is structured into three (3) Parts, namely:

- Part 1 – Principles
- Part 2 – Behavioural Code
- Part 3 – Misconduct

There is an Appendix to the Code which relates to **Criminal Matters**. These are matters that do not form part of the Code and alleged breaches of these matters are to be reported to the Office for Public Integrity (OPI) in the first instance.

A copy of the Code is contained within **Appendix A**.

The Code provides that each Council will adopt a process for the handling of alleged breaches of Part 2 of the Code, the Behavioural Code.

This Procedure has been prepared in accordance with the Council's obligations under Part 2 of the Code, to ensure a consistent, fair and equitable process for receiving and managing complaints made under the Code.

## PRINCIPLES

This Procedure is based on the following principles, each being a relevant consideration in the manner in which the Council will approach the receipt and management of complaints under the Code:

- Integrity and Impartiality
- Fairness
- Equity
- Consistency
- Responsiveness
- Efficiency

## SCOPE

Any person may make a complaint about an Elected Member under the Code and this Procedure will apply following the receipt of such a complaint.

It is important to note that a complaint remains an allegation, until it has been found proved, following an impartial investigation process.

## CONFIDENTIALITY

All complaints will be treated on a confidential basis, until such time that a finding has been made that an Elected Member has breached the Code. A finding of a breach of the Code is required to be the subject of a report to a public meeting of the Council.

Any release of confidential information that an Elected Member knows, or should reasonably know, to be confidential is a breach of Part 3 of the Code.

Any person to whom information about a complaint, or information in relation to or connected with a complaint, has been disclosed, or is required to be disclosed (including the complainant and the subject Elected Member), **must not**, directly or indirectly, disclose that information, except in the following circumstances:

- for the purpose of making a complaint to the Mayor, Chief Executive Officer or General Manager, Governance & Community Affairs under this Procedure;
- in consultation with the Mayor, Chief Executive Officer or General Manager, Governance & Community Affairs for the purposes of:
  - referring the matter to a relevant authority or External Investigator;
  - obtaining legal advice or legal representation, including in accordance with the Council's *Elected Member Access to Legal Advice Policy*;
  - obtaining medical or psychological assistance from a medical practitioner, psychologist or counsellor;
  - obtaining assistance from a mediator/conciliator engaged under this Procedure;
  - where the information has been made public in accordance with this Procedure; or
  - as required by law;
- where the disclosure is made to a close family member of the complainant or the Elected Member who is the subject of the complaint, as defined in section 54(4) of the *Independent Commissioner Against Corruption Act 2012*, as follows:

*For the purposes of subsection (3)(c), a person is a **close family member** of another person if—*

- (a) 1 is a spouse of the other or is in a close personal relationship with the other; or*
- (b) 1 is a parent or grandparent of the other (whether by blood or by marriage); or*
- (c) 1 is a brother or sister of the other (whether by blood or by marriage); or*
- (d) 1 is a guardian or carer of the other.*

The starting position is that where the complaint is made by a member of the public, the identity of the complainant will be kept confidential, unless the complainant consents to their identity being disclosed.

However, where based on legal advice or the opinion of the External Investigator, the identity of the complainant is required to be disclosed to ensure that the matters to which the allegations relate are properly investigated, the complainant will be advised and the consent of the complainant sought to disclose their identity.

If the complainant does not provide consent in these circumstances, it will be at the absolute discretion of the General Manager, Governance & Community Affairs (or delegate), to determine whether the complaint is capable of further investigation.

Notwithstanding the above, any documentation or information pertaining to a complaint made under the Code, is subject to the *Freedom of Information Act 1991*. Any application made for access to this information is required to be assessed under that statutory framework.

## NATURAL JUSTICE

Any investigation of an alleged breach of the Code by an Elected Member, will be carried out in accordance with this Procedure and the principles of natural justice/procedural fairness.

The expressions '*natural justice*' and '*procedural fairness*' are often used interchangeably. *Natural justice* requires that a person receive a fair and unbiased hearing before a decision is made that will negatively affect them.

The three (3) key requirements of natural justice that must be met are: *adequate notice*, *fair hearing* and an *absence of bias*, as detailed below:

- the *adequate notice* requirement means that the subject Elected Member must be informed of the complaint and the nature of the allegations;
- the *fair hearing* requirement means that the parties to the complaint, being the complainant and the subject Elected Member, are provided with a reasonable opportunity to present their point of view and to respond to facts presented. These responses are to be given genuine consideration in the investigation process; and
- the *absence of bias* requirement means that the person making the decision (whether that be the General Manager, Governance & Community Affairs (or delegate) or the External Investigator under this Procedure) must act impartially when considering the matter and not be biased (or be seen to be biased) in any way.

The requirements of procedural fairness focus on fairness in the decision making process. It concerns fairness in the procedure which results in the decision or by which the decision is made, rather than the fairness, in a substantive sense, of the decision.

## BREACHES OF THE CODE

Alleged breaches of the Code may relate to behavioural matters, as referred to in Part 2 of the Code, or Misconduct, dealt with at Part 3 of the Code.

Allegations of a breach of Part 2 of the Code will be dealt with in accordance with this Procedure. Allegations of a breach of Part 3 of the Code may not be dealt with by the Council and may be referred to the *Office of the South Australian Ombudsman* (Ombudsman SA) or the *Office for Public Integrity* (OPI).

Allegations of criminal conduct, corruption, misconduct or maladministration in public administration, as defined in Section 5 of the *Independent Commissioner Against Corruption Act 2012*.

A copy of Section 5 of the *Independent Commissioner Against Corruption Act 2012* is contained within **Appendix B**.

## PROCEDURE

### Making a Complaint

A complaint about an alleged breach of the Code must be in writing, marked as confidential and addressed to the Mayor, Chief Executive Officer or the General Manager, Governance & Community Affairs.

Complaints must, so far as reasonably practicable, include the following information:

- the name of the Elected Member it is alleged has breached the Code;
- the name and contact details of the complainant;
- the name and contact details of the person submitting the complaint (if different to the complainant);
- the name and contact details of any persons able to provide information relating to the complaint;
- the provisions of the Code which the complainant alleges have been breached, including information as to how the provisions have been breached, and when the breach occurred; and
- any supporting evidence that may be available to assist in an investigation of the allegations.

The General Manager, Governance & Community Affairs (or delegate) will, so far as reasonably practicable, provide written acknowledgement to the complainant and the subject Elected Member, of the receipt of the complaint within five (5) business days.

Where the alleged behaviour falls under Part 2 of the Code, the complaint must be made within three (3) months of the alleged conduct, said to be in breach of the Code. This is based on public interest considerations of dealing with alleged breaches of Elected Member conduct in a timely manner.

However, this timeframe may be extended at the discretion of the Mayor, Chief Executive Officer or the General Manager, Governance & Community Affairs (or delegate), where the merits of the case warrant an extension.

Anonymous complaints will not be investigated by the Council unless required by law, or otherwise, at the discretion of the Mayor, Chief Executive Officer or the General Manager, Governance & Community Affairs (or delegate), where the merits of the case warrant investigation.

Complainants can, at any time, refer their complaint to the *Office of the South Australian Ombudsman* (Ombudsman SA) or to the *Office for Public Integrity*, who will assess and refer the complaint as required. This may result in the matter being referred back to the Council for investigation as the relevant authority.

If more information is required to progress the handling of a complaint at any time, the complainant may be contacted by the General Manager, Governance & Community Affairs (or delegate) or an External Investigator with a request for such information.

#### **All parties to a complaint are required to cooperate with and assist with the receipt and investigation of the complaint.**

Failure to do so may result in an adverse finding being made against the subject Elected Member, or, otherwise, a decision being made not to progress the handling of a complaint. This may include not referring a complaint for investigation or discontinuing an investigation of a complaint, where a complainant unreasonably fails to cooperate or assist in its management.

Complainants are invited to contact the General Manager, Governance & Community Affairs to discuss their concerns in the first instance, to determine whether the matter is capable of early resolution, prior to lodging a complaint under the Code.

The General Manager, Governance & Community Affairs is located at the Norwood Town Hall, 175 George Street, Norwood and may be contacted directly by telephone on 8366 4549 between 8.30am – 5.00pm, Monday to Friday.

## Initial Assessment/Informal Resolution

Upon receipt of a complaint, an initial assessment will be undertaken by the General Manager, Governance & Community Affairs (or delegate), to determine whether the complaint:

- is trivial, frivolous, vexatious, misconceived or lacking in substance, in which case, no further action may be taken;
- relates to behaviour which falls under Part 2 of the Code;
- relates to misconduct or systemic misconduct which triggers action under Part 3 of the Code; or
- relates to criminal conduct, corruption, misconduct or maladministration in public administration.

An initial assessment is not an investigation or adjudication of a complaint and no findings as to the merits of the complaint will be made.

Rather, in undertaking an initial assessment, the General Manager, Governance & Community Affairs (or delegate), will consider whether the complaint discloses prima facie evidence of a breach of the Code and, if so, what action may be required in the circumstances of the matter. In doing so, legal advice may be obtained to assist in the initial assessment of the complaint.

The General Manager, Governance & Community Affairs (or delegate) will, so far as reasonably practicable, undertake the initial assessment of a complaint and advise the complainant and the subject Elected Member of the outcome within ten (10) business days of the receipt of the complaint.

If the matter is determined to be minor in nature, the parties to a complaint may be offered the opportunity to resolve the matter informally, which may include alternative dispute resolution processes such as mediation or conciliation. Informal resolution is only appropriate if all parties to the matter voluntarily agree to explore a resolution.

An independent person with suitable qualifications or experience may be engaged to facilitate this process.

If the matter can be resolved to the satisfaction of all parties at this time, the matter will be closed and no further action taken. All parties will be advised in writing by the General Manager, Governance & Community Affairs (or delegate) that the matter has been resolved.

If the matter cannot be resolved informally, or, otherwise, it is not appropriate for consideration for informal resolution, the matter will be investigated in accordance with this Procedure.

Following the initial assessment and subject to the General Manager, Governance & Community Affairs (or delegate) determining that the complaint discloses prima facie evidence of a breach of the Code, the complaint will be progressed as follows:

- Behaviour which falls under Part 2 of the Code, the Behavioural Code - the Council will maintain jurisdiction of the complaint, which will be dealt with in accordance with the processes set out in this Procedure.
- Behaviour which falls under Part 3 of the Code, the Misconduct provisions - the complaint will be referred to the Ombudsman SA or the OPI as soon as reasonably practicable and guidance will be sought as to whether the complainant may be advised that the complaint has been so referred.
- Criminal conduct, corruption, misconduct or maladministration in public administration, including but not limited to those matters set out in the Appendix to the Code - the complaint will be referred to the OPI as soon as reasonably practicable and guidance will be sought as to whether the complainant may be advised the complaint has been so referred.

## External Investigation

Where a complaint has been assessed as disclosing a prima facie breach of Part 2 of the Code and is unable to be resolved informally, or through some other means of alternative dispute resolution, the complaint will be referred to an External Investigator for investigation.

The External Investigator may be but is not required to be, the same person who provided advice on the initial assessment of the complaint.

The External Investigator will conduct an investigation into the allegations, which may include interviewing persons considered to be able to provide relevant evidence in relation to the allegations.

Following the investigation process, the External Investigator will prepare a draft report setting out the factual basis of the allegations, the evidence received, preliminary findings made and any proposed recommendations.

The draft report will be provided to the General Manager, Governance & Community Affairs (or delegate) for information and record management purposes.

In affording the parties natural justice/procedural fairness as part of the investigation process, the complainant and the subject Elected Member will be provided with a copy of the draft report and an invitation to make any further submission to be taken into account in the investigation of the complaint, limited to the facts as stated and the preliminary findings made.

The parties will be provided with a minimum of fourteen (14) days to provide any further submissions to the External Investigator on the draft report.

Following receipt and consideration of any further submission received, the External Investigator will prepare a final report, setting out the findings made and recommendations or whether the allegations were substantiated.

The final report will be provided to the General Manager, Governance & Community Affairs.

### **Reporting to the Council**

In accordance with clause 2.24 of the Code, if, following the investigation process, a breach of Part 2 of the Code, the Behavioural Code, has been substantiated, a report **must** be presented to a public meeting of the Council.

For the avoidance of doubt, this does not require that the final report prepared by the External Investigator is required to be presented to the Council. Rather, a summary report setting out the allegations and findings made may be prepared for the Council's consideration.

This report may recommend to the Council appropriate action in relation to the matter, including the imposition of any of the sanctions available to the Council.

In accordance with Clause 2.25 of the Code, the Council may, by resolution, take any of the following actions upon a finding that an Elected Member has breached Part 2 of the Code:

- take no action;
- pass a censure motion in respect of the Elected Member;
- request a public apology, whether written or verbal;
- request the Elected Member to attend training on the specific topic found to have been breached;
- resolve to remove or suspend the Elected Member from a position within the Council (not including the Elected Member's elected position on Council); and/or
- request the Elected Member to repay monies to the Council (ie legal fees).

Where the Final Report finds that a breach of the Code has not been substantiated, a report will not be presented to the Council for consideration or for information, with the exception of the following circumstances:

- the Elected Member who was the subject of the complaint requests that a report be presented to the Council. Where such a request is made, a report will be tabled at the next practicable Council meeting; and/or
- where the External Investigator makes observations or recommendations that are of broader application, a summary report may be provided to the Council for the Council's consideration.

If the matter is not presented to the Council, the obligations of confidentiality set out in this Procedure regarding the complaint, as well as the draft and final reports, will continue to apply, unless otherwise determined by the Council.

At the conclusion of the investigation, the complainant and the subject Elected Member will be notified in writing of the outcome.

Where the final report is to be tabled at a Council meeting, the Complainant will be entitled to a copy of the report at, or following, the relevant Council meeting. If the final report is not presented at a Council meeting, the Complainant will not be provided with a copy of the final report of the investigation.

### **Appeals**

As a non-adversarial process, there is no statutory basis to appeal any of the processes or procedures in relation to the receipt and management of complaints made under the Code and dealt with under this Procedure.

However, irrespective of the manner in which the Council determines to deal with a complaint under the Code, it is acknowledged that a complainant has recourse to the Ombudsman if they are dissatisfied.

### **BREACHES OF PART 3 OF THE CODE - MISCONDUCT**

Any alleged breach of Part 3 of the Code that is made to the Council, may be referred to the Ombudsman SA or the OPI for investigation.

An Elected Member who is of the opinion that a breach of Part 3 of the Code has occurred, or is currently occurring, must report the breach to the Mayor, Chief Executive Officer, General Manager, Governance & Community Affairs, the Ombudsman SA or the OPI.

A failure to report an alleged, or suspected, breach of Part 3 of the Code is, in itself, a breach of Part 2 of the Code.

A failure of an Elected Member to co-operate with the Council's process in handling alleged breaches of Part 2 of the Code under this Procedure, may be referred for investigation under Part 3.

A failure of an Elected Member to comply with a finding of inappropriate behaviour by the Council, the External Investigator or the Ombudsman SA under Part 2 of the Code, is grounds for a complaint under Part 3 of the Code.

Repeated or sustained breaches of Part 2 of the Code by an Elected Member may be referred, by resolution of the Council, to the Ombudsman SA as a breach of Part 3 of the Code.

A report from the Ombudsman SA that finds an Elected Member has breached Part 3 of the Code of Conduct must be the subject of a report to a public meeting of the Council.

The Council must pass a resolution to give effect to any recommendations received from the Ombudsman SA, within two (2) ordinary meetings of the Council following the receipt of the Ombudsman SA's recommendations.

However, any report from the Ombudsman SA that finds an Elected Member has not breached Part 3 of the Code will not be presented to a public meeting of the Council, unless directed by the Ombudsman SA.

### **APPENDIX TO THE CODE - CRIMINAL MATTERS**

The matters set out within the Appendix to the Code of Conduct are matters for which a criminal penalty applies. These matters must be reported to the OPI.

In addition, any alleged breach of a criminal offence provision under the *Local Government Act 1999* must also be reported to the OPI.

The Council's *Fraud, Corruption, Misconduct & Maladministration Prevention Policy* provides guidance regarding reporting requirements for public officers. This Policy ensures that the Council fulfils its responsibilities under the *Independent Commissioner Against Corruption Act 2012*.

The Independent Commissioner Against Corruption (ICAC) has also developed the *ICAC Directions and Guidelines for Public Officers*, setting out the reporting obligations and responsibilities of public officers, which include Elected Members.

Further information about reporting requirements is available on the ICAC website: <https://icac.sa.gov.au>.

## **REVIEW PROCESS**

The Council will review this Procedure within 12 months of the next Local Government General Elections, to be held in November 2022. The Council retains the discretion to review this Procedure and to amend, repeal and to replace it at any time.

## **INFORMATION**

The contact officer for further information at Council is the General Manager, Governance & Community Affairs, telephone 8366 4549.

## **ADOPTION OF THE POLICY & PROCEDURE**

This Procedure was adopted by the Council on 2021.

## **TO BE REVIEWED**

2023.

**APPENDIX A**

**Code of Conduct for Council Members**

DRAFT

## CODE OF CONDUCT FOR COUNCIL MEMBERS

*Local Government Act 1999: Section 63 (1)*

NOTICE under Clause 3.10 of the Code of Conduct for Council Members published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.

For the purposes of Clause 3.10 of the Code of Conduct for Council Members adopted for the purposes of Section 63 (1) of the Local Government Act 1999 and published in the *Gazette* on the day on which this Notice is made, the value of \$100 is specified.

Dated 18 August 2013.

JOHN RAU, Deputy Premier, Minister for Planning

### Code of Conduct for Council Members

*Published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.*

#### **This Code of Conduct is to be observed by all Council members.**

Council members must comply with the provisions of this Code in carrying out their functions as public officials. It is the personal responsibility of Council members to ensure that they are familiar with, and comply with, the standards in the Code at all times.

#### **PART 1—PRINCIPLES**

##### **1. Higher principles—Overarching Statement**

*This part does not constitute separate enforceable standards of conduct.*

Council members in South Australia have a commitment to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

Council members will work together constructively as a Council and will uphold the values of honesty, integrity, accountability and transparency, and in turn, foster community confidence and trust in Local Government.

As representatives of open, responsive and accountable government, Council members are committed to considering all relevant information and opinions, giving each due weight, in line with the Council's community consultation obligations.

In the performance of their role, Council members will take account of the diverse current and future needs of the local community in decision-making, provide leadership and promote the interests of the Council.

Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position. All Councils are expected to provide training and education opportunities that will assist members to meet their responsibilities under the Local Government Act 1999.

Council members will comply with all legislative requirements of their role and abide by this Code of Conduct.

#### **PART 2—BEHAVIOURAL CODE**

##### **2. Behavioural Code**

In line with 'Part 1—Higher Principles' of this Code, the following behaviour is considered essential to upholding the principles of good governance in Councils.

This Part is for the management of the conduct of Council members that does not meet the reasonable community expectations of the conduct of Council members. It deals with conduct that does not, and is not likely to, constitute a breach of Part 3—Misconduct or criminal matters such as those contained in the Appendix to this document.

Robust debate within Councils that is conducted in a respectful manner is not a breach of this Part.

It is intended that each Council will adopt a process for the handling of alleged breaches of this Part. This process will be reviewed within 12 months of a general Local Government election.

Council members must:

### **General behaviour**

- 2.1 Show commitment and discharge duties conscientiously.
- 2.2 Act in a way that generates community trust and confidence in the Council.
- 2.3 Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.
- 2.4 Show respect for others if making comments publicly.
- 2.5 Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.

### **Responsibilities as a member of Council**

- 2.6 Comply with all Council policies, codes and resolutions.
- 2.7 Deal with information received in their capacity as Council members in a responsible manner.
- 2.8 Endeavour to provide accurate information to the Council and to the public at all times.

### **Relationship with fellow Council Members**

- 2.9 Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences of views and opinions.
- 2.10 Not bully or harass other Council members.

### **Relationship with Council staff**

- 2.11 Not bully or harass Council staff.
- 2.12 Direct all requests for information from the Council administration to the Council's Chief Executive Officer or nominated delegate/s.
- 2.13 Direct all requests for work or actions by Council staff to the Council's Chief Executive Officer or nominated delegate/s.
- 2.14 Refrain from directing or influencing Council staff with respect to the way in which these employees perform their duties.

### **Requirement to report breach of Part 3**

- 2.15 A Council member who is of the opinion that a breach of Part 3 of this Code (Misconduct)— has occurred, or is currently occurring, must report the breach to the Principal Member of the Council or Chief Executive Officer, the Ombudsman or the Office for Public Integrity.
- 2.16 A failure to report an alleged or suspected breach of Part 3 of this Code is in itself a breach under this Part (Behavioural Code).

### **Complaints**

- 2.17 Any person may make a complaint about a Council member under the Behavioural Code.
- 2.18 Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Principal Member or Chief Executive Officer of the Council, or nominated delegate/s.
- 2.19 A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process for handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the Local Government Governance Panel, a regional governance panel or an independent investigator.
- 2.20 A complaint may be considered within this process to be trivial, vexatious or frivolous, and accordingly not investigated.
- 2.21 A failure of a Council member to cooperate with the Council's process for handling alleged breaches of this Part may be referred for investigation under Part 3.
- 2.22 A failure of a Council member to comply with a finding of an investigation under this Part, adopted by the Council, may be referred for investigation under Part 3.
- 2.23 Repeated or sustained breaches of this Part by the same Council member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.
- 2.24 A breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.

## Findings

- 2.25 If, following investigation under the Council's complaints handling process, a breach of the Behavioural Code by a Council member is found, the Council may, by resolution:
- 2.25.1 Take no action;
  - 2.25.2 Pass a censure motion in respect of the Council member;
  - 2.25.3 Request a public apology, whether written or verbal;
  - 2.25.4 Request the Council member to attend training on the specific topic found to have been breached;
  - 2.25.5 Resolve to remove or suspend the Council member from a position within the Council (not including the member's elected position on Council);
  - 2.25.6 Request the member to repay monies to the Council.

## PART 3—MISCONDUCT

### 3. Misconduct

Failure by a Council member to comply with this Part constitutes misconduct. The provisions within this Part may refer to statutory matters under the Local Government Act 1999. Any breach of these provisions will be investigated under that legislation.

Any person may report an alleged breach of this Part to the Council, the Ombudsman, the Electoral Commissioner (for alleged breaches of Code 3.8) or the Office for Public Integrity. Alleged breaches of this Part made to a Council or to the Office for Public Integrity may be referred to the Ombudsman for investigation under Section 263 of the Local Government Act 1999, by the Council's Chief Executive Officer or by the Independent Commissioner Against Corruption, where he or she so determines.

A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.

An investigation under Part 3 of this Code does not preclude an investigation being launched as a potential breach of the criminal matters listed in the Appendix to this document.

#### Member duties

Council members must:

- 3.1 Act honestly at all times in the performance and discharge of their official functions and duties;
- 3.2 Perform and discharge their official functions and duties with reasonable care and diligence at all times;
- 3.3 Not release or divulge information that the Council has ordered be kept confidential, or that the Council member should reasonably know is information that is confidential, including information that is considered by Council in confidence;
- 3.4 Not exercise or perform, or purport to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform;
- 3.5 Not attempt to improperly direct a member of Council staff to act in their capacity as a Local Government employee for an unauthorised purpose;
- 3.6 Ensure that relationships with external parties cannot amount to interference by improper influence, affecting judgement, decisions and/or actions.

#### Gifts and benefits

3.7 Council members must not:

- 3.7.1 Seek gifts or benefits of any kind;
  - 3.7.2 Accept any gift or benefit that may create a sense of obligation on their part or may be perceived to be intended or likely to influence them in carrying out their public duty;
  - 3.7.3 Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.
- 3.8 Notwithstanding Code 3.7, Council members may accept campaign donations as provided for in the Local Government (Elections) Act 1999.

- 3.9 Notwithstanding Code 3.7.3, Council members may accept hospitality provided in the context of performing their duties, including:
- 3.9.1 Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
    - 3.9.1.2 Council work related events such as training, education sessions workshops and conferences;
    - 3.9.1.3 Council functions or events;
    - 3.9.1.4 Social functions organised by groups such as Council committees and community organisations.
  - 3.9.2 Invitations to, and attendance at, local social, cultural or sporting events.
- 3.10 Where Council members receive a gift or benefit of more than a value published in the *Government Gazette* by the Minister from time to time, details of each gift or benefit must be recorded within a gifts and benefits register maintained and updated quarterly by the Council's Chief Executive Officer. This register must be made available for inspection at the principal office of the Council and on the Council website.

#### **Register of Interests**

- 3.11 Council members must lodge with the Council a complete and accurate primary return of their interests, and subsequent ordinary returns, as required by legislation.

#### **Campaign donation returns**

- 3.12 Council members must ensure that following each election an accurate campaign donation return is provided to the Chief Executive Officer of the Council as required by legislation.

#### **Conflict of interest**

- 3.13 Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

#### **Misuse of Council resources**

- 3.14 Council members using Council resources must do so effectively and prudently.
- 3.15 Council members must not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.
- 3.16 Council members must not use public funds or resources in a manner that is irregular or unauthorised.

#### **Repeated or sustained breaches of Part 2**

- 3.17 At the discretion of the Council to which the member is elected, repeated or sustained inappropriate behaviour, as listed in Part 2, may be escalated to an allegation of misconduct under this Part.
- 3.18 A failure to comply with a finding of inappropriate behaviour (by the Council, independent investigator or Ombudsman) under Part 2 is also grounds for a complaint under this Part.

## **APPENDIX—CRIMINAL MATTERS**

The matters within this Appendix are matters for which a criminal penalty attaches. As separate legislation operates to cover such conduct, this part does not form part of the Code of Conduct for Council Members.

Allegations of conduct breaching these matters will be investigated in accordance with the legislation governing that conduct and they are included within this document only in order to provide a complete overview of the standards of conduct and behaviour expected of Council members.

Alleged breaches of matters outlined in this Appendix should be reported to the Office for Public Integrity in the first instance.

#### ***Breaches of the Local Government Act 1999***

##### **Member duties**

A member of a Council must not, whether within or outside the State, make improper use of information acquired by virtue of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (3)).

A member of a Council must not, whether within or outside the State, make improper use of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (4)).

#### **Provision of false information**

A member of a Council who submits a return under Chapter 5 Part 4 (Register of interest) and Schedule 3 of the Local Government Act 1999, that is to the knowledge of the member, false or misleading in a material particular (whether by reason of information included in or omitted from the return) is guilty of an offence (Section 69).

#### **Restrictions on publication of information from Register of Interests**

A Council member must not publish information, or authorise publication of information, derived from a Register unless the information constitutes a fair and accurate summary of the information contained in the Register, and is published in the public interest, or comment on the facts set forth in a Register, unless the comment is fair and published in the public interest and without malice (Section 71).

#### ***Breaches of other Acts***

Acting in his or her capacity as a public officer, a Council member shall not engage in conduct, whether within or outside the state, that constitutes corruption in public administration as defined by Section 5 of the Independent Commissioner Against Corruption Act 2012, including:

An offence against Part 7 Division 4 (Offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:

- bribery or corruption of public officers;
- threats or reprisals against public officers;
- abuse of public office;
- demanding or requiring benefit on basis of public office;
- offences relating to appointment to public office.

Any other offence, including an offence against Part 5 (Offences of dishonesty) of the Criminal Law Consolidation Act 1935, committed by a public officer while acting in his or her capacity as a public officer, or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or to an attempt to commit such an offence.

Any of the following in relation to an offence referred to in a preceding paragraph:

- aiding, abetting, counselling or procuring the commission of the offence;
- inducing, whether by threats or promises or otherwise, the commission of the offence;
- being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
- conspiring with others to effect the commission of the offence.

**APPENDIX B**

**Section 5 of the *Independent Commissioner Against Corruption Act 2012***

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*seconded*—a police officer or special constable is seconded to assist the Commissioner for the purposes of this Act if the police officer or special constable is employed in accordance with an arrangement whereby the police officer or special constable is granted leave without pay in relation to his or her appointment under the *Police Act 1998* for the purpose of being engaged as an employee under section 12 of this Act;

*statement of information*—see section 28;

*vehicle* means a vehicle, vessel or aircraft and includes a caravan, trailer and anything attached to a vehicle.

- (2) For the purposes of this Act, misconduct or maladministration in public administration will be taken to be *serious or systemic* if the misconduct or maladministration—
- (a) is of such a significant nature that it would undermine public confidence in the relevant public authority, or in public administration generally; and
  - (b) has significant implications for the relevant public authority or for public administration generally (rather than just for the individual public officer concerned).

## 5—Corruption, misconduct and maladministration

- (1) *Corruption in public administration* means conduct that constitutes—
- (a) an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
    - (i) bribery or corruption of public officers;
    - (ii) threats or reprisals against public officers;
    - (iii) abuse of public office;
    - (iv) demanding or requiring benefit on basis of public office;
    - (v) offences relating to appointment to public office; or
  - (b) an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or
  - (ba) an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence; or
  - (c) any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
  - (d) any of the following in relation to an offence referred to in a preceding paragraph:
    - (i) aiding, abetting, counselling or procuring the commission of the offence;

- (ii) inducing, whether by threats or promises or otherwise, the commission of the offence;
  - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
  - (iv) conspiring with others to effect the commission of the offence.
- (2) If the Commissioner suspects that an offence that is not corruption in public administration (an *incidental offence*) may be directly or indirectly connected with, or may be a part of, a course of activity involving the commission of corruption in public administration (whether or not the Commissioner has identified the nature of that corruption), then the incidental offence is, for so long only as the Commissioner so suspects, taken for the purposes of this Act to be corruption in public administration.
- (3) *Misconduct in public administration* means—
- (a) contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or
  - (b) other misconduct of a public officer while acting in his or her capacity as a public officer.
- (4) *Maladministration in public administration*—
- (a) means—
    - (i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or
    - (ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
  - (b) includes conduct resulting from impropriety, incompetence or negligence; and
  - (c) is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.
- (5) Without limiting or extending the conduct that may comprise corruption, misconduct or maladministration in public administration, this Act applies to conduct that—
- (a) occurred before the commencement of this Act; or
  - (b) occurs outside this State; or
  - (c) comprises a failure to act; or
  - (d) is conduct of a person who was a public officer at the time of its occurrence but who has since ceased to be a public officer; or
  - (e) is conduct of a person who was not a public officer at the time of its occurrence but who has since become a public officer.
- (6) A reference in subsection (3) to a code of conduct does not include any statement of principles applicable in relation to the conduct of members of Parliament.

**Section 2 – Corporate & Finance**  
**Reports**

### 11.3 MONTHLY FINANCIAL REPORT – JANUARY 2021

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**REPORT AUTHOR:** Financial Services Manager  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA64633/A126006  
**ATTACHMENTS:** A

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#### **PURPOSE OF REPORT**

The purpose of this report is to provide the Council with information regarding its financial performance for the period ended January 2021.

#### **BACKGROUND**

Section 59 of the *Local Government Act 1999* (the Act), requires the Council to keep its resource allocation, expenditure and activities and the efficiency and effectiveness of its service delivery, under review. To assist the Council in complying with these legislative requirements and the principles of good corporate financial governance, the Council is provided with monthly financial reports detailing its financial performance compared to its Budget.

#### **RELEVANT STRATEGIC DIRECTIONS AND POLICIES**

Nil

#### **FINANCIAL AND BUDGET IMPLICATIONS**

Financial sustainability is as an ongoing high priority for the Council. Given the COVID-19 pandemic, the Council adopted a Budget which included measures to minimise the impact on ratepayers and support local business. As a result, the Council adopted a Budget which forecasts an Operating Deficit of \$798,455 for the 2020-2021 Financial Year. The Mid-Year Budget update, as proposed, reports an Operating Deficit of \$651,547 for the 2020-2021 Financial Year an improvement of \$146,908.

For the period ended January 2021, the Council's Operating Surplus is \$1,470,000 against a budgeted Operating Surplus of \$894,000, resulting in a favourable variance of \$575,000.

#### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

#### **SOCIAL ISSUES**

Not Applicable.

#### **CULTURAL ISSUES**

Not Applicable.

#### **ENVIRONMENTAL ISSUES**

Not Applicable.

#### **RESOURCE ISSUES**

Not Applicable.

#### **RISK MANAGEMENT**

Not Applicable.

## COVID-19 IMPLICATIONS

As Elected Members are aware, the development of the 2020-2021 Budget, was undertaken during an unprecedented time where the on-going health, social and economic impacts of the COVID-19 Pandemic were relatively unknown and the future impacts of the physical distancing measures introduced to address the health impacts remained uncertain and were changing rapidly.

For the period ended January 2021, the Council has spent \$170,000 on its response to the COVID-19 pandemic. This covers additional cleaning services across all Council facilities and the purchase of materials to ensure that appropriate physical distancing and other protective measures are in place to assure both staff and users of Council Services.

Given the restrictions in place at the time, the Adopted Budget made allowances that a number of services, programs and activities would not be in a position to commence until the second half of the financial year. The Government's response to the pandemic management allowed the Council to recommence these services earlier than anticipated. The Mid-Year Budget Update reviewed these impacts and made adjustments as required.

## CONSULTATION

- **Elected Members**  
Not Applicable
- **Community**  
Not applicable.
- **Staff**  
Responsible Officers and General Managers.
- **Other Agencies**  
Not applicable.

## DISCUSSION

For the period ended January 2021, the Council's Operating Surplus is \$1,470,000 against a budgeted Operating Surplus of \$894,000, resulting in a favourable variance of \$575,000.

As part of the Mid-Year Budget Update an adjustment of \$187,250 was made for staff positions which were unfilled at the beginning of the financial year and remained unfilled as at the end of December 2020. After this adjustment, Employee Expenses are \$165,000 favourable to budget as at the end of January 2021. The primary driver behind this variance, is due to the reduction in hours worked compared to the Budget by temporary contractor staff at the Depot which has resulted in a \$90,000 favourable variance. It is planned to utilise this favourable variance in undertaking some project works later in the second half of this year.

Whilst there are favourable variances in Contracted Expenses (\$141,000) and Sundry Expenses (\$133,000) there are no individually significant variances, rather a number of smaller timing variances to budget expectations which are expected to resolve in the coming months. These variances include items such as turf renovations, planned building maintenance services and tree pruning services.

The Monthly Financial report is contained in **Attachment A**.

## OPTIONS

Nil

## CONCLUSION

Nil

**COMMENTS**

Nil

**RECOMMENDATION**

That the January 2021 Monthly Financial Report be received and noted.

## **Attachments – Item 11.3**

# Attachment A

## Monthly Financial Report January 2021

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



*City of*  
**Norwood  
Payneham  
& St Peters**

CITY OF NORWOOD PAYNEHAM & ST PETERS

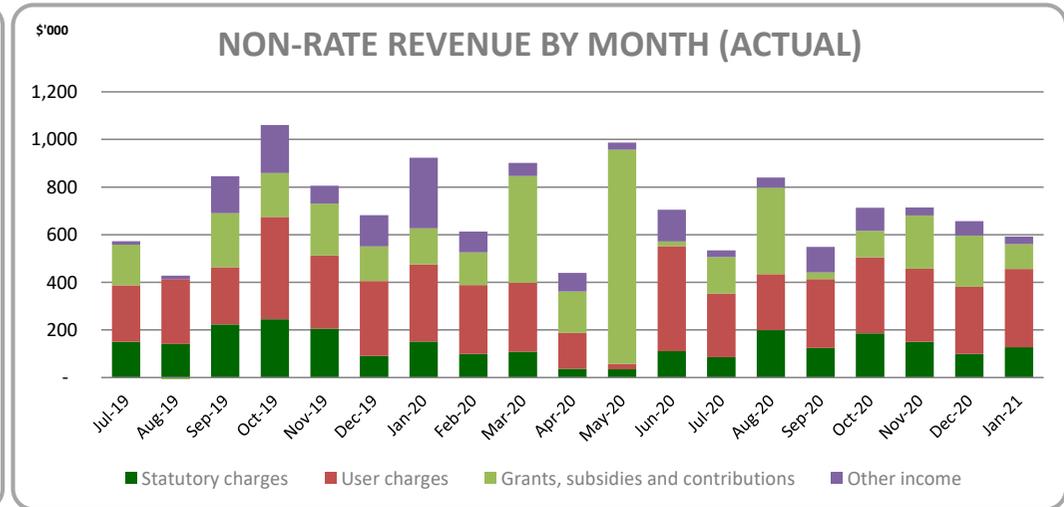
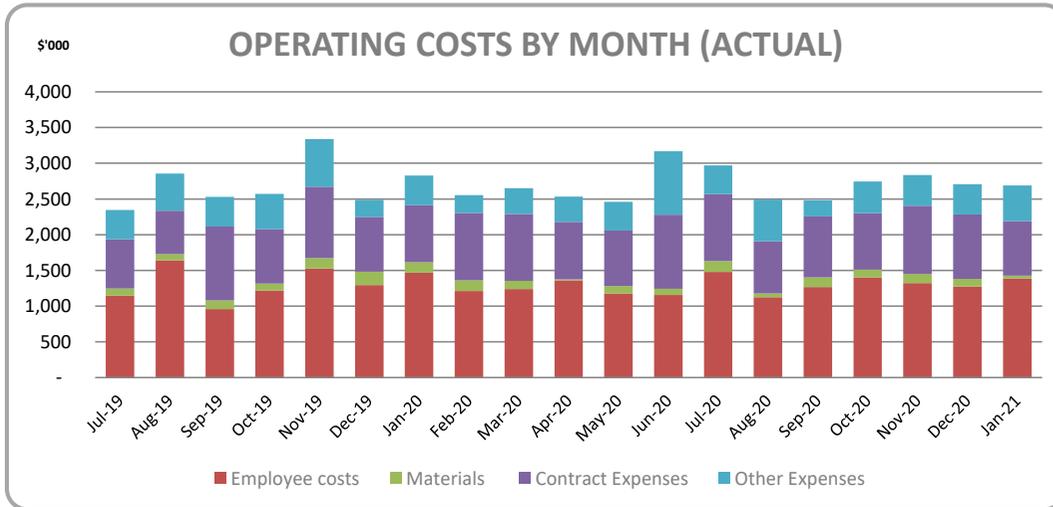
Financial Performance for the period ended 31 January 2021					
LYTD Actual		YTD Actual	YTD Revised Budget	Var	Var %
\$'000		\$'000	\$'000	\$'000	
	<b>Revenue</b>				
21,160	Rates Revenue	21,153	21,162	(10)	(0%)
1,205	Statutory Charges	971	920	51	6%
2,175	User Charges	2,030	2,045	(14)	(1%)
1,076	Grants, Subsidies and Contributions	1,200	1,215	(16)	(1%)
67	Investment Income	14	38	(24)	(64%)
342	Other	386	422	(36)	(8%)
425	Reimbursements	118	58	60	103%
<b>26,451</b>	<b>Total Revenue</b>	<b>25,871</b>	<b>25,860</b>	<b>11</b>	<b>0%</b>
	<b>Expenses</b>				
9,259	Employee Expenses	9,258	9,422	165	2%
5,521	Contracted Services	5,753	5,894	141	2%
338	Energy	293	330	37	11%
410	Insurance	428	409	(19)	(5%)
134	Legal expense	176	107	(70)	(66%)
303	Materials	192	236	44	19%
461	Parts, Accessories and Consumables	451	489	38	8%
257	Water	156	174	19	11%
2,559	Sundry	2,468	2,601	133	5%
4,750	Depreciation, Amortisation and Impairment	4,867	4,867	-	-
327	Finance Costs	360	438	78	18%
<b>24,320</b>	<b>Total Expenses</b>	<b>24,402</b>	<b>24,966</b>	<b>564</b>	<b>2%</b>
<b>2,131</b>	<b>Operating Surplus/(Deficit)</b>	<b>1,470</b>	<b>894</b>	<b>575</b>	<b>64%</b>

Summary of Net Cost of Divisions for the period				
Division	YTD Actual	YTD Budget	Var	Var %
	\$'000	\$'000	\$'000	
Chief Executive Office	(2,215)	(2,321)	106	5%
Corporate Services	(8,245)	(8,024)	(221)	-3%
Governance and Community Affairs	(828)	(1,053)	226	21%
Urban Planning and Environment	(1,280)	(1,320)	40	3%
Urban Services	(7,115)	(7,549)	434	6%
<b>Operating Surplus/(Deficit) (before Rate Revenue)</b>	<b>(19,683)</b>	<b>(20,268)</b>	<b>585</b>	<b>3%</b>

<b>Rate Revenue</b>	<b>21,153</b>	<b>21,162</b>	<b>(10)</b>	<b>0%</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,470</b>	<b>894</b>	<b>575</b>	<b>64%</b>

Adopted Budget Surplus/(Deficit)	(798)
- Additional carried forward operating projects not accounted for in the	
- Adopted budget	(59)
- Reduction in Employee Expenses for unfilled positions	187
- Tour Down Under Cancellation due to COVID-19	85
- Impact of COVID-19 due to Adopted Budget expectation that Swimming Centres, Hire Facilities and Norwood Concert Hall would be unable to open due to restrictions until Jan 2021	(127)
- Other minor adjustments	61

Revised Budget Surplus/(Deficit) - Mid Year Review (651)



CITY OF NORWOOD PAYNEHAM & ST PETERS

Project Summary for period ended 31 January 2021

	YTD Actual	YTD Revised Budget	Remaining Annual Budget
	\$'000	\$'000	\$'000
<b>Operating Projects</b>			
<b>Income</b>			
Social Equity	161	161	362
Environmental Sustainability	-	-	60
Cultural Vitality	-	0	0
Economic Prosperity	-	-	0
Corporate Management	-	-	0
<b>Total Income</b>	<b>161</b>	<b>161</b>	<b>423</b>
<b>Expenses</b>			
Social Equity	280	228	692
Environmental Sustainability	32	13	156
Cultural Vitality	34	34	139
Economic Prosperity	47	47	70
Corporate Management	63	63	143
<b>Total Expenses</b>	<b>455</b>	<b>385</b>	<b>1,199</b>

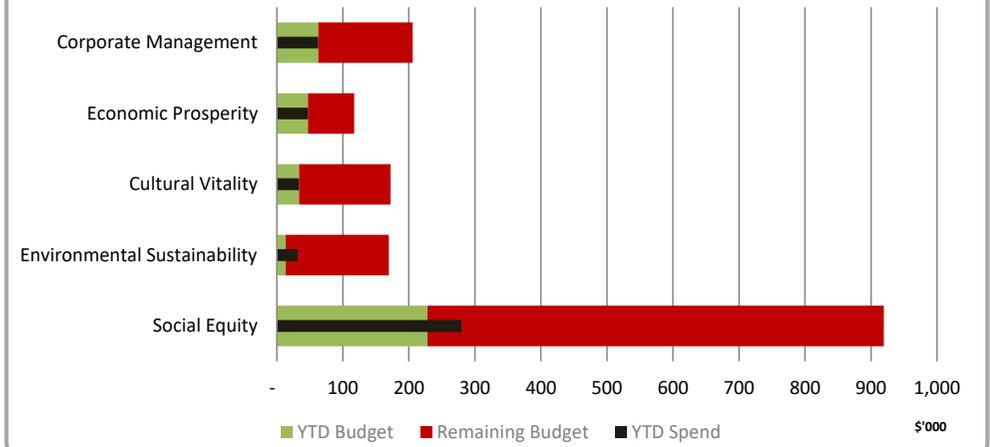
<b>Net Cost of Operating Projects</b>	<b>(294)</b>	<b>(224)</b>	<b>(776)</b>
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<b>Capital Projects</b>			
<b>Income</b>			
Social Equity	247	25	1,340
Environmental Sustainability	150	-	870
Cultural Vitality	-	-	0
Economic Prosperity	-	-	0
Corporate Management	-	-	0
<b>Total Income</b>	<b>397</b>	<b>25</b>	<b>2,210</b>
<b>Expenses</b>			
Social Equity	6,523	6,039	9,818
Environmental Sustainability	766	375	4,631
Cultural Vitality	102	102	341
Economic Prosperity	7	7	303
Corporate Management	20	20	152
<b>Total Expenses</b>	<b>7,418</b>	<b>6,543</b>	<b>15,244</b>

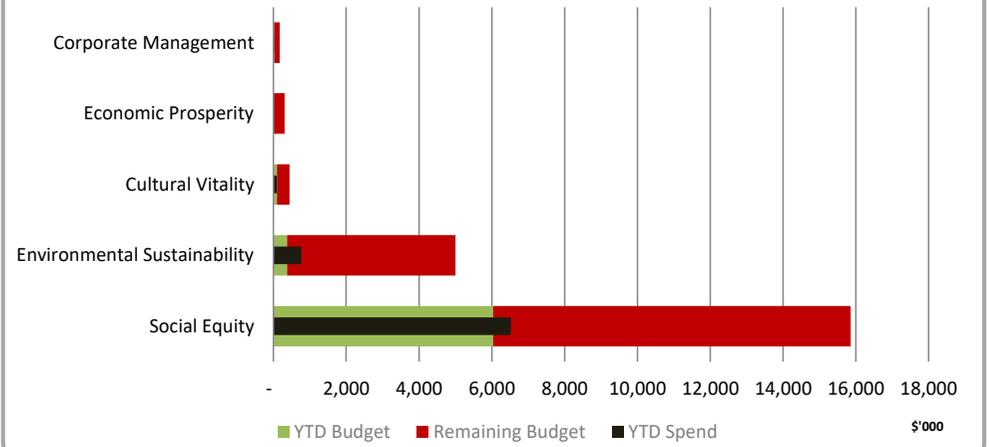
<b>Net Cost of Capital Projects</b>	<b>(7,021)</b>	<b>(6,518)</b>	<b>(13,034)</b>
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Key areas to highlight:

SERVICE INITIATIVES (inc. Carry Forwards)



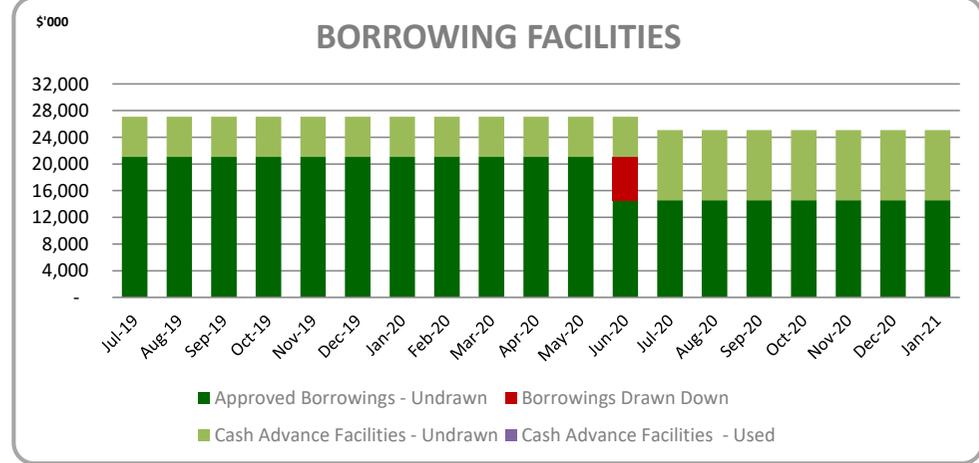
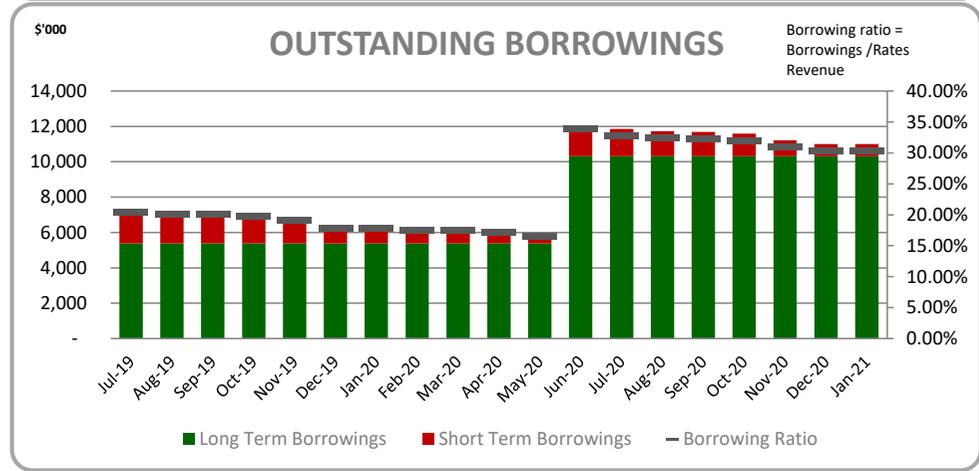
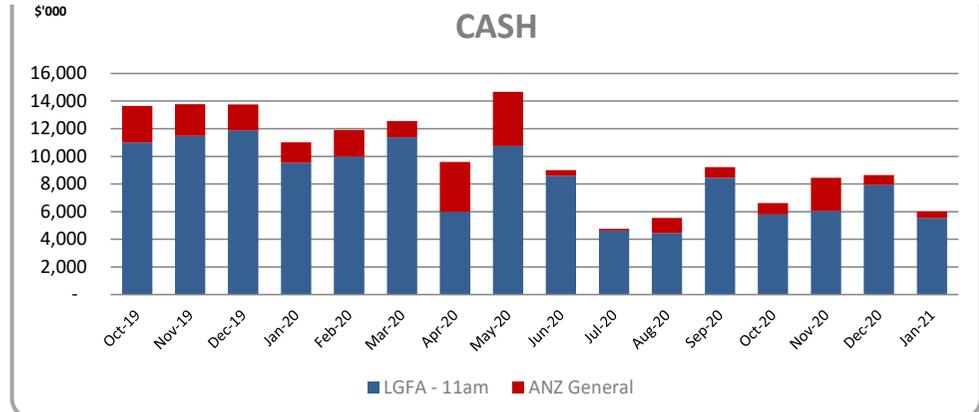
NEW ASSETS & RENEWALS (inc. Carry Forwards)



CITY OF NORWOOD PAYNEHAM & ST PETERS

	Jan-21	Dec-20	Movement	June 2020
	Actual	Actual		
	\$'000	\$'000	\$'000	\$'000
<b>ASSETS</b>				
<b>Current Assets</b>				
Bank and Cash	5,874	8,494	(2,620)	9,021
Accounts receivables	17,882	18,383	(501)	3,502
Less : Provision for Bad Debts	(272)	(272)	-	(272)
<b>Total Current Assets</b>	<b>23,483</b>	<b>26,604</b>	<b>(3,121)</b>	<b>12,250</b>
<b>Non-current Assets</b>				
Financial Assets	45	45	-	45
Investments in Joint Ventures	2,931	2,931	-	2,890
Infrastructure, Property, Plant and Equipment	489,713	491,169	(1,456)	487,808
<b>Total Non-current Assets</b>	<b>492,688</b>	<b>494,144</b>	<b>(1,456)</b>	<b>490,743</b>
<b>Total Assets</b>	<b>516,172</b>	<b>520,749</b>	<b>(4,577)</b>	<b>502,994</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade and Other Payables	16,844	19,646	(2,802)	4,361
Borrowings	(885)	(885)	-	(24)
Provisions	1,814	1,965	(151)	1,713
<b>Total Current Liabilities</b>	<b>17,773</b>	<b>20,725</b>	<b>(2,953)</b>	<b>6,050</b>
<b>Non-current Liabilities</b>				
Borrowings	11,888	11,888	-	11,888
Provisions	2,581	2,581	-	2,581
Investments in Joint Ventures	1,308	1,308	-	1,348
<b>Total Non-current Liabilities</b>	<b>15,776</b>	<b>15,776</b>	<b>-</b>	<b>15,817</b>
<b>Total Liabilities</b>	<b>33,549</b>	<b>36,502</b>	<b>(2,953)</b>	<b>21,867</b>
<b>NET ASSETS</b>	<b>482,622</b>	<b>484,247</b>	<b>(1,625)</b>	<b>481,127</b>
<b>EQUITY</b>				
Accumulated Surplus	58,977	58,190	787	57,507
Asset Revaluation Reserves	423,620	423,620	-	423,620
<b>TOTAL EQUITY</b>	<b>482,596</b>	<b>481,810</b>	<b>787</b>	<b>481,127</b>

Key areas to highlight YTD :



## 11.4 2020-2021 MID-YEAR BUDGET REVIEW

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**REPORT AUTHOR:** Financial Services Manager  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** fA10000/A118842  
**ATTACHMENTS:** A - C

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### PURPOSE OF REPORT

The purpose of this report is to provide the Council with a summary of the forecast Budget position for the year ended 30 June 2021, following the Mid-Year Budget Review. The forecast is based on the year-to-date December 2020 results.

### BACKGROUND

Pursuant to Section 123 (13) of the *Local Government Act 1999*, the Council must, as required by the Regulations reconsider its Annual Business Plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

The Budget Reporting Framework set out in Regulation 9 of the *Local Government (Financial Management) Regulations 2011* (“the Regulations”) comprises two (2) types of reports, namely:

1. The Budget Update; and
2. The Mid-Year Budget Review.

#### Budget Update

The Budget Update Report sets out the revised forecast of the Council’s Operating and Capital investment activities compared with the estimates for those activities set out in the Adopted Budget. The Budget Update is required to be presented in a manner consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

The Budget Update Report must be considered by the Council at least twice per year between 30 September and 31 May (both dates inclusive) in the relevant financial year, with at least one (1) Budget Update Report being considered by the Council prior to consideration of the Mid-Year Budget Review Report.

The Regulations requires a Budget Update Report to include a revised forecast of the Council’s operating and capital investment activities compared with estimates set out in the Adopted Budget, however it is recommended by the Local Government Association that the Budget Update Report should also include at a summary level:

- the year to date result;
- any variances sought to the Adopted Budget or the most recent Revised Budget for the financial year; and
- a revised end of year forecast for the financial year.

#### Mid-Year Review

The Mid-Year Budget Review must be considered by the Council between 30 November and 15 March (inclusive) in the relevant financial year. The Mid-Year Budget Review Report sets out a revised forecast of each item shown in its Budgeted Financial Statements compared with estimates set out in the Adopted Budget presented in a manner consistent with the Model Financial Statements. The Mid-Year Budget Review Report must also include revised forecasts for the relevant financial year of the Council’s Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Sustainability Ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled *Financial Indicators*.

The Mid-Year Budget Review is a comprehensive review of the Council's Budget and includes the four principal financial statements, as required by the Model Financial Statement, detailing:

- the year to date result;
- any variances sought to the Adopted Budget; and
- a revised full year forecast of each item in the budgeted financial statements compared with estimates set out in the Adopted budget.

The Mid-Year Budget Review Report should also include information detailing the revised forecasts of financial indicators compared with targets established in the Adopted Budget and a summary report of operating and capital activities consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

## **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

The Council's Long Term Strategic directions are set out in *City Plan 2030 – Shaping our Future*. The Council's *Long Term Financial Plan (LTFP)*, is a key document in the Councils Planning Framework. It is the primary financial management tool which links the Council's Strategic Plan, *City Plan 2030 – Shaping our Future*, Whole-of-Life Assets Management Plans, the Annual Business Plan and Budget.

The *2020-2021 Annual Business Plan* and Budget, sets out the proposed services, programs and initiatives for the 2020-2021 Financial Year and explains how the Council intends to finance its continuing services, programs and initiatives which are to be undertaken during the financial year. The 2020-2021 Adopted Budget estimated an Operating Deficit of \$798,455. The Operating Deficit was increased as part of the First Quarter Budget Review to \$924,210.

## **FINANCIAL AND BUDGET IMPLICATIONS**

The Mid-Year Budget Review, provides the opportunity to reflect any changes in projections based on the actual year-to-date results to December 2020 and forecast the 2020-2021 Operating result.

Details of material movements in the forecast from the Adopted Budget are contained in the Discussion section of this Report.

## **EXTERNAL ECONOMIC IMPLICATIONS**

This report provides information on the planned financial performance of the Council for the year ended 30 June 2021 and has no direct external economic impacts.

## **SOCIAL ISSUES**

Not Applicable.

## **CULTURAL ISSUES**

Not Applicable.

## **ENVIRONMENTAL ISSUES**

Not Applicable.

## **RESOURCE ISSUES**

Not Applicable.

## **RISK MANAGEMENT**

There are no risk management issues arising from this issue. All documents have been prepared in accordance with the statutory requirements.

## CONSULTATION

- **Elected Members**

The Council considered the First Budget Update at its meeting held on 7 December 2020.

- **Community**

Not Applicable.

- **Staff**

Responsible Officers and General Managers.

- **Other Agencies**

Not Applicable.

## DISCUSSION

### Budget Review

In determining the Adopted Operating Surplus, the Council considers the financial resources which are required to provide the ongoing services, programs and facilities (Recurrent Operating Budget), which encompass the basic responsibilities, which the Council is required to provide under the *Local Government Act* and other relevant legislation, plus ongoing services and programs as a result of community needs and expectations.

Such on-going services include regulatory services, such as animal management and parking management, street cleaning and rubbish collection, maintenance of basic infrastructure including roads, footpaths, parks, public open space, street lighting and storm-water drainage, development planning and control, library and learning services, community support programs, environmental programs, community events, community recreational facilities and home assistance service.

In addition, the Council considers the funding requirements associated with the introduction of new services or the enhancement to existing services (Operating Projects).

The 2020-2021 Adopted Operating Budget, projected an Operating Deficit of \$798,455. At the Council meeting held on 7 December 2020, the Council considered and endorsed the First Budget Update, which reported a forecast Operating Deficit of \$924,210.

Following the Mid-Year Budget Review, as presented in this report, the Operating Deficit is forecast to be \$651,547.

The material movements in the components that make up the Operating Surplus following the Mid-Year Budget Review are detailed below.

### A. Recurrent Operating Budget

For 2020-2021, the Recurrent Operating Budget forecast a Recurrent Operating Surplus of \$435,651, which was reduced to \$386,438 following the First Budget Update.

As a result of the Mid-Year Budget Review, the Recurrent Operating Surplus is forecast to be \$501,909, an increase of \$133,463 on the Adopted First Budget Update. The major reasons for the movement in Operating Surplus are detailed in Table 1.

**TABLE 1: MAJOR VARIANCES IN RECURRENT OPERATING BUDGET - MID-YEAR BUDGET REVIEW**

	Favourable/ (Unfavourable) \$
The employee expenses budget has been reduced to reflect the cost which has not been incurred on budgeted positions that remained unfilled at the end of the first half of the year. The positions include Community Arts Officer, Manager, City Projects and IT System Administrator.	187,257
The Council received a bonus payment from Local Government Finance Authority. The bonus payment is reflective of the value of deposits and loans the Council held with the Authority.	46,145
Due to COVID-19, the Council's major events for the first half year were cancelled. Both Events Coordinators were secondment to vacant positions in the Customer Service Unit in lieu of engaging contract staff to back fill vacancies in the Customer Service Unit.	22,700
Additional Waste Bin Permits issued for the 2020-2021 Financial Year were higher than anticipated in the Adopted Budget.	13,000
Due to COVID-19 protocols, the St Peters Child Care Centre & Preschool required staff who were unwell to not present to work. Due to licensing requirements, temporary staff were engaged to ensure that Staff to Child ratios were maintained.	(30,000)

When the 2020-2021 Budget was prepared, the on-going health, social and economic impacts of the COVID-19 were uncertain and, as such, it was assumed that a number of services, programs and activities would not be in a position to recommence until the second half of the financial year. Given the management of the pandemic, the Council was in the position to recommence services earlier than anticipated. The COVID-19 impacts, built into the Adopted Budget that didn't come to fruition have been adjusted as part of the Mid-Year Budget Review and are detailed in Table 2.

**TABLE 2: COVID-19 REPONSE**

	Favourable/ (Unfavourable) \$
In preparing the 2020-2021 Adopted Budget, it was anticipated that there would be a delay in the collection of rate payments, impacting the Council's cashflow, as such the Adopted Budget provided for additional interest from short term financing. The collection of Rates has not been adversely impacted by the pandemic and, as such the short term borrowings have not been required.	50,000
The Norwood Concert Hall was anticipated to be prevented from opening due to physical distancing restrictions put in place to address the health impact of COVID-19 for the first six months of the 2020-2021 Financial Year. With the easing of restrictions, events have been able to be held. As such, the Norwood Concert Hall revenue and expenditures are increased by \$49,698 and \$80,619 respectively.	(30,921)
The Swimming Season commenced in October as per normal. As such, user charges were increased by \$194,044 and operational expenses were increased by \$339,918 to reflect the earlier than anticipated Season opening.	(145,874)

**B. Operating Projects**

The Adopted Budget includes an estimate of operating project expenditure for the year under review and:

- previously approved and carried forward projects from the prior budget years; less
- an allowance for current year approved projects projected to be carried forward to subsequent budget years.

Carried Forward estimates (from prior financial years) are reviewed upon finalisation of the Annual Financial Statements. Additional expenditure required for non-completed Operating Projects at the end of the Financial Year, is incorporated in the Budget as part of First Budget Update.

Taking into account the carried forward Operating Project expenditure and new projects which have been endorsed by the Council, the 2020-2021 Adopted Operating Projects Budget forecast a cost to the Council of \$1.597 million.

Carried Forward Operating Project expenditure was estimated as part of the Adopted Budget to be \$338,000. Following the First Budget Update, the value of carried forward expenditure is \$604,000. The increase in the Carried Forward Budget, is due to projects not progressing as anticipated or the commencement of some projects being deferred.

The First Budget Update forecast the cost of Operating Projects to be \$1.816 million, the Mid-Year Budget Update is estimating a slight decrease in this figure to \$1.737 million. The major reasons for the movement in Operating Projects are detailed in Table 3.

**TABLE 3: MAJOR VARIANCES IN OPERATING BUDGET - MID-YEAR BUDGET REVIEW**

	Favourable/ (Unfavourable) \$
Due to COVID-19, the 2021 Santos Tour Down Under was cancelled. At its meeting held on 7 December 2020, the Council endorsed two (2) bicycle themed activities, with a budget of \$20,000. The first event, "Wheel Park" was held in January 2021 at Felixstow Reserve. The second bicycle themed activity will be held in April 2021.	85,000
The Council's budgeted contribution for the Resilient East Coordinator is no longer required as the City of Burnside, who is the auspice Council for the Resilient East Program, received grant funding of \$52,000 from State Government to fund this position	\$10,000
The Council engaged an external consultant to undertake graphic design of the Business & Economic Development Strategy due to other priorities within the Council Communication Unit.	(15,800)
The Council received grant funding from Green Adelaide for tree planting in Kent Town, associated with the works currently being undertaken on the Parade West and College Road (adjacent to the Kent Town Hotel).	60,000

A review of status of the Operating Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2021.

Eight (8) out of total forty-one (41) operating projects have been completed by December 2020.

Details of Operating Projects is contained in **Attachment A**.

### C. Capital Projects

The Council adopted a Capital Budget of \$19.936 million for 2020-2021, which comprised funding allocations for New Capital Projects involving new or the upgrading of existing assets (\$4.127 million), the renewal/replacement of existing assets (\$10.146 million) and Carried Forward Projects from 2019-2020 (\$5.457million).

The First Budget Update forecast the cost of Capital Projects to be \$22.225 million. The increase is predominately due to a number of projects which were initially anticipated to be completed by 30 June 2020 being delayed or still being in progress as at 30 June 2020. Following the Mid-Year Budget Review, the Capital Project expenditure is forecast to increase by \$562,711 to \$22.787 million. The budget variations identified in the Mid-Year Review are detailed in Table 4 below:

**TABLE 4: MAJOR VARIANCES IN CAPITAL PROJECT BUDGET - MID-YEAR BUDGET REVIEW**

Capital Project	Increase/ (Decrease) \$
The additional budget is requested to relocate two (2) bus stops on Sixth Avenue to enable wheelchair access in order to comply with <i>Disability Discrimination Act</i> requirement.	6,000
As part of the Willow Bend Park Upgrade project, it was identified that the power infrastructure was located under a private property fence. Funds are requested to relocate the power supply to a more accessible location.	21,000
The budget for the first year maintenance for River Torrens Linear Park Path Upgrade Project was not carried forward from the 2019-2020 Financial Year, in the First Budget Update.	35,000
The Council has been successful with grants application from Green Adelaide for the St Peters Street Upgrade Project and Burchell Reserve Upgrade Project. The grant funding was sought to offset the cost of drainage works, which have been added to the scope of the upgrade projects. As the receipt of grant funding offsets the cost of the increased scope of works, there is no net increase in the cost to the Council.	100,000
The additional funds are requested as part of the Payneham Oval Tennis Courts Reconstruction Project for the removal and disposal of ballast rock within the subgrade surface. The presence of the ballast rock was unknown prior to the works commencing.	180,000
As its Meeting held on 7 December 2020, the Council awarded the tender to undertake the construction work for streetscape upgrade on The Parade West, Rundle Street and College Road, Kent Town. The Tender was based on an extended scope of works to include College Road, Kent Town associated with the Kent Town Hotel and the implementation of structural soil system associated with tree planting. The cost of the increased scope of works is offset by a \$50,000 contribution by the Kent Town Hotel.	220,711

It is not expected that the increase in capital expenditure for the 2020-2021 Financial Year will result in any additional borrowings being required. However this will be monitored during the second half of the year.

A review of status of the Capital Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2020.

By December 2020, eight (8) out of total fifty-five (55) Capital Projects are completed.

Details of Capital Projects is contained in **Attachment B**.

Regulation 9 (1) (b) of the Regulations states the Council must consider:

*“between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.”*

Further Regulation 9 (2) of the Regulations states the Council must consider:

*“revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.”*

The revised Budgeted Financial Statements and Financial Indicators as a result of the Mid-Year Budget Update are included in **Attachment C**.

## **OPTIONS**

The Council has the following options in respect to this issue:

1. Adopt the Mid-Year Budget Review as recommended; or
2. Amend the Mid-Year Budget Review as it sees fit.

The Mid-Year Budget Review is forecasting an Operating Surplus that is in line with the adopted budget. In addition, the proposed amendments to the Operating and Capital projects budgets are consistent with decision made by the Council since the adoption of the 2020-2021 annual budget and the First Budget Update.

Therefore Option 1 is recommended.

## **CONCLUSION**

Nil

## **COMMENTS**

Nil

## **RECOMMENDATION**

1. That the Mid-Year Budget Update Report be received and noted.
2. That project progress reports contained in Attachments A and B, be received and noted.
3. That Pursuant to Regulation 9 (1) and (2) of the Local Government (Financial Management) Regulations 2011, Budgeted Financial Statements and Financial Indicators as contained within Attachment C, be adopted.

## **Attachments – Item 11.4**

# Attachment A

## 2020-2021 Mid-Year Budget Review

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*City of*  
**Norwood  
Payneham  
& St Peters**

**FINANCIAL YEAR 2020-2021 FIRST BUDGET REVIEW OPERATING PROJECTS PROGRESS**

Project Description	FY2020-2021 Approved Budget	First Budget Update	Mid-Year Budget Request	Mid-Year Budget Update	YTD Actual by December 2020	Has Project Commenced? (Y/N)	Forecasted Completion Date
TOUR DOWN UNDER (Wheel Park Event)	105,000	105,000	(85,000)	20,000	853	Y	Apr-21
YOUTH ARTS & EVENTS PROGRAM	15,603	14,539		14,539	12,532	Y	Jun-21
RESILIENT EAST PROJECT	15,000	15,000	(10,000)	5,000	1,883	Y	Jun-21
SUSTAINABLE GARDEN AWARDS	6,000	6,000		6,000	4,464	Y	Dec-20
BUILDING INFRASTRUCTURE WORKS	-	50,712		50,712	-	Y	Jun-21
CONCERTS IN THE PARK	40,000	40,000		40,000	-	N	May-21
CHILDREN BOOKWEEK PROGRAM	3,000	3,000		3,000	1,144	Y	Dec-20
CITY WIDE PARKING REVIEW	70,000	70,000		70,000	14,685	Y	Jun-21
SA ONLINE PLANNING PORTAL - COUNCIL'S CONTRIBUTION	-	29,000		29,000	-	Y	Jun-21
PEOPLE PLACE & ACTIVITY STRATEGY	30,000	30,000		30,000	-	N	May-21
BUSINESS & ECONOMIC DEVELOPMENT STRATEGIC PLAN	2,000	2,379	15,800	18,179	15,440	Y	Dec-20
FLY BARS COMPLIANCE REVIEW	-	10,000		10,000	-	N	Jun-21
MOVIE ON THE OVAL	7,000	7,000		7,000	5,179	Y	Dec-20
CITY WIDE BUSINESS AWARDS	37,000	37,000		37,000	-	N	Apr-21
AGE FRIENDLY WAYFINDING STRATEGY	20,000	20,000		20,000	-	N	Jun-21
CIVIL INFRA. CONDITION AUDIT & VALUATION	110,000	110,000		110,000	35,595	Y	Jun-21
COMMUNITY EVENTS	14,766	12,943		12,943	1,330	Y	Jun-21
STREET TREE PLANTING	50,000	50,000		50,000	6,224	N	Jun-21
CULTURE & BUSINESS EXCELLENCE DEVELOPMENT	26,985	26,985		26,985	22,075	Y	Jun-21
ADDITIONAL LEVEL ON THE WEBBE ST PARKING	50,000	50,000		50,000	-	N	Jun-21
WORK HEALTH & SAFETY INITIATIVES	-	9,000		9,000	-	Y	Jun-21

**FINANCIAL YEAR 2020-2021 FIRST BUDGET REVIEW OPERATING PROJECTS PROGRESS**

Project Description	FY2020-2021 Approved Budget	First Budget Update	Mid-Year Budget Request	Mid-Year Budget Update	YTD Actual by December 2020	Has Project Commenced? (Y/N)	Forecasted Completion Date
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM OPERATING	156,666	156,666		156,666	34,214	Y	Jun-21
THE PARADE & GEORGE ST SCRAMBLE CROSSING	-	83,682		83,682	410	Y	Jun-21
STREET LIGHTING RENEWAL & UPGRADE	80,000	78,791		78,791	11,075	Y	Jun-21
TRANSITION TO SA PLANNING PORTAL	60,000	60,000		60,000	-	Y	Jun-21
SMART CITY TECHNOLOGY PLAN	-	12,727		12,727	22,233	Y	Nov-20
FOOTPATH DEFECT AUDIT	200,000	200,000		200,000	49,218	Y	Jun-21
COMMUNITY LAND MANAGEMENT PLANS REVIEW	-	5,787		5,787	4,948	Y	Sep-20
DOG & CAT MANAGEMENT PLAN EDUCATION CAMPAIGN	6,000	6,000		6,000	2,810	Y	Jun-21
CITYPLAN 2030 MID TERM REVIEW 2020	5,000	18,281		18,281	12,262	Y	Jan-21
EHIVE - CULTURAL HERITAGE COLLECTIONS PROJECT	65,000	65,000		65,000	-	Y	Jun-21
RAISING THE BAR ADELAIDE	32,000	32,000		32,000	31,694	Y	Nov-20
CYCLING EDUCATION PROGRAM	-	2,884		2,884	-	Y	Jun-21
TRAFFIC MANAGEMENT	146,884	146,884		146,884	65,677	Y	Jun-21
CITY WIDE CYCLING PLAN REVIEW & CROSSING UPGRADE	-	23,800		23,800	-	Y	Jun-21
TREE MANAGEMENT POLICY AND STRATEGY	30,000	30,000		30,000	-	Y	Jun-21
ASSET MANAGEMENT	-	32,119		32,119	1,059	Y	Jun-21
EMISSIONS REDUCTION PLAN	70,000	70,000		70,000	2,960	Y	Jun-21
TRAFFIC & INTERGRATED TRANSPORT INVESTIGATIONS	80,000	80,000		80,000	39,178	Y	Jun-21
CORPORATE UNIFORM	13,000	13,000		13,000	-	Y	Jun-21
MAGILL/PORTRUSH ROAD INTERSECTION DESIGN REVIEW	-	-			3,960	Y	Oct-20
<b>Total Operating Projects</b>	<b>1,546,904</b>	<b>1,816,178</b>	<b>(79,200)</b>	<b>1,736,978</b>	<b>403,103</b>		

# Attachment B

## 2020-2021 Mid-Year Budget Review

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*City of*  
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Payneham  
& St Peters**



## FINANCIAL YEAR 2020-2021 CAPITAL PROJECTS PROGRESS

Project Description	FY2020-2021 Approved Budget	First Budget Update	Mid-Year Budget Request	Mid-Year Budget Transfer	Mid-Year Budget Update	YTD Actual by December 2020	Work-in- Progress as at 30 June 2020	Approved Project Budget	Has Project Commenced? (Y/N)	Forecasted Carry Forward	Forecasted Completion Date
ANNUAL ACQUISITION OF LIBRARY BOOKS	205,925	205,925	-	-	205,925	19,153			Y		Jun-21
MAJOR PUBLIC ART FUNDING PROJECT - YEAR 1-3	146,762	146,762	-	-	146,762	-			N	146,762	Jun-23
PARADE MEDIAN STREETScape UPGRADE	300,000	300,000	-	-	300,000	-			N	300,000	Jun-21
PLANT REPLACEMENT	277,000	192,000	-	-	192,000	-			N		Jun-21
REC & OPEN SPACE INF WORKS PROGRAME	909,000	800,818	6,000	-	806,818	93,865			Y		Jun-21
CAPITALISATION OF PROJECT MANAGEMENT ON-COST	745,000	745,000	-	-	745,000	8,935			Y		Jun-21
NORWOOD CONCERT HALL GRAND PIANO	100,000	100,000	-	-	100,000	82,790	335		Y		Dec-20
PAYNEHAM SWIMMING CENTRE POOL COVER	35,000	35,000	-	-	35,000				N		Jun-21
PAYNEHAM SWIMMING CENTRE MAIN POOL REFURBISHMENT (INCLUDING MAIN POOL PIPEWORK)	1,619,742	1,614,792	-	-	1,614,792	15,511	448,965	2,060,000	Y		
AUTHORITY VERSION UPGRADE - BIS UPGRADE	9,755	9,755	-	-	9,755	9,094			Y		Dec-20
AUTHORITY VERSION UPGRADE - HIERARCHY & ONLINE LEAVE WORK PATTERNS	8,500	18,500	-	-	18,500	6,465			Y	12035	Dec-21
FELIXSTOW RESERVE MASTERPLAN PROJECT			-	-	-	24,828			Y		Oct-20
NPSP WEBSITE DEVELOPMENT	10,000	10,000	-	-	10,000	4,904			Y		Jun-21
ADEY RESERVE MASTER PLAN	40,000	50,000	-	-	50,000	-			N	50,000	Jun-22
"ALL THINGS ARE ONE" INSTALLATION	-	49,250	-	-	49,250	-	1,650		Y		Jun-21
LINEAR PARK PATH UPGRADE	-	5,000	35,000		40,000	14,283			Y		Apr-21
ST PETERS STREET STREETScape CONCEPT DESIGN	100,000	100,000	50,000	-	150,000	-	16,996		Y		Jun-21
SYD JONES CONCEPT PLAN						40,648			Y		
BUTTERY RESERVE TENNIS CLUB COURT UPGRADE	1,050,000	1,064,003	-	-	1,064,003	109,695	12,399		Y		Feb-21
NORWOOD OVAL NEW CLUBROOMS AND MEMBERS FACILITIES	-		-	-	-	1,897,904	11,352,493	11,157,948	Y		Jun-21
BEULAH ROAD BICYCLE BOULEVARD	-	499,052	-	-	499,052	319,623	1,169,648	1,668,700	Y		Dec-20



## FINANCIAL YEAR 2020-2021 CAPITAL PROJECTS PROGRESS

Project Description	FY2020-2021 Approved Budget	First Budget Update	Mid-Year Budget Request	Mid-Year Budget Transfer	Mid-Year Budget Update	YTD Actual by December 2020	Work-in- Progress as at 30 June 2020	Approved Project Budget	Has Project Commenced? (Y/N)	Forecasted Carry Forward	Forecasted Completion Date
CITY INTERACTIVE MAP	-	39,210	-	-	39,210	-	-		Y		Jun-21
ERA WATER RESERVE CONNECTIONS	30,000	24,651	-	-	24,651	-			Y		Jun-21
SPCCC PABX UPGRADE	16,000	16,000	-	-	16,000	-			N		Jun-21
COUNCIL-WIDE BUSINESS WEBSITE	-	9,740	-	-	9,740	-	260		Y		Mar-21
PAYNEHAM OVAL WOMEN FACILITY	1,109,801	1,086,769	-	-	1,086,769	681,297	91,073	1,143,822	Y		Mar-21
MASTER PLAN CONCEPT DESIGN FOR SWIMMING CENTRES	70,000	84,750	-	-	84,750	30,484	15,250		Y		Jun-21
STREET LIGHTING RENEWAL & UPGRADE		20,000	-	-	20,000	18,850			Y		Dec-20
BURCHELL RESERVE UPGRADE	80,000	100,000	50,000	-	150,000	-			N		Apr-21
STANDBY POWER FOR ST PETERS LIBRARY	80,000	78,550	-	-	78,550	-	1,450		Y		Jun-21
PAYNEHAM OVAL TENNIS COURTS RECONSTRUCTION	-	486,315	180,000	-	666,315	587,144	586,070	1,072,385	Y		Dec-20
PRIVATE LANEWAY	350,403	447,118	-	-	447,118	95,348	63,619		Y		Jun-21
THE PARADE WEST STREETScape UPGRADE KENT TOWN	265,000	257,160	220,711	-	477,871	21,960	7,840		Y		Mar-21
THE PARADE & GEORGE ST SCRAMBLE CROSSING	-	15,000	-	-	15,000	4,040			Y		Jun-21
PURCHASE OF NEW COMMUNITY BUS	-	158,665	-	-	158,665	152,350	335		Y		Jan-21
WILLOW BEND PARK UPGRADE	50,000	50,000	21,000	-	71,000	7,245			Y		Mar-21
OSMOND TERRACE WAR MEMORIAL	-	36,000	-	-	36,000	-			N		Jun-21
BARRY SKINNER RESERVE	20,000	20,000	-	-	20,000	-			N		Jun-21
CAPITAL WORKS PROGRAM ROAD RESEALING	3,854,614	3,854,614	-	60,000	3,914,614	828,848			Y		Jun-21
CAPITAL WORKS PROGRAM KERB	899,400	999,400	-	-	999,400	571,302			Y		Jun-21
CAPITAL WORKS PROGRAM FOOTPATH	874,729	1,039,936	-	-	1,039,936	346,988			Y		Jun-21
DRAINAGE PROGRAM	3,157,500	3,345,479	-	(60,000)	3,285,479	369,170	-	-	Y		Jun-21



## FINANCIAL YEAR 2020-2021 CAPITAL PROJECTS PROGRESS

Project Description	FY2020-2021 Approved Budget	First Budget Update	Mid-Year Budget Request	Mid-Year Budget Transfer	Mid-Year Budget Update	YTD Actual by December 2020	Work-in- Progress as at 30 June 2020	Approved Project Budget	Has Project Commenced? (Y/N)	Forecasted Carry Forward	Forecasted Completion Date
BUILDING WORKS PROGRAM	647,000	796,153	-	-	796,153	55,357			Y		Jun-21
PAYNEHAM OVAL PRECINCT PARKING	250,000	263,240	-	-	263,240	1,770	6,760		Y		Jun-21
SECOND CREEK OUTLET UPGRADE	900,000	900,000	-	-	900,000	-			Y		Jan-22
BORTHWICH PARK CREEK IMPROVEMENTS DESIGN & CONST.	20,000	20,000	-	-	20,000	-			N		Jun-21
STEPHEN STREET (NORWOOD) IMPROVEMENTS	280,000	280,000	-	-	280,000	-			N		Jun-21
NORWOOD LIBRARY STRATEGIC REVIEW & CONCEPT PLAN	100,000	100,000	-	-	100,000	-			N		Jun-21
GEORGE STREET UPGRADE	800,000	800,000	-	-	800,000	-			N	800,000	Jun-22
HANNAFORD RESERVE MASTERPLAN	50,000	50,000	-	-	50,000	-			N	20,000	Sep-21
DON PYATT COMMUNITY HALL CHAIRS	20,000	20,000	-	-	20,000	-			Y		Jun-21
PERMANENT SIGNAGE INSTALLATION	5,000	5,000	-	-	5,000	-			Y		Jun-21
LANGMAN GROVE ROAD RECONSTRUCTION STAGE 2	-	550,000	-	-	550,000	-			N		Jun-21
THE PARADE MASTER PLAN	300,000	300,000	-	-	300,000	4,770	210,729	500,000	Y	150,000	Sep-21
EXTENSION OF SEVENTH LANE ALONG HANNAFORD RESERVE		25,000	-	-	25,000	-			Y		Jun-21
<b>Total Capital Projects</b>	<b>19,786,131</b>	<b>22,224,608</b>	<b>562,711</b>	-	<b>22,787,319</b>	<b>6,424,619</b>	<b>13,985,872</b>				

# Attachment C

## 2020-2021 Mid-Year Budget Review

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City of Norwood Payneham & St Peters  
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*City of*  
**Norwood  
Payneham  
& St Peters**



**STATEMENT OF COMPREHENSIVE INCOME**  
for the year ended 30 June 2021

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Variance	Actual YTD December 2020
\$	\$		\$			
		<b>INCOME</b>				
34,844,776	36,181,201	Rates	36,278,453	36,278,453	-	18,131,677
1,760,245	1,595,430	Statutory charges	1,509,000	1,547,000	38,000	844,042
3,700,927	3,408,253	User charges	3,332,384	3,607,774	275,390	1,700,864
3,152,098	2,958,655	Grants, subsidies and contributions	2,700,843	2,921,363	220,520	1,095,860
205,545	87,981	Investment income	64,500	64,500	-	12,059
1,012,572	1,526,956	Other revenues	574,703	701,848	127,145	460,026
34,887	27,605	Net gain - joint ventures & associates	-	-		
<b>44,711,050</b>	<b>45,786,081</b>	<b>Total Revenues</b>	<b>44,459,883</b>	<b>45,120,938</b>	<b>661,055</b>	<b>22,244,529</b>
		<b>EXPENSES</b>				
13,738,897	14,050,351	Employee costs	15,653,541	15,697,841	44,300	7,869,882
18,773,524	18,936,897	Materials, contracts & other expenses	18,878,304	19,271,421	393,117	8,513,919
488,826	404,968	Finance costs	800,000	750,000	(50,000)	310,537
8,984,395	9,503,233	Depreciation, amortisation & impairment	9,734,338	9,734,338	-	4,867,170
345,790	515,399	Net loss joint ventures and associates	192,158	318,888	126,730	-
<b>42,331,432</b>	<b>43,410,847</b>	<b>Total Expenses</b>	<b>45,258,341</b>	<b>45,772,488</b>	<b>514,147</b>	<b>21,561,508</b>
2,379,618	2,375,234	<b>OPERATING SURPLUS / (DEFICIT)</b>	(798,458)	(651,550)	146,908	683,021
(1,207,316)	(1,529,255)	Net gain (loss) on disposal or revaluation of assets	27,000	27,000	-	-
-	-	Non-operating items - joint ventures and associates	-	-	-	-
1,131,089	744,208	Amounts specifically for new or upgraded assets	1,845,360	2,580,570	735,210	-
24,000	-	Physical resources received free of charge	-	-	-	-
<b>2,327,391</b>	<b>1,590,187</b>	<b>NET SURPLUS (DEFICIT)</b>	<b>1,073,902</b>	<b>1,956,020</b>	<b>882,118</b>	<b>683,021</b>
32,992,649	3,542,270	Changes in revaluation Surplus- infrastructure, property, plant & equipment	2,000,000	2,000,000	-	-
8,809	12,526	Share of Other comprehensive Income - joint ventures and associates	-	-	-	-
<b>33,001,458</b>	<b>3,554,796</b>	<b>TOTAL OTHER COMPREHENSIVE INCOME</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>
<b>35,328,849</b>	<b>5,144,982</b>	<b>TOTAL COMPREHENSIVE INCOME</b>	<b>3,073,902</b>	<b>3,956,020</b>	<b>882,118</b>	<b>683,021</b>



## STATEMENT OF FINANCIAL POSITION

as at 30 June 2020

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Variance	Actual YTD December 2020
\$	\$		\$	\$		
		<b>ASSETS</b>				
		<b>Current Assets</b>				
12,152,115	9,177,369	Cash and cash equivalents	360,902	1,518,563	1,157,661	8,650,520
2,945,277	2,889,164	Trade & other receivables	4,619,051	2,619,051	(2,000,000)	17,561,500
<b>15,097,392</b>	<b>12,066,533</b>	<b>Total Current Assets</b>	<b>4,979,954</b>	<b>4,137,615</b>	<b>(842,339)</b>	<b>26,212,020</b>
		<b>Non-current Assets</b>				
136,305	104,780	Financial Assets	104,780	104,780	-	104,780
2,890,415	2,463,297	Equity accounted investments in Council businesses	2,563,297	2,436,567	(126,730)	2,503,654
473,423,465	476,469,020	Infrastructure, Property, Plant & Equipment	506,310,374	509,161,562	2,851,188	495,492,468
6,118,903	17,891,485	Other Non-current Assets	-	-	-	-
<b>482,569,088</b>	<b>496,928,582</b>	<b>Total Non-current Assets</b>	<b>508,978,451</b>	<b>511,702,909</b>	<b>2,724,458</b>	<b>498,100,902</b>
<b>497,666,480</b>	<b>508,995,115</b>	<b>Total Assets</b>	<b>513,958,405</b>	<b>515,840,524</b>	<b>1,882,119</b>	<b>524,312,922</b>
		<b>LIABILITIES</b>				
		<b>Current Liabilities</b>				
6,271,814	7,309,501	Trade & Other Payables	5,377,572	6,377,572	1,000,000	22,593,958
1,781,492	1,651,032	Borrowings	1,547,467	1,547,467	-	789,455
2,751,650	3,134,785	Short-term Provisions	2,800,910	2,800,910	-	3,387,048
<b>10,804,956</b>	<b>12,095,318</b>	<b>Total Current Liabilities</b>	<b>9,725,949</b>	<b>10,725,949</b>	<b>1,000,000</b>	<b>26,770,461</b>
		<b>Non-current Liabilities</b>				
5,387,783	10,356,769	Long-term Borrowings	14,420,133	14,420,133	-	10,356,769
1,202,865	1,159,734	Long-term Provisions	1,162,968	1,162,968	-	1,159,734
1,429,064	1,396,501	Liability - Equity accounted Council businesses	1,588,659	1,588,659	-	1,356,144
<b>8,019,712</b>	<b>12,913,004</b>	<b>Total Non-current Liabilities</b>	<b>17,171,760</b>	<b>17,171,760</b>	<b>-</b>	<b>12,872,647</b>
<b>18,824,668</b>	<b>25,008,322</b>	<b>Total Liabilities</b>	<b>26,897,709</b>	<b>27,897,709</b>	<b>1,000,000</b>	<b>39,643,108</b>
<b>478,841,812</b>	<b>483,986,793</b>	<b>NET ASSETS</b>	<b>487,060,696</b>	<b>487,942,815</b>	<b>882,119</b>	<b>484,669,814</b>
		<b>EQUITY</b>				
55,222,301	56,825,014	Accumulated Surplus	57,898,915	58,781,034	882,119	57,508,035
423,619,511	427,161,779	Asset Revaluation Reserve	429,161,781	429,161,780	-	427,161,779
<b>478,841,812</b>	<b>483,986,793</b>	<b>TOTAL EQUITY</b>	<b>487,060,696</b>	<b>487,942,814</b>	<b>882,119</b>	<b>484,669,814</b>

**STATEMENT OF CHANGES IN EQUITY**  
for the year ended 30 June 2021

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Variance	Actual YTD December 2020
\$	\$			\$		
<b>ACCUMULATED SURPLUS</b>						
52,886,101	55,222,301	Balance at end of previous reporting period	56,825,013	56,825,014	-	56,825,014
2,327,391	1,590,187	Net Result for Year	1,073,902	1,956,020	882,118	683,021
-	-	Other Comprehensive Income	-	-	-	-
8,809	12,526	Share of other Comprehensive income - joint ventures and associates	-	-	-	-
<b>55,222,301</b>	<b>56,825,014</b>	<b>Balance at end of period</b>	<b>57,898,915</b>	<b>58,781,034</b>	<b>882,118</b>	<b>57,508,035</b>
<b>ASSET REVALUATION RESERVE</b>						
390,626,862	423,619,509	Balance at end of previous reporting period	427,161,781	427,161,780	-	427,161,779
32,992,649	3,542,270	Gain on revaluation of infrastructure, property, plant & equipment	2,000,000	2,000,000	-	-
<b>423,619,511</b>	<b>427,161,779</b>	<b>Balance at end of period</b>	<b>429,161,781</b>	<b>429,161,780</b>	<b>-</b>	<b>427,161,779</b>
<b>478,841,812</b>	<b>483,986,793</b>	<b>TOTAL EQUITY AT END OF REPORTING PERIOD</b>	<b>487,060,696</b>	<b>487,942,814</b>	<b>882,118</b>	<b>484,669,814</b>



**STATEMENT OF CASH FLOWS**  
for the year ended 30 June 2021

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Variance	Actual YTD December 2020
		<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		\$		
		<u>Receipts</u>				
44,391,495	46,202,352	Operating receipts	42,665,496	45,326,551	2,661,055	22,232,470
203,603	87,981	Investment receipts	64,500	64,500	-	12,059
		<u>Payments</u>				
(31,915,698)	(32,515,736)	Operating payments to suppliers & employees	(36,605,491)	(36,042,908)	562,583	(16,383,801)
(488,826)	(406,609)	Finance Payments	(800,000)	(750,000)	50,000	(310,537)
<b>12,190,574</b>	<b>13,367,988</b>	<b>Net Cash provided by (or used in) Operating Activities</b>	<b>5,324,505</b>	<b>8,598,143</b>	<b>3,273,638</b>	<b>5,550,191</b>
		<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
		<u>Receipts</u>				
1,049,079	1,164,734	Grants specifically for new or upgraded assets	1,845,360	2,580,570	735,210	-
4,896	50,739	Sale of replaced assets	27,000	27,000	-	-
13,462	43,077	Repayments of loans by community groups	-	-	-	-
4,160	7,179	Capital contributed to associated entities	-	-	-	-
		<u>Payments</u>				
(9,009,191)	(8,919,370)	Expenditure on renewal/replacement of assets	(11,645,452)	(12,893,274)	(1,247,822)	(2,050,940)
(6,614,928)	(13,174,690)	Expenditure on new/upgraded assets	(8,331,243)	(9,934,608)	(1,603,365)	(2,621,556)
-	-	Loans made to community groups	-	-	-	-
(96,453)	(80,714)	Capital contributed to associated entities	(100,000)	(100,000)	-	(80,714)
<b>(14,648,975)</b>	<b>(20,909,045)</b>	<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(18,204,335)</b>	<b>(20,320,312)</b>	<b>(2,115,977)</b>	<b>(4,753,210)</b>
		<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
		<u>Receipts</u>				
-	6,500,000	Proceeds from Borrowings	5,870,831	5,870,831	-	-
		<u>Payments</u>				
(1,201,875)	(1,933,691)	Repayments of Borrowings	(1,807,467)	(1,807,467)	-	(861,577)
<b>(1,201,875)</b>	<b>4,566,309</b>	<b>Net Cash provided by (or used in) Financing Activities</b>	<b>4,063,364</b>	<b>4,063,364</b>	<b>-</b>	<b>(861,577)</b>
<b>(3,660,276)</b>	<b>(2,974,748)</b>	<b>Net Increase (Decrease) in cash held</b>	<b>(8,816,466)</b>	<b>(7,658,805)</b>	<b>1,157,661</b>	<b>(64,596)</b>
15,812,394	12,152,118	Cash & cash equivalents at beginning of period	9,177,369	9,177,369	-	9,177,369
<b>12,152,118</b>	<b>9,177,370</b>	<b>Cash &amp; cash equivalents at end of period</b>	<b>360,903</b>	<b>1,518,563</b>	<b>1,157,661</b>	<b>9,112,773</b>

**UNIFORM PRESENTATION OF FINANCES**  
for the year ended 30 June 2021

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Variance	Actual YTD December 2020
44,711,050	45,786,081	Income	44,459,883	45,120,938	661,055	22,244,529
(42,331,432)	(43,410,847)	less Expenses	(45,258,341)	(45,772,488)	(514,147)	(21,561,508)
<b>2,379,618</b>	<b>2,375,234</b>	<b>Operating Surplus / (Deficit)</b>	<b>(798,458)</b>	<b>(651,550)</b>	<b>146,908</b>	<b>683,021</b>
		<b>less Net Outlays on Existing Assets</b>				
9,009,191	8,919,370	Capital Expenditure on renewal and replacement of Existing Assets	11,645,452	12,893,274	1,247,822	2,050,940
(8,984,395)	(9,503,233)	less Depreciation, Amortisation and Impairment	(9,734,338)	(9,734,338)	-	(4,867,170)
(4,896)	(50,739)	less Proceeds from Sale of Replaced Assets	(27,000)	(27,000)	-	-
<b>19,900</b>	<b>(634,602)</b>		<b>1,884,114</b>	<b>3,131,936</b>	<b>1,247,822</b>	<b>(2,816,230)</b>
		<b>less Net Outlays on New and Upgraded Assets</b>				
6,614,928	13,174,690	Capital Expenditure on New and Upgraded Assets	8,331,243	9,934,608	1,603,365	2,621,556
(1,049,079)	(1,164,734)	less Amounts received specifically for New and Upgraded Assets	(1,845,360)	(2,580,570)	(735,210)	-
(4,160)	(7,179)	Proceeds from Sale of Surplus Assets				
<b>5,561,689</b>	<b>12,002,777</b>		<b>6,485,883</b>	<b>7,354,038</b>	<b>868,155</b>	<b>2,621,556</b>
<b>(3,201,971)</b>	<b>(8,992,942)</b>	<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(9,168,455)</b>	<b>(11,137,524)</b>	<b>(1,969,069)</b>	<b>877,695</b>



**FINANCIAL RATIOS**  
for the year ended 30 June 2021

Actual 2018-2019	Actual 2019-2020		Adopted Budget 2020-2021	Revised Budget 2020-2021	Actual YTD December 2020
		<b>Operating Surplus Ratio</b>			
5%	5%	<u>Operating Surplus</u>	(2%)	(1%)	3%
		Total Operating Revenue			
		<b>Net Financial Liabilities Ratio</b>			
8%	28%	<u>Net Financial Liabilities</u>	49%	52%	60%
		Total Operating Revenue			
		<b>Asset Sustainability Ratio</b>			
130%	130%	<u>Net Asset Renewals</u>	140%	155%	na
		Infrastructure & Asset Management Plan required expenditure			
		<i>Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets.</i>			
		<b>Recommended for disclosure by Local Government Association</b>			
2,379,618	2,375,234	<b>Operating Surplus</b>	(798,458)	(651,550)	683,021
		<i>Being the operating surplus (deficit) before capital amounts .</i>			
3,590,971	12,837,009	<b>Net Financial Liabilities</b>	21,812,975	23,655,315	13,326,307
		<i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in</i>			
		<b>Interest Cover Ratio</b>			
1%	1%	<u>Net Interest Expense</u>	2%	2%	1%
		Total Operating Revenue less Investment Income			
		<b>Asset Consumption Ratio</b>			
53%	61%	<u>Carrying value of depreciable assets</u>	57%	58%	55%
		Gross value of depreciable assets			
		<i>Total carrying value of depreciable assets divided by total reported value of depreciable assets before</i>			
		<b>Requested by Council</b>			
		<b>Debt Repayment to Rate Revenue Ratio</b>			
5%	6%	<u>Debt Servicing</u>	7%	7%	6%
		Rate Revenue			

## 11.5 2021-2022 FEES AND CHARGES

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**REPORT AUTHOR:** Financial Services Manger  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 83664585  
**FILE REFERENCE:** qA67879  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to provide the Council with the *Draft 2021-2022 Fees and Charges Schedule*, which, following its adoption “in principle”, will be used as a basis for calculating the revenue components for the draft 2021-2022 Annual Budget.

### BACKGROUND

Section 188 of the *Local Government Act 1999* (the Act), states the following in respect to fees and charges:

- (1) *A council may impose fees and charges—*
- (a) *for the use of any property or facility owned, controlled, managed or maintained by the council;*
  - (b) *for services supplied to a person at his or her request;*
  - (c) *for carrying out work at a person's request;*
  - (d) *for providing information or materials, or copies of, or extracts from, council records;*
  - (e) *in respect of any application to the council;*
  - (f) *in respect of any authorisation, licence or permit granted by the council;*
  - (g) *in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable;*
  - (h) *in relation to any other prescribed matter.*

The majority of fees and charges which are administered by the Council, are levied under various legislation (ie statutory charges), such as the *Development Act 1993*, the *Dog and Cat Management Act 1995* and the *Local Government Act 1999*. Other fees and charges arise from various policies which have been adopted by the Council. For example, the *Outdoor Dining Policy* and *On-Street Parking Permit Policy*, are based on a user pays principle with respect to the provision of those particular services.

Pursuant to Section 188(6) of the Act, the Council must keep a list of the fees and charges on public display at the Principal Office of the Council. The Council publishes the schedule of fees and charges on the Council's website.

As part of the annual budget preparation process, a review is undertaken of the fees and charges which are levied by the Council for the use of facilities and the provision of services. Any increases (or decrease) in fees and charges which are set by legislation are determined by the State Government and will be incorporated upon gazetting.

### RELEVANT POLICIES & STRATEGIC DIRECTIONS

In line with the Council's *Fees & Charges Policy*, the Council adopts a *Fees and Charges Schedule* on an annual basis and they are separated into Statutory and User Charges. Where the Council's Fees and Charges are not of a statutory nature (i.e. discretionary fees), the Council applies the principle of “user pays” where possible, in order to recover the full cost of operating or providing the service or goods to ensure that there is reasonable level of “user pays”, which in turn reduces the charge on ratepayers for the cost of providing these facilities and services. Where it can be demonstrated that citizens are unable to meet the full cost, concessions may apply.

The Outcomes and Objectives of *City Plan 2030: Shaping our Future* do not specifically address fees and charges, however the general principles of Community Well-Being are taken into account in setting the discretionary fees and charges.

## FINANCIAL IMPLICATIONS

Where the Council has the power to set the fees and charges (discretionary fees and charges), as endorsed by the Council at its meeting held on 18 January 2021, it is adopted that discretionary fees and charges are increased by 1.75% at a minimum, or at market value.

Generally, the recommended increases are in line with the Budget Parameters. In the cases where the minimum increase has not been met, the reasons for the lower increase are:

- rounding, for ease of cash handling;
- the fee in question is rarely charged but required to be set pursuant to the *Local Government Act 1999*;
- the proposed increase would result in a minor increase. In these instances, the fee is increased on a cyclical basis of every three (3) to five (5) years; and
- determination that the market could not bear an increase.

## EXTERNAL ECONOMIC IMPLICATIONS

This report provides information on the fees and charges of the Council for the year ended 30 June 2021 and are not expected to have any significant external economic impact.

## SOCIAL ISSUES

Nil

## CULTURAL ISSUES

Nil

## ENVIRONMENTAL ISSUES

Nil

## RESOURCE ISSUES

Nil

## RISK MANAGEMENT

Nil

## CONSULTATION

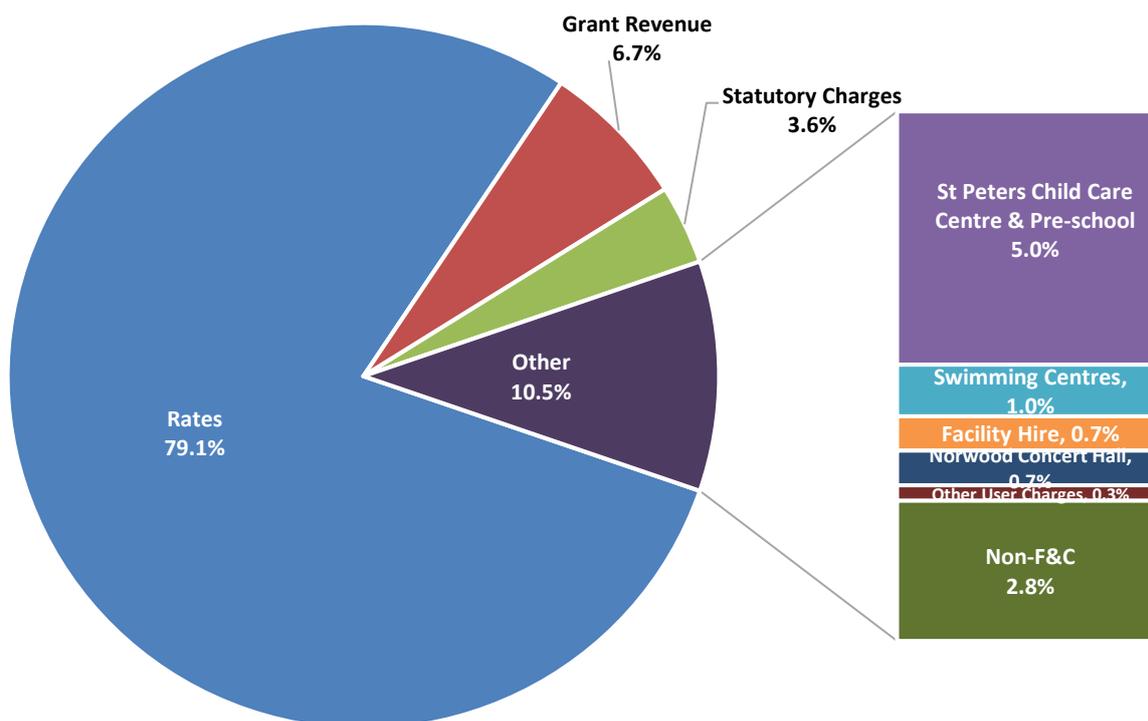
- **Elected Members**  
The Council set the parameters for the Fees and Charges Schedule at its meeting held on 18 January 2021
- **Community**  
Not Applicable.
- **Staff**  
Responsible Officers and General Managers
- **Other Agencies**  
Not Applicable.

**DISCUSSION**

In general, user fees and charges are reviewed taking into consideration the anticipated inflation rate and the cost which is incurred by the Council to provide the service or the facility, market rates for similar services and ease of cash handling, through rounding of any proposed increases or deferring increases. At its meeting held on 20 January 2021, the Council adopted the general guideline that user fees and charges be increased by 1.75% at a minimum, or at market value. The proposed general increase of 1.75% was determined with reference to the anticipated combined impact of the inflation rate associated with goods and services and salaries and wages increase for the 2021-2022 Financial Year.

Fees and Charges incorporate statutory charges which are set by legislation or by Policies which are adopted by the Council and discretionary user fees and charges which are based on user pay principles. As detailed in Figure 1 below, for the 2020-2021 financial year, discretionary user charges represent 11% of total revenue, with the major portion of this revenue from the fees and charges set by the Council. User Fee income is mostly derived from user fees charged by the St Peters Child Care Centre & Pre-school. Given that income from the Council's Business Service units (i.e. St Peters Child Care Centre & Pre-school, Norwood Concert Hall and the Swimming Centres) represents 6.8% of the total, any increase or decrease in User Charges from other services or programs, will not have a significant impact on the Council's income from user fees and charges.

**FIGURE 1 – USER CHARGES AS A PERCENTAGE OF REVENUE**



As stated earlier, for the most part, the recommended increases are in line with the Budget Parameters which were endorsed by the Council at its meeting held on 18 January 2021. The proposed changes which are not in line with the budget parameter of 1.75% (excluding rounding) and the reasons for not applying the budget parameter are detailed below.

**Mobile Food Vendor Permit – Private Event on Council Land**

When this fee was introduced in 2018-2019 the fee was set at \$50.00. The proposed increase to \$55.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied previously.

### **Council Event Stall Holder Fee**

The proposed increase from \$50.00 to \$55.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied previously.

### **Animal Management**

It is proposed to increase the Late Payment Fee on Dog Registration from \$10.00 to \$15.00. This increase in cost is to cover the increased administrative cost to ensure that all known dogs are registered on the Dog and Cat Online portal.

### **Payneham Community Centre**

- Main Hall Hire Hourly rate – Local Community group  
The proposed increase from \$6.50 to \$7.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.
- Room Hire Hourly rate – Local Community group  
The proposed increase from \$4.50 to \$5.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.
- Room Hire Private Celebration Hourly rate – Commercial Hire  
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Meeting Room Hire Hourly rate – Commercial Hire  
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

### **Payneham Library Complex**

- Torrens & Trinity Rooms Private Celebration Hourly rate – Not for Profit Group  
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

### **St Peters Youth Centre**

- Private Celebration Hourly rate – Not for Profit Group  
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

### **Don Pyatt Hall**

Following the recent renovation to the Don Pyatt Hall the fees for hire of the facility were reviewed taking into account the works undertaken and fees have been adjusted accordingly. The following fees have been adjusted above 1.75%:

- Daily Hire – Community Organisation from \$65.00 to \$70.00. This increase is also the equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Hourly Hire – Community Organisation from \$15.00 to \$16.00. This increase is also the equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Daily Hire – Commercial Organisation from \$340.00 to \$360.00.
- Hourly Hire – Commercial Organisation from \$90.00 to \$95.00

### **Norwood Concert Hall**

Front of House charges have increased in line with increase in hourly staff charges. This requires an increase in the charge passed on to hirers from \$56.00 to \$60.00 per hour.

## **Council Document Retrieval**

It is proposed to consolidate the Normal and Urgent Archived Retrieval Fees into a single charge. The time taken to retrieve documents from the Councils offsite storage facility is approximately 2-3 days making the 24 hour fee unachievable. Additionally, the current fee structure is not reflective of the cost which the Council incurs to retrieve records. As such, it is proposed to increase the fee from \$12.5 to \$35.00 which better reflects the costs involved. It should be noted that this fee is utilised approximately 50-100 times in a year.

## **New Fees**

With Council migrating to the SA Planning Portal, new fees are applicable. Pursuant to Section 107(3)(a)(ii) of the *Planning Development and Infrastructure Act 2016*, it is proposed to add a new fee of \$200 for the Council to place a public notice on land. Also an additional \$80 is added for hard copy lodgement (i.e. over the counter) rather than electronic lodgement of applications and hard copy documents will need to be secured by Council staff.

A copy of the proposed 2021-2022 Fees and Charges including comparative data are contained in **Attachment A**.

## **OPTIONS**

The Council has the option of adopting “in principle” the proposed fees and charges as contained in Attachment A or make amendments to the proposed fees as the Council sees fit.

## **CONCLUSION**

The recommended Fees and Charges for 2021-2022 have been set at an appropriate level for users and consumers and are not expected to ‘price’ the hire of facilities/cost of services out of the market and beyond the reach of citizens.

## **COMMENTS**

This report does not cover statutory fees that are charged under legislation as the Council cannot vary these fees and charges.

In relation to Statutory Fees and Charges, the actual fee increases imposed under Acts will remain unknown until the State Government has set its 2021-2022 Budget which is expected to be in May 2020.

## **RECOMMENDATION**

That the *Draft Schedule of Fees and Charges* for the 2021-2022 Financial Year set out in **Attachment A** be adopted “in principle”.

## **Attachments – Item 11.5**

# Attachment A

## 2021-2022 Fees and Charges

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
**Norwood  
Payneham  
& St Peters**

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					101.75%	2021-2022
<b>Permits and Authorisations for Use of Council Land and Roads</b>											
<b>Authorisation to Alter and Use a Public Road / Footpath</b>											
Temporary and Semi-Permanent Structures			Nil	Nil	Nil		Nil			N/A	
Permanent Structures			N/A	By negotiation	By negotiation		By negotiation			N/A	
<b>Mobile Food Vendor Permit Fee</b>											
Mobile Food Vendor Sites			\$200.00	\$200.00	\$200.00	\$203.50	\$200.00	0.00	month	We are limited to a maximum monthly fee of \$200 as per the <i>Local Government (General) Regulations 2013</i>	
Private or Other Authorised Event			\$50.00	\$50.00	\$50.00	\$50.90	\$55.00	10.00	day	To take into account no fee increase over past 3 years	
<b>Stallholders Permit Fee</b>											
General			\$150.00	\$150.00	\$150.00	\$152.65	\$155.00	3.33	day	To take into account no fee increase over past 3 years	
Not-for-profit / Community			\$50.00	\$50.00	\$50.00	\$50.90	\$55.00	10.00	day	To take into account no fee increase over past 3 years	
Permit for Commercial Filming & Photography on Council Land			Nil	Nil			Nil			N/A	
<b>Tennis Courts Hire</b>											
<b>Tennis Courts - Payneham Oval - General Public</b>											
Weekdays 8.00-10.00am	\$10.50	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00		per hour/ per court	Hire of the Payneham Oval Tennis Courts won't be managed or charged by the Council following the upgrade - it will be managed by the Club through Book-a-Court & the Club will retain any profits.	
Weekdays 10.00am-5.00pm	\$10.50	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00				As above
Evenings after 5.00pm	\$10.50	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00				As above
Weekends and public holidays	\$10.50	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00				As above
Key Deposit	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00		per use	As above	
<b>Tennis Courts - Payneham Oval - Tennis Clubs</b>											
East Adelaide Payneham Tennis Club (EAPTC) without lights	\$2.00	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00		per hour/ per court	As above	
East Adelaide Payneham Tennis Club (EAPTC) with lights	\$5.50	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00	\$0.00				
Other Tennis Clubs - Without Lights	\$8.00	\$4.00	\$4.00	\$4.00	\$0.00	\$0.00	\$0.00				
Other Tennis Clubs - With Lights	\$7.50	\$7.50	\$7.50	\$7.50	\$0.00	\$0.00	\$0.00				
Other Tennis Clubs (Junior rates) - Without Lights	\$2.00	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00				
Other Tennis Clubs (Junior rates) - With Lights	\$5.50	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00	\$0.00				
<b>Tennis Courts - Joslin Reserve</b>											
General Public - casual use	Free	Free	Free	Free	Free		Free			N/A	
Reserve Hirers	Free	Free	Free	Free	Free		Free			N/A	
Tennis Clubs or Coaches	Not allowed	Not allowed	Not allowed	Not allowed	Free		Free			N/A	

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges 2021-2022	% Incr/(Decr.) Proposed This Year	Unit	2021-2022 Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					

**Council Licences**

**Hoardings - Temporary Public Space Occupancy**

Public Space Occupancy	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.55	\$3.50	0.00	per square metre	Fee remains unchanged
Public Space Occupancy - urgent or after hours processing fee	\$57.00	\$57.00	\$57.00	\$57.00	\$60.00	\$61.05	\$60.00	0.00	per application	Fee remains unchanged
Public Space Occupancy - Application Fee (New)					\$35.00	\$35.60	\$35.00	0.00		Fee remains unchanged
Public Space Occupancy - Skip Bin Authorisations	\$62.00	\$62.00	\$62.00	\$62.00	\$65.00	\$66.15	\$65.00	0.00	per application	Fee remains unchanged

**Parking Permits - Resident & Visitor Permit (New/Renewal) - Resident only Parking Areas**

Residential Parking Permits - First Permit	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.45	\$25.00	0.00	per year	New Parking Policy being considered and fees will be considered as part of the policy
Residential Parking Permits - Second Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.90	\$50.00	0.00	per year	New Parking Policy being considered and fees will be considered as part of the policy
Residential Pensioner and Full time student permit - First Permit (50% Rebate)	50% rebate		per year	New Parking Policy being considered and fees will be considered as part of the policy						
Residential Pensioner and Full time student permit - Second Permit (50% Rebate)	50% rebate		per year	New Parking Policy being considered and fees will be considered as part of the policy						
Residential Replacement Permit	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per year	New Parking Policy being considered and fees will be considered as part of the policy

**Parking Permits - Resident & Visitor Permit (New/Renewal) - Time Limited Parking Areas**

Residential Parking Permits - First Permit	Free		per year	No Change						
Residential Parking Permits - Second Permit	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.45	\$25.00	0.00	per year	No Change
Residential Pensioner and Full time student permit - First Permit (50% Rebate)	Free		per year	No Change						
Residential Pensioner and Full time student permit - Second Permit (50% Rebate)	50% rebate		per year	No Change						
Residential Replacement Permit	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per year	No Change

**Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)**

Parking Register	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$20.35	\$20.00	0.00	per volume	No Change
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**Statutory Fees**

**Dog & Cat Management Act 1995**

Registration guide dog	Free	Free	Free	Free	Free	Free	Free		per dog	No Change
Non Standard Dog Registration	\$70.00	\$70.00	\$70.00	\$70.00	\$75.00	\$76.30	\$75.00	0.00	per dog	No Change
Impounding	\$50.00			\$150.00	\$150.00	\$152.65	\$150.00	0.00	per dog	No Change
Rebates applicable on dog registrations listed above										
Pensioner/Concession Card Holder	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50		per dog	No Change
Standard Dog (Desexed & Microchipped)			\$0.50	\$0.50	\$0.50	\$0.50	\$0.50		per dog	No Change
Dog Registration Late Payment Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$15.00	50.00	per dog	Fee increased to help recover costs of sending out reminders and follow up process required
Replacement disc, per disc	\$5.00	\$5.00	\$5.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per dog	

**Norwood Town Hall Common Charges**

**Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)**

A4 black & white, > 30 pages (first 30 free)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	0.00	per page	No Change
A3 black & white, > 20 pages (first 20 free)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	0.00	per page	No Change

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges 2021-2022	% Incr/(Decr.) Proposed This Year	Unit	2021-2022
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					101.75%

**Sales**

Heritage Items

50 Years of Kensington & Norwood	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.25	\$15.00	0.00	per book	No fee increase stock is pre GST
Down at the Local: A History of Hotels	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.35	\$20.00	0.00	per book	No fee increase as stock is pre GST
Payneham Garden Village to City	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.70	\$10.50	0.00	per book	No fee increase as stock is pre GST
St Peters A Suburban Town	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.70	\$10.50	0.00	per book	No fee increase as stock is pre GST
Portrait of People & Places (hard cover)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per book	No fee increase as stock is pre GST
Payneham Cemetery Walk Guide	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.05	\$3.00	0.00	per book	No fee increase existing stock
Portrait of People & Places (soft cover)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per book	No fee increase pre GST
Kent Town Walk Guide	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.05	\$3.00	0.00	per book	No fee increase existing stock
Norwood Walk Guide	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.05	\$3.00	0.00	per book	No fee increase existing stock
Kensington Walk Guide	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.05	\$3.00	0.00	per book	No fee increase existing stock
Towers, Turrets & Spires	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.35	\$20.00	0.00	per book	Currently out of stock

**Hall Hire**

Payneham Community Centre

Tier one: NPSP Community Groups

Main Hall										
Daily Rate	\$21.00	\$22.00	\$22.00	\$22.00	\$22.50	\$23.00	\$23.00	2.22	per day	
Hourly Rate	\$6.00	\$6.50	\$6.50	\$6.50	\$6.50	\$6.50	\$7.00	7.69	per hour	Fee has not increased for four years
Small Hall										
Daily Rate	\$17.00	\$17.50	\$17.50	\$17.50	\$18.00	\$18.50	\$18.50	2.78	per day	
Hourly Rate	\$5.00	\$5.50	\$5.50	\$6.00	\$6.00	\$6.00	\$6.00	0.00	per hour	
Rooms										
Daily Rate	\$11.00	\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	\$16.00	3.23	per day	
Hourly Rate	\$4.00	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$5.00	11.11	per hour	Fee has not increased for four years
Meeting Room										
Hourly Rate	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$5.00	\$5.00	0.00	per hour	

Tier 2: Non profit group - Non local community group

Main Hall										
Daily Rate	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$81.50	\$81.50	1.88	per day	
Hourly Rate	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.50	\$21.00	5.00	per hour	Fee has not increased for 5 years
Small Hall										
Daily Rate	\$65.00	\$65.00	\$65.00	\$65.00	\$66.00	\$67.00	\$67.00	1.52	per day	
Hourly Rate	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.50	\$17.50	2.94	per hour	Fee has not increased for 5 years
Rooms										
Daily Rate	\$42.00	\$43.00	\$43.00	\$43.00	\$44.00	\$45.00	\$45.00	2.27	per day	
Hourly Rate	\$11.00	\$11.50	\$11.50	\$11.50	\$11.50	\$11.50	\$12.00	4.35	per hour	Fee has not increased for 5 years
Meeting Room										
Hourly Rate	\$7.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	5.00	per hour	Fee has not increased for 4 years



## Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham &amp; St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						

## Payneham Community Centre (Cont.)

Tier 3: Private functions / event based hire / commercial:

Monday to Friday

Main Hall											
Private Celebrations			\$25.00	\$25.00	\$25.00	\$25.50	\$25.50	2.00	per hour		Fee has not increased for four years
Workshops, Training, Meetings			\$27.50	\$27.50	\$28.00	\$28.50	\$28.50	1.79	per hour		
All Other Hires - Daily (Monday to Friday)	\$108.00	\$115.00	\$115.00	\$115.00	\$117.00	\$119.00	\$119.00	1.71	per day		
All Other Hires - Hourly (Monday to Friday)	\$28.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.50	\$31.00	3.33	per hour		
All Other Hires - Daily Rate (Weekend & Public Holiday)	\$215.00	\$220.00	\$225.00	\$230.00	\$235.00	\$239.00	\$239.00	1.70	per day		Fee has not increased for four years
All Other Hires - Hourly Rate (Weekend & Public Holiday)	\$57.00	\$55.00	\$55.00	\$55.00	\$55.00	\$56.00	\$56.00	1.82	per hour		Fee has not increased for four years
Small Hall											
Private Celebrations			\$22.50	\$22.50	\$23.00	\$23.50	\$23.50	2.17	per hour		
Workshops, Training, Meetings			\$25.00	\$25.00	\$25.00	\$25.50	\$26.00	4.00	per hour		Fee has not increased for 3 years
All Other Hires - Daily (Monday to Friday)	\$89.00	\$100.00	\$100.00	\$100.00	\$102.00	\$104.00	\$104.00	1.96	per day		
All Other Hires - Hourly (Monday to Friday)	\$23.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.50	\$26.00	4.00	per hour		Fee has not increased for 4 years
All Other Hires - Daily Rate (Weekend & Public Holiday)	\$180.00	\$190.00	\$190.00	\$195.00	\$200.00	\$203.50	\$203.50	1.75	per day		
All Other Hires - Hourly Rate (Weekend & Public Holiday)	\$45.00	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$47.00	2.17	per hour		
Rooms											
Private Celebrations			\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	6.67	per hour		Fee has not increased for 3 years
Workshops, Training, Meetings			\$20.00	\$20.00	\$20.00	\$20.50	\$21.00	5.00	per hour		Fee has not increased for 3 years
All Other Hires - Daily (Monday to Friday)	\$77.00	\$80.00	\$80.00	\$80.00	\$80.00	\$81.50	\$81.50	1.88	per day		
All Other Hires - Hourly (Monday to Friday)	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.50	\$21.00	5.00	per hour		Fee has not increased for 4 years
All Other Hires - Daily Rate (Weekend & Public Holiday)	\$148.00	\$155.00	\$155.00	\$155.00	\$160.00	\$163.00	\$163.00	1.88	per day		
All Other Hires - Hourly Rate (Weekend & Public Holiday)	\$38.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.50	\$41.00	2.50	per hour		Fee has not increased for 4 years
Meeting Room											
Hourly Rate	\$11.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	6.67	per hour		Fee has not increased for 4 years

## Payneham Community Facilities - Payneham Library Complex

Tier one: NPSP Community Groups - MONDAY TO SUNDAY

Payneham Hall											
Daily Rate	\$89.00	\$91.00	\$91.00	\$95.00	\$95.00	\$96.65	\$96.50	1.58	per hour		
Hourly Rate	\$22.00	\$23.00	\$23.00	\$25.00	\$25.00	\$25.45	\$25.50	2.00	per hour		Fee not increased in two years
Torrens & Trinity Room											
Daily Rate	\$33.00	\$34.00	\$34.00	\$35.00	\$35.00	\$35.60	\$35.50	1.43	per day		
Hourly Rate	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.15	\$10.00	11.11	per hour		Fee has not increased for 5 years

Tier 2: Not for profit group - Non local community group - Government - MONDAY TO SUNDAY

Payneham Hall											
Private Celebrations		\$40.00	\$40.00	\$45.00	\$45.00	\$45.80	\$46.00	2.22	per hour		Fee has not increased in two years
Workshops, Training, Meetings		\$50.00	\$50.00	\$55.00	\$55.00	\$55.95	\$56.00	1.82	per hour		
All Other Hires - daily rate	\$265.00	\$265.00	\$265.00	\$275.00	\$280.00	\$279.80	\$285.00	1.79	per day		
All Other Hires - hourly rate	\$70.00	\$65.00	\$65.00	\$70.00	\$70.00	\$71.25	\$71.00	1.43	per hour		

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					
<b>Payneham Community Facilities - Payneham Library Complex (Cont.)</b>										
Torrens & Trinity Room										
Private Celebrations		\$15.00	\$15.00	\$15.00	\$15.00	\$15.25	\$16.00	6.67	per hour	Fee has not increased in four years
Workshops, Training, Meetings		\$20.00	\$20.00	\$20.00	\$20.00	\$20.35	\$21.00	5.00	per hour	Fee has not increased in four years
All Other Hires - daily rate	\$88.00	\$90.00	\$90.00	\$90.00	\$90.00	\$91.60	\$92.00	2.22	per day	Fee has not increased in four years
All Other Hires - hourly rate	\$22.00	\$22.50	\$22.50	\$22.50	\$22.50	\$22.90	\$23.00	2.22	per hour	Fee has not increased in four years
Tier 3: Private functions / event based hire / commercial - MONDAY TO SUNDAY										
Payneham Hall										
Private Celebrations		\$125.00	\$125.00	\$130.00	\$130.00	\$132.30	\$132.00	1.54	per hour	
Workshops, Training, Meetings		\$150.00	\$150.00	\$155.00	\$155.00	\$157.70	\$157.50	1.61	per hour	
All Other Hires - daily rate	\$590.00	\$610.00	\$610.00	\$625.00	\$625.00	\$635.95	\$635.00	1.60	per day	
All Other Hires - hourly rate	\$145.00	\$150.00	\$150.00	\$155.00	\$155.00	\$157.70	\$158.00	1.94	per hour	
Torrens & Trinity Room										
Private Celebrations		\$45.00	\$45.00	\$45.00	\$45.00	\$45.80	\$46.00	2.22	per hour	Fee has not increased for four years
Workshops, Training, Meetings		\$60.00	\$60.00	\$60.00	\$60.00	\$61.05	\$61.00	1.67	per hour	
All Other Hires - daily rate	\$237.00	\$250.00	\$250.00	\$255.00	\$255.00	\$259.45	\$259.50	1.76	per day	
All Other Hires - hourly rate	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$66.15	\$66.00	1.54	per hour	
<b>St Peters Library</b>										
Tier one: NPSP Community Groups - MONDAY TO SUNDAY										
Banquet Hall										
Daily Rate	\$89.00	\$95.00	\$95.00	\$95.00	\$95.00	\$96.65	\$97.00	2.11	per day	
Hourly Rate	\$24.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.45	\$26.00	4.00	per hour	
Meeting Room 1, 2 & 3										
Daily Rate	\$33.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.60	\$36.00	2.86	per day	
Hourly Rate	\$9.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.50	5.00	per hour	
Tier 2: Not for profit group - Non local community group - Government - MONDAY TO SUNDAY										
Banquet Hall										
Private Celebrations		\$30.00	\$30.00	\$30.00	\$30.00	\$30.55	\$31.00	3.33	per hour	
Workshops, Training, Meetings		\$37.50	\$37.50	\$37.50	\$38.00	\$38.15	\$38.50	1.32	per hour	
All Other Hires - Daily	\$270.00	\$265.00	\$265.00	\$270.00	\$275.00	\$279.80	\$280.00	1.82	per day	
All Other Hires - Hourly	\$70.00	\$65.00	\$65.00	\$65.00	\$65.00	\$66.15	\$66.00	1.54	per hour	
Meeting Room 1, 2 & 3										
Daily Rate	\$88.00	\$85.00	\$85.00	\$85.00	\$85.00	\$86.50	\$86.50	1.76	per day	
Hourly Rate	\$26.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.35	\$20.50	2.50	per hour	
Tier 3: Private functions / event based hire / commercial - MONDAY TO SUNDAY										
Banquet Hall										
Private Celebrations		\$100.00	\$100.00	\$100.00	\$102.00	\$103.80	\$104.00	1.96	Per hour	
Workshops, Training, Meetings		\$125.00	\$125.00	\$125.00	\$125.00	\$127.20	\$127.00	1.60	Per hour	
All Other Hires - Daily	\$590.00	\$610.00	\$610.00	\$625.00	\$625.00	\$635.95	\$636.00	1.76	per day	
All Other Hires - Hourly	\$145.00	\$150.00	\$150.00	\$150.00	\$150.00	\$152.65	\$153.00	2.00	Per hour	
Meeting Room 1, 2 & 3										
Daily Rate	\$173.00	\$180.00	\$180.00	\$180.00	\$180.00	\$183.15	\$183.00	1.67	per day	
Hourly Rate	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.80	\$46.00	2.22	per hour	

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						
<b>St Peters Youth Centre</b>											
Tier one: NPSP Community Groups											
Monday to Friday											
Daily Rate	\$42.00	\$43.00	\$43.00	\$43.00	\$44.00	\$45.00	\$45.00	2.27	per day		
Hourly Rate	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.50	4.55	per hour		Fee has not increased for five years
Weekend & Public Holiday											
Daily Rate	\$80.00	\$80.00	\$80.00	\$80.00	\$82.00	\$83.00	\$83.00	1.22	per day		
Hourly Rate	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	5.00	per hour		
Tier 2: Not for profit group - Non local community group - Government											
Private Celebrations		\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	6.67	per hour		
Workshops, Training and Meetings		\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$26.00	4.00	per hour		Fee has not increased for four years
All Other Hires - Daily Rate (Monday to Friday)		\$80.00	\$80.00	\$80.00	\$82.00	\$83.00	\$83.00	1.22	per day		
All Other Hires - Hourly Rate (Monday to Friday)		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	5.00	per hour		Fee has not increased for four years
All Other Hires - Daily Rate (Weekend & Public Holidays)	\$163.00	\$165.00	\$165.00	\$165.00	\$168.00	\$171.00	\$171.00	1.79	per day		
All Other Hires - Hourly Rate (Weekend & Public Holidays)	\$45.00	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$47.00	2.17	per hour		
Tier 3: Private functions / event based hire / commercial											
Private Celebrations - Hourly Rate		\$50.00	\$50.00	\$50.00	\$51.00	\$52.00	\$52.00	1.96	per hour		
Workshops, Training and Meetings - Hourly Rate		\$75.00	\$75.00	\$75.00	\$77.00	\$78.00	\$78.00	1.30	per hour		
All Other Hires - Daily Rate (Monday to Friday)	\$215.00	\$215.00	\$220.00	\$225.00	\$225.00	\$229.00	\$229.00	1.78	per day		
All Other Hires - Hourly Rate (Monday to Friday)	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$56.00	\$56.00	1.82	per hour		
All Other Hires - Daily Rate (Weekend & Public Holidays)	\$380.00	\$400.00	\$410.00	\$420.00	\$425.00	\$432.00	\$432.00	1.65	per day		
All Other Hires - Hourly Rate (Weekend & Public Holidays)	\$86.00	\$100.00	\$100.00	\$100.00	\$102.00	\$104.00	\$104.00	1.96	per hour		
Common Fees and Charges											
Security Deposit	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$458.00	\$450.00	0.00	per booking		
Audiovisual Equipment Security deposit (Payneham Community Facilities - Payneham Library Complex)				\$600.00	\$600.00	\$610.50	\$600.00				
Key Deposit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	0.00	per key/card set		
Booking Deposit	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$61.00	\$60.00	0.00	per booking		
Bump In (min 2hrs)			Min 2hr charge for room	Min 2hr charge for room							
Security Guard	\$55.00	\$60.00	\$60.00	\$60.00	\$60.00	\$61.00	\$60.00	0.00	per hour		Fee does not warrant increase as it adequately cost recovers the hourly security contractor's rate

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						
<b>Don Pyatt Community Hall</b>											
Community Organisations											
Daily Hire	70.00	70.00	65.00	\$22.00	\$65.00	\$66.00	\$70.00	7.69	per day		Fee increased due to renovation of the facility.
Hire Hourly Rate	7.50	15.00	15.00	\$6.50	\$15.00	\$15.00	\$16.00	6.67	per hour		As above
Non Profit Organisations											
Daily Hire	\$240.00	\$90.00	\$95.00	\$97.00	\$100.00	\$102.00	\$110.00	10.00	per day		As above
Hire Hourly Rate	\$60.00	\$25.00	\$25.00	\$26.00	\$27.00	\$27.00	\$28.00	3.70	per hour		As above
Commercial Hire/Private Functions											
Daily Hire	300.00	310.00	320.00	\$330.00	\$340.00	\$346.00	\$360.00	5.88	per day		As above
Hire Hourly Rate	75.00	75.00	80.00	\$85.00	\$90.00	\$92.00	\$95.00	5.56	per hour		As above
Common Fees & Charges											
Security Deposit	500.00	500.00	550.00	\$550.00	\$560.00	\$570.00	\$570.00	1.79	per day		
<b>Norwood Concert Hall</b>											
Commercial Organisations - Cash Received in advance for future hire											
Wedding Receptions	2,700.00	2,750.00	2,810.00	\$2,810	\$2,860	\$2,910.00	\$2,910	1.75	per day		
Concerts	2,430.00	2,500.00	2,560.00	\$2,620	\$2,670	\$2,717.00	\$2,720	1.87	per day		
Cabarets & Dinner Dances	2,600.00	2,650.00	2,710.00	\$2,780	\$2,830	\$2,880.00	\$2,880	1.77	per day		
Meetings - Day Hire	2,050.00	2,050.00	2,090.00	\$2,140	\$2,180	\$2,218.00	\$2,220	1.83	per day		
Meetings - 9am-2pm	900.00	900.00	920.00	\$940	\$960	\$977.00	\$980	2.08	per day		
Meetings - 5pm-10pm	1,150.00	1,200.00	1,220.00	\$1,260	\$1,280	\$1,302.00	\$1,310	2.34	per day		
Trade Sales	2,210.00	2,250.00	2,300.00	\$2,350	\$2,390	\$2,432.00	\$2,430	1.67	per day		
Pre School Day Time Concerts	2,200.00	2,300.00	2,450.00	\$2,600	\$2,670	\$2,717.00	\$2,720	1.87	per day		
Non-profit Organisations											
Concerts	\$2,180.00	\$2,250.00	\$2,300.00	\$2,360.00	\$2,400.00	\$2,442.00	\$2,440.00	1.67	per event		
Cabarets & Dinner Dances	\$2,340.00	\$2,400.00	\$2,450.00	\$2,510.00	\$2,560.00	\$2,605.00	\$2,600.00	1.56	per event		
Meetings - Day Hire	\$1,850.00	\$1,850.00	\$1,900.00	\$1,930.00	\$1,970.00	\$2,004.00	\$2,000.00	1.52	per day		
Meetings - 9am-2pm	\$800.00	\$800.00	\$820.00	\$850.00	\$860.00	\$875.00	\$875.00	1.74	per day		
Meetings - 5pm-10pm	\$1,035.00	\$1,100.00	\$1,100.00	\$1,120.00	\$1,140.00	\$1,160.00	\$1,160.00	1.75	per day		
Pre School Day Time Concerts		\$2,200.00	\$2,200.00	\$2,230.00	\$2,270.00	\$2,310.00	\$2,310.00	1.76	per day		

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						
<b>Norwood Concert Hall (Cont.)</b>											
<b>Community Organisations</b>											
Concerts	1,950.00	2,000.00	2,050.00	\$2,100.00	\$2,140.00	\$2,180.00	\$2,180.00	1.87	per day		
Cabarets & Dinner Dances	2,100.00	2,100.00	2,150.00	\$2,220.00	\$2,230.00	\$2,270.00	\$2,270.00	1.79	per day		
Meetings - Day Hire	1,640.00	1,650.00	1,650.00	\$1,710.00	\$1,710.00	\$1,740.00	\$1,740.00	1.75	per day		
Meetings - 9am-2pm	720.00	750.00	750.00	\$760.00	\$775.00	\$790.00	\$790.00	1.94	per day		
Meetings - 5pm-10pm	920.00	950.00	975.00	\$1,020.00	\$1,040.00	\$1,060.00	\$1,060.00	1.92	per day		
Pre School Day Time Concerts	1,760.00	1,850.00	1,900.00	\$1,970.00	\$2,010.00	\$2,050.00	\$2,050.00	1.99	per day		
<b>Common Fees &amp; Charges</b>											
Security Deposit	1,000.00	1,000.00	50% of hire rate	50% of hire rate		per booking					
Front House Staff	49.00	50.00	50.00	\$52.00	\$56.00	\$60.00	\$60.00	7.14	per hour		Increase in employment rates
Security	59.00	60.00	60.00	\$62.00	\$65.00	\$68.00	\$68.00	4.62	per hour		Increase in employment rates
Rehearsal/Bump-in (other than day of hire)	125.00	125.00	130.00	\$135.00	\$140.00	\$145.00	\$145.00	3.57	per hour		
Technician	59.00	60.00	60.00	\$62.00	\$67.00	\$70.00	\$70.00	4.48	per hour		In line with similar facilities
Technician (1am to 7.00am)	118.00	120.00	120.00	\$124.00	\$134.00	\$140.00	\$140.00	4.48	per hour		Double time
<b>Park and Reserve Hire</b>											
<b>Gatherings and Events</b>											
<b>Not-for-profit / Community</b>											
Small Gathering				Nil	Nil	Nil	Nil				N/A
Large Gathering				\$60.00	\$65.00	\$66.14	\$66.00	1.54	day		Rounded down to nearest dollar
Event				\$240.00	\$245.00	\$249.29	\$250.00	2.04	day		Rounded up to nearest dollar
<b>Private / Commercial</b>											
Small Gathering				Nil	Nil	Nil	Nil				N/A
Large Gathering				\$120.00	\$130.00	\$132.28	\$132.00	1.54	day		Rounded down to nearest dollar
Event				To be negotiated	To be negotiated	be negotiated	To be negotiated				N/A
<b>Short-Term Hire</b>											
<b>Not-for-profit / Community</b>											
Sports Group Hire				Nil	Nil	Nil					
Dog Obedience Hire				Nil	Nil	Nil					
Fitness Group Hire				Nil	Nil	Nil					
Other				Nil	Nil	Nil					
<b>Private / Commercial</b>											
Sports Group Hire				\$10.00	\$10.50	\$10.68	\$10.70	1.90	session		Rounded up for ease of cash handling
Dog Obedience Hire				\$10.00	\$10.50	\$10.68	\$10.70	1.90	week		Rounded up for ease of cash handling
Fitness Group Hire				\$10.00	\$10.50	\$10.68	\$10.70	1.90	week		Rounded up for ease of cash handling
Other				To be negotiated	To be negotiated	To be negotiated	To be negotiated				N/A
<b>Long-Term Hire</b>											
Other				To be negotiated	To be negotiated	To be negotiated	To be negotiated				N/A
<b>Common Fees &amp; Charges</b>											
Key Bond (refundable)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.88	\$50.00	0.00	per key		Increased to make up for no fee increase since 2015.

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						
<b>Swimming Centres</b>											
Adult	\$7.00	\$7.00	\$7.50	\$7.50	\$8.00	\$8.15	\$8.00	0.00	per person		High increase last year
Concession	\$5.50	\$5.50	\$5.50	\$6.00	\$6.00	\$6.10	\$6.00	0.00	per person		Comparable rates to other local pools
2- 4 years	\$2.50	\$2.50	\$2.50	\$2.50	\$3.00	\$3.05	\$3.00	0.00	per person		High increase last year
Family Pass	\$20.00	\$21.00	\$21.50	\$22.00	\$22.50	\$22.90	\$23.00	2.22	per pass		
Schools - 45 minutes	\$2.50	\$2.60	\$2.60	\$2.70	\$2.80	\$2.85	\$2.85	1.79	per person		
Schools - 60 minutes	\$3.00	\$3.10	\$3.10	\$3.20	\$3.30	\$3.35	\$3.35	1.52	per person		
Schools - 90 minutes	\$3.50	\$3.60	\$3.60	\$3.70	\$3.80	\$3.85	\$3.85	1.32	per person		
Schools Recreation Swim	\$4.00	\$4.00	\$4.10	\$4.20	\$4.30	\$4.40	\$4.40	2.33	per person		
School Recreation Swimming + 120 min	\$5.00	\$5.00	\$5.00	\$5.50	\$5.60	\$5.70	\$5.70	1.79	per person		
Vac Swim	\$4.00	\$4.10	\$4.20	\$4.50	\$4.60	\$4.70	\$4.70	2.17	per person		
Season Pass 7 Day	\$320.00	\$325.00	\$325.00	\$335.00	\$345.00	\$351.05	\$350.00	1.45	per pass		
Season Pass Family	\$720.00	\$720.00	\$720.00	\$735.00	\$750.00	\$763.15	\$765.00	2.00	per pass		
Season Pass Concession	\$240.00	\$245.00	\$245.00	\$250.00	\$255.00	\$259.45	\$260.00	1.96	per pass		
20 Visit Pass	\$105.00	\$105.00	\$105.00	\$110.00	\$112.00	\$113.95	\$114.00	1.79	per book		
10 Visit Pass					\$65.00	\$66.15	\$66.00	1.54			
Centre Hire (per hour) - Norwood Pool	\$265.00	\$270.00	\$275.00	\$280.00	\$285.00	\$290.00	\$290.00	1.75	per hour		
Centre Hire (per hour) - Payneham Pool	\$330.00	\$340.00	\$345.00	\$355.00	\$362.50	\$368.85	\$370.00	2.07	per hour		
Lane Hire (per hour) - School or Other Groups (See also Pool entry with lane/pool hire below)	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$22.90	\$23.00	2.22	per hour		
Swimming Club Lane Hire (per hour) (See also Pool entry with lane/pool hire below)	\$10.50	\$11.50	\$12.00	\$12.50	\$13.00	\$13.25	\$13.50	3.85	per hour		
Pool entry with lane/pool hire (See also cost of lane hire by School/Swimming Clubs & Other Groups above)	\$4.00	\$4.50	\$4.50	\$4.50	\$5.00	\$5.10	\$5.10	2.00	per person		
Swim Lessons	\$16.50	\$17.00	\$17.00	\$17.50	\$18.00	\$18.30	\$18.50	2.78	per lesson		
Water Polo	\$170.00	\$180.00	\$180.00	\$185.00	\$190.00	\$193.35	\$195.00	2.63	per hour		
Spectators	\$5.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.60	\$4.50	0.00	per person		
Cancellation Fee 40% hire cost					40% of hire fee						

**Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)**

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					2021-2022

**Statutory Fees**

Freedom of Information Act 1991

Application for Access to document	\$33.50	\$34.25	\$35.00	As per statute	As per statute	As per statute	As per statute		per application	Set by Act not separately listed in schedule <i>Freedom of Information (Fees and Charges) Regulations 2003</i>
Information concerning personal affairs of the applicant - first two hours dealing	Free	Free	Free	As per statute	As per statute	As per statute	As per statute		per initial two hours	
Information concerning personal affairs of the applicant - each 15 minutes spent by agency subsequent to first two hours	\$12.50	\$12.80	\$13.10	As per statute	As per statute	As per statute	As per statute		per 15 minute inte	
Information not concerning personal affairs of the applicant each 15 minutes spent by agency	\$12.50	\$12.80	\$13.10	As per statute	As per statute	As per statute	As per statute		per 15 minute inte	
Access in form of photocopy	\$0.20	\$0.20	\$0.20	As per statute	As per statute	As per statute	As per statute		per page	
Access in form of written transcript	\$7.55	\$7.70	\$7.85	As per statute	As per statute	As per statute	As per statute		per page	
Access in other form	At cost	At cost	At cost	As per statute	As per statute	As per statute	As per statute		per item	

Property Searches

Property Search Fees (Certificate of Title to Land under the Real Property Act 1886)	\$20.00	\$20.00	\$20.00	As per statute	As per statute	As per statute	As per statute			Set by act, will update when gazetted
Property Search Fees (Certificate of Title to Land under the Real Property Act 1886) within 24 hours	\$60.50	\$60.50	\$60.50	As per statute	As per statute	As per statute	As per statute			
Full Section 7 Search	\$50.50	\$50.50	\$50.50	As per statute	As per statute	As per statute	As per statute			
Certificate of Liabilities - Section 187 Search (Rate Search)	\$31.75	\$31.75	\$31.75	As per statute	As per statute	As per statute	As per statute			

Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)

Council Documents

Strategic/Corporate Plan, Annual Business Plan	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	25.45	\$25.00	0.00	per copy	
Annual Report	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	25.45	\$25.00	0.00	per copy	
Voters Roll, Ward Candidate's first copy free, copies 1+	\$15.00	\$15.00	\$15.00	\$15.00	\$15.50	15.75	\$15.50	0.00	per ward	
Complete development plans	\$27.00	\$27.50	\$28.00	\$28.00	\$28.50	\$29.00	\$29.00	1.75	per plan	
Archived Material Retrieval - Normal 48 Hours	\$11.60	\$12.00	\$12.00	\$12.30	\$12.50	-	\$35.00	180.00	per search	Increasing the fees and changes to reflect the cost involved for the retrieval and archive of files
Archived Material Retrieval - Urgent 24 hours	\$15.80	\$16.00	\$16.00	\$16.40	\$16.50	-	\$35.00	112.12	per search	Increasing the fees and changes to reflect the cost involved for the retrieval and archive of files

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					

**Council Licences**

Footpath Occupation										
The Parade Core Sydenham to Portrush - Enclosed/Licensed	\$107.50	\$109.50	\$112.00	\$114.50	\$117.00	\$119.00	\$119.00	1.71	per sq. m. per annum	
The Parade Core Sydenham to Portrush - Open/Licensed	\$71.00	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$79.00	1.94		
The Parade Core Sydenham to Portrush - Enclosed/Unlicensed	\$71.00	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$79.00	1.94		
The Parade Core Sydenham to Portrush - Open/Unlicensed	\$36.00	\$36.50	\$37.50	\$38.50	\$39.50	\$40.00	\$40.00	1.27		
Other Areas - Enclosed/Licensed	\$71.00	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$79.00	1.94		
Other Areas - Open/Licensed	\$51.50	\$52.50	\$53.50	\$55.00	\$56.00	\$57.00	\$57.00	1.79		
Other Areas - Enclosed/Unlicensed	\$51.50	\$52.50	\$53.50	\$55.00	\$56.00	\$57.00	\$57.00	1.79		
Other Areas - Open/Unlicensed	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00	\$25.00	2.04		
Installation of New Outdoor Dining Areas Bollards	10% of cost									
Replacement of Existing Outdoor Dining Areas Bollards	5% of cost									
Application Fee	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$51.00	\$51.00	2.00	per annum	

**Planning Development and Infrastructure Act 2016**

Public Notice on Land							\$200.00		per Plan	
Document Lodgement Fees							\$80.00		per lodgement	

**Child Care**

St Peters Child Care Centre										
Daily	\$95.00	\$97.00	\$99.00	\$101.00	\$103.00	\$105.00	\$105.00	1.94	per day	
Late fee - first 15 minutes	\$31.00	\$30.00	\$30.00	\$31.00	\$32.00	\$33.00	\$33.00	3.13	per 15 minutes	
Late fee - each 10 minutes thereafter	\$24.00	\$25.00	\$25.00	\$26.00	\$27.00	\$27.00	\$27.00	0.00	per 10 minutes	
Place Holding Deposit		\$100.00	\$100.00	\$100.00	\$100.00	\$102.00	\$105.00	5.00		

**Additional Annual Bin Service**

Household Bin	\$125.00	\$135.00	\$135.00	\$135.00	\$150.00	\$152.65	\$150.00	0.00	per bin	
Recycling Bin	\$75.00	\$75.00	\$80.00	\$80.00	\$90.00	\$91.60	\$90.00	0.00	per bin	
Green Organics Bin	\$75.00	\$75.00	\$80.00	\$80.00	\$90.00	\$91.60	\$90.00	0.00	per bin	
Additional Green Organics Compostable Bags				\$4.35	\$4.50	\$4.50	\$4.50	0.00		
2nd Hard Waste Additional Collection							\$50.00		per collection	

**Reinstatements & Private Works**

Corporate Bodies	cost + 10% admin fee + GST		per job							
Ratepayers	cost + 10% admin fee + GST		per job							

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021					2021-2022	Conditions/Comments
<b>Directional Signage (as per Directional Signage Policy)</b>											
Cost of Sign	cost + 10% admin fee + GST		per sign								
Installation of Sign	cost + 10% admin fee + GST		per sign								
<b>Sundry Items</b>											
<b>Possum/ Cat Trap</b>											
Bond	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.90	\$50.00	0.00	per trap		
Hire Fee in excess of 2 weeks	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per week		
<b>Community Services</b>											
Donne E Benessere	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.10	\$6.00	0.00	per session		
Over 50s Fitness (Gentle Exercise) (HACC)	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.10	\$6.00	0.00	per session		
<b>Home Maintenance HACC</b>											
Labour	\$14.00	\$14.00	\$14.00	\$14.00	\$15.00	\$15.25	\$15.00	0.00	per hour		
Gutter cleans	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.30	\$16.00	0.00	per hour		
Window Cleaning	\$14.00	\$14.00	\$14.00	\$14.00	\$15.00	\$15.25	\$15.00	0.00	per hour		
Materials	Cost of Materials	Cost of Materials	Cost of Materials	Cost of materials	Cost of materials	Cost of materials	Cost of Materials		per material		
Material removal	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.25	\$13.00	0.00	per trailer load		
<b>Home Modification HACC</b>											
Labour	\$14.00	\$14.00	\$14.00	\$14.00	\$15.00	\$15.25	\$15.00	0.00	per hour		
Materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials		per material		
Lunch @the Pub (HACC)	\$8.00	\$9.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per session		
Domestic Assistance (HACC)	\$7.00	\$7.00	\$7.00	\$7.00	\$8.00	\$8.15	\$8.00	0.00	per hour		
Domestic Assistance (HACC) Cancellation fee	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.10	\$5.00	0.00	per session		
Personal Care (HACC)	\$7.00	\$7.00	\$8.00	\$8.00	\$8.00	\$8.15	\$8.00	0.00	per hour		
Personal Care (HACC) Cancellation fee	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.10	\$5.00	0.00	per session		
Community Concerts (HACC)	Free		per session								
Community Transport : Car (HACC)	\$6.00	\$6.00	\$7.00	\$7.00	\$7.00	\$7.10	\$7.00	0.00	per person		
Shopping List (HACC)	\$7.00	\$7.00	\$7.50	\$7.50	\$7.50	\$7.65	\$7.50	0.00	per person		
Escorted Shopping (HACC)	\$8.50	\$8.50	\$9.00	\$9.00	\$9.00	\$9.15	\$9.00	0.00	per person		
Excursions (HACC)	\$8.00	\$8.50	\$8.50	\$9.00	\$9.00	\$9.15	\$9.00	0.00	per person		
<b>Community Bus</b>											
Set Fee	\$1.50	\$1.50	\$1.50	\$1.50	\$2.00	\$2.05	\$2.00	0.00	each way		
Transport for Community Care Social Programs - Gold coin donation	\$1.00	\$1.00	\$1.00	\$1.00	\$1.50	\$1.55	\$1.50	0.00	each way		
Fixed Fee - Full Day Hire	\$93.00	\$95.00	\$97.00	\$99.35	\$100.00	\$101.75	\$101.75	1.75	per day		
Fixed Fee - Part Day Hire	\$68.00	\$69.00	\$70.00	\$71.70	\$73.00	\$74.30	\$74.30	1.78	per part day		
Variable Hire fee	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	0.00	per kilometre		

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2021 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	Charges in Previous Years					Calculated Increase 1.75%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2021-2022	Conditions/Comments
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021						
<b>All Libraries</b>											
<b>Photocopying</b>											
A4 black & white copied by client	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
A3 black & white copied by client	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
A4 colour	\$2.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
A3 colour	\$3.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.05	\$2.00	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
<b>Other Library Fees</b>											
Assumed Lost Notice Fee	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.05	\$3.00	0.00	per notice		
Replacement Item Processing Fee		\$5.00	\$5.00	\$5.00	\$5.00	\$5.10	\$5.00	0.00	per notice		
Printing (not photocopy)	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
Colour printing	\$1.50	\$2.00	\$2.00	\$2.00	\$2.00	\$2.05	\$2.00	0.00	per page		Does not warrant increase as is sufficient to cost recover the click charge
USB Storage Device	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.10	\$5.00	0.00	per device		Does not warrant increase as cost is appropriate for cost recovery
Earphones				\$2.00	\$2.00	\$2.05	\$2.00	0.00	per item		Does not warrant increase as cost is appropriate for cost recovery
Library Bags	\$2.00	\$2.00	\$2.00	\$5.00	\$5.00	\$5.10	\$5.00	0.00	per bag		Does not warrant increase as cost is appropriate for cost recovery
Academic / Specialist Library Inter Library Loan Fee (outgoing)				\$16.00	\$16.00	\$16.30	\$16.00	0.00	per item		As per the national library of Australia ILL cost recovery guidelines
Academic/Specialist Library Inter Library Loan Fee (incoming)	\$9.00	\$9.00	\$9.00	\$10.00	\$10.00	\$10.20	\$10.50	5.00	per item		Has not increased for two years.
<b>Library Services &amp; Lifelong Learning</b>											
<b>Activities/Programs</b>											
Pottery Fees					\$0.00	\$0.00			per session		
Children's Pottery Fees					\$0.00	\$0.00			per session		
English Language 2hr class	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.05	\$2.00	0.00	per session		
Book discussion group annual membership fee				\$20.00	\$20.00	\$20.35	\$20.00	0.00	per year per member		
Yoga	\$9.00	\$9.00	\$10.00	\$10.00	\$10.00	\$10.20	\$10.00	0.00	per session		

## 11.6 YOUTH EVENTS – REQUEST FOR SPONSORSHIP

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA59716  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to advise the Council of a request which has been received from the organisers of *Science Alive!* and *Adelaide Youth Orchestra*, seeking the Council's support for their events which are scheduled to be held in 2021.

### BACKGROUND

The organisers of *Science Alive!* and *Adelaide Youth Orchestra*, have approached the Council requesting sponsorship and support of their events which are scheduled to be held in the Norwood Concert Hall and Don Pyatt Hall in 2021.

*Science Alive!* is proposed to be held for the first time in the City of Norwood Payneham & St Peters in the July 2021 school holidays. Mr Haddy, the organiser, has managed science events and activities around Australia, is passionate about sustainability and has been the Event Director of *Science Alive!* since the inaugural event in 2006.

Celebrating their 20th year in 2021, *Adelaide Youth Orchestra* provides orchestra music experiences for children and young people, including career pathways for emerging artists. Each year, up to 300 young musicians aged 8 to 24 years, perform in five (5) orchestras. The Orchestra has a particular focus on young people performing for young people, in addition to affordable ticket pricing that enables families, music lovers, and audiences across a broad demographic, to enjoy their concerts, performances, and experiences.

The organisers have approached the Council requesting that the Council provide sponsorship of the Event and the Orchestra, by waiving the hire fee of the Norwood Concert Hall for their 2021 events.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant objectives contained in CityPlan 2030 are:

#### *Outcome 2: Cultural Vitality*

1. *An artistic, creative, cultural and visually interesting community*
  - 1.1 *Use the arts to enliven the public realm and create a 'sense of place'.*
  - 1.2 *Provide opportunities and facilities for creative expression for people of all backgrounds, ages and abilities.*
  - 1.3 *Attract and support cultural and creative organisations, businesses and individuals.*

The relevant objectives contained in Youth Development Strategy 2019-2022 are:

*Objective 1. Young people are connected, included and welcome in the life of the community*  
*Strategy: Continue to offer arts and culture focused programs and events*

In addition to the objectives the Council's Youth Development Strategy focuses on four (4) key areas which includes Arts and Culture.

## FINANCIAL AND BUDGET IMPLICATIONS

The costs to hire the Norwood Concert Hall for each event would be \$2,430.00 per day, with the hire of the Don Pyatt Hall at \$150 per day.

Whilst the organisers have requested that the hire fees be waived, they would be required to meet the following costs:

- \$60 per hour for labour (Fire Warden/COVID Marshall/First Aid/Supervisor/Room Set up);
- \$70 per hour for technician/electrician; and
- \$150 per day for cleaning.

The *Science Alive!* organisers charge an admission fee for children (adults are free to enter). This fee covers the associated costs of the activations and equipment required for the children to participate in the science activities during the event.

The *Adelaide Youth Orchestra* will charge an admission fee of \$20 for adults; \$15 for concession; and \$10 for children or students. This fee assists with the costs related to tuition, music and equipment required for each performance.

As a result of the restrictions associated with COVID-19 regarding venue capacities, the income from ticket sales will be significantly reduced. At this stage, the Norwood Concert Hall's capacity is 272 and the Don Pyatt Hall is 72, on the basis of the 1 person per 2 square metre restrictions.

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

## SOCIAL ISSUES

The Council is committed to providing opportunities for young people to contribute to the arts and participate in events which expose young people to new skills. *Science Alive!* provides a fun connection to the world of Science and Technology and children from 5 years to 16 years old.

*Adelaide Youth Orchestra* provides performance opportunities for young people as well as career opportunities for emerging artists.

Support for the event will demonstrate the Council's commitment to the strategies and objectives set out in the Council's *Youth Development Strategy*.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Should the Council determine to support the events, the Norwood Concert Hall Venue Manager, the Council's Event Coordinators, Youth Development Officer and Communications Officer will assist with event logistics and promotional activities.

## RISK MANAGEMENT

The Event Organisers will be required to provide a Risk Management Plan (which in any case is standard practice and is provided for all Council events) and the appropriate insurance arrangements.

All events must now include the development of either a COVID Safe Plan or a COVID Management Plan to ensure that the relevant legislative and State Government restrictions are being met. These Plans will vary for each event, depending on the type of event and the potential risks for each event.

Currently, in accordance with SA Health requirements, a COVID Management Plan must be prepared and approved by SA Health for any activity/event of more than 1,000 people (reasonably expected to be present at the event or participating in the activity).

At events, participating activities and venues that have less than 1,000 attendees, a COVID Safe Plan is required.

The intent of the COVID Safe Plan is to ensure that the organisers consider and implement all relevant health and safety, and COVID-19 Safe measures for each event which includes the following:

- clearly defined site boundaries to determine the maximum number of event attendees;
- putting in place physical distancing measures;
- provisions for contact tracing;
- provision of adequate cleaning and hygiene facilities; and
- reporting requirements.

In terms of the COVID Safe Plan, “public entertainment” is defined as:

- any concert, live theatre or other live performance; or
- galleries, museums, libraries (other than libraries in educational institutions); or
- publicly accessible historic sites; and
- other places of entertainment that are open to members of the public.

Both the Norwood Concert Hall and Don Pyatt Hall have COVID Safe Plans with the defined activity as a ‘theatre’, which means the *Adelaide Youth Orchestra* will be able to operate their event using this COVID Safe Plan and QR Code check-in.

However, the *Science Alive!* organisers will need to contact SA Health to seek assistance in terms of their event, as their event is managed and operated differently to a theatre performance. This event may require the *Science Alive!* organisers to issue their own COVID Safe Plan and QR Code check-in for the Norwood Concert Hall.

## COVID-19 IMPLICATIONS

Since August 2020, COVID Marshalls are required to be present and follow prescribed operations, such as:

- promoting and taking practical steps to ensure people are complying with density requirements (ie 1 person per 2m<sup>2</sup>),
- promoting and taking practical steps to ensure people are physical distancing;
- ensuring that all COVID Safe Plans and COVID Management Plans (where relevant) or specific policies/protocols in relation to the prevention of COVID-19 are effectively implemented and monitored;
- ensuring that the event has sufficient seating, hand washing facilities and cleaning regimes; and
- being in attendance to supervise the prescribed operations at all times.

As both of these events expect an audience of 200 people, a “**dedicated**” COVID Marshal must be in attendance. The “dedicated” COVID Marshall must be present on site at all times and must exclusively perform the role of COVID Marshal during the activity/event.

## CONSULTATION

- **Elected Members**  
Not Applicable.
- **Community**  
Not Applicable.
- **Staff**  
Not Applicable.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

### Science Alive!

The *Science Alive!* organisers are proposing to run the Event from 14 July –15 July 2021 in the Norwood Concert Hall and Don Pyatt Hall.

A range of activities will be provided to children including:

- engaging with an electric circuit activity;
- challenging themselves at a range of hands-on exhibits from Questacon;
- interacting with a native animal or bugs n slugs display;
- attending a robotics workshop;
- viewing the night sky in an inflatable planetarium;
- having a Virtual Reality experience;
- making a creation at the 'science craft' table;
- learning more about dinosaurs; and
- attending '*Spectacular Science*' shows.

The organiser of *Science Alive!* is asking the Council to provide assistance by waiving the hire fee associated with the use the Norwood Concert Hall and assisting with the promotion of the Event.

### Adelaide Youth Orchestra

The *Adelaide Youth Orchestra* are proposing to conduct their event on 6 June 2021, in the Norwood Concert Hall. The event will feature four (4) of their five (5) youth orchestras on the day.

In their 20<sup>th</sup> year of operation the Orchestra is looking to explore opportunities to perform in different locations and are hoping to bring their event to the City.

The Orchestra will perform with four (4) of their five (5) orchestras including:

- Adelaide Youth Sinfonia – 75 musicians, ages 11 – 18;
- Adelaide Youth Wind Orchestra – 55 musicians, ages 12 – 21;
- Adelaide Youth Strings – 55 musicians, ages 8 – 12; and
- Adelaide Youth Winds – 35 musicians, ages 8 – 12.

The *Adelaide Youth Orchestra* is made up of approximately 300 young people with approximately 45 living in the City of Norwood Payneham & St Peters.

## OPTIONS

The Council can choose to:

- support both the *2021 Science Alive!* and the *Adelaide Youth Orchestra* events; or
- not to support the events.

On the basis that these events align with the Council's *Youth Development Strategy*, are specifically for young people and will provide a unique opportunity for young people within the City of Norwood Payneham & St Peters to develop skills and knowledge in the areas of science, technology and music, it is recommended that the Council supports these events which are proposed to be held in the City of Norwood Payneham & St Peters for the first time in 2021.

Waiving the fees for the use of the Norwood Concert Hall will provide the assistance that these organisations need as part of the post COVID recovery process and therefore will provide a significant benefit to the organisers to ensure that these events can proceed.

Notwithstanding this, the waiving of the fees the use of the Norwood Concert Hall will be waived for the 2021 events only.

## CONCLUSION

From a community perspective, both the *Science Alive!* and the *Adelaide Youth Orchestra* events will provide an opportunity for young people to attend and participate in these new events to the City of Norwood Payneham & St Peters.

From a youth development perspective, the Council's *Youth Development Strategy* sets out that the Council has committed to offering *arts and culture focused programs and events* for young people. In this regard, both the *Science Alive!* and the *Adelaide Youth Orchestra* events align with the Council's *Youth Development Strategy*.

## COMMENTS

Nil.

## RECOMMENDATION

That the Council agrees to waive the venue hire fees (not including the costs associated with cleaning, technician and labour) associated with the hire of the Norwood Concert Hall and Don Pyatt Hall for the *Science Alive!* and *Adelaide Youth Orchestra* events to be held in 2021.

## **Section 3 – Governance & General Reports**

**11.7 2021 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY  
& NOTICES OF MOTION**

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA2190  
**ATTACHMENTS:** A - B

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**PURPOSE OF REPORT**

The purpose of this report is to advise the Council of the 2021 Australian Local Government Association (ALGA) National General Assembly.

**BACKGROUND**

The ALGA holds a National General Assembly (the NGA), each year. The NGA will be held in Canberra from 20-23 June 2021.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for Local Government to develop and express a united position on core issues affecting their communities, with access to influential decision makers (ie Federal Government), at both the political and staff level.

As well as providing planning sessions and workshops, the National General Assembly provides an opportunity for councils to put forward motions for debate.

As such, a significant component of the NGA, comprises of discussion, debate and voting on motions which are submitted by councils from across Australia.

**RELEVANT STRATEGIC DIRECTIONS & POLICIES**

Not Applicable.

**FINANCIAL AND BUDGET IMPLICATIONS**

\$10,000.00 has been set aside for Elected Member training and attendance at conferences and seminars each financial year (\$5,000 for training and \$5,000 for conferences/seminars) as part of the Council's Operating Budget.

At the time of writing this report, a total of \$727 has been spent on Elected Member attendances at conferences and seminars.

**EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

**SOCIAL ISSUES**

Not Applicable.

**CULTURAL ISSUES**

Not Applicable.

**ENVIRONMENTAL ISSUES**

Not Applicable.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

Not Applicable.

## CONSULTATION

- **Elected Members**  
Elected Members were previously advised of the date of the ALGA National General Assembly and invitation to submit a Notice of Motion to the ALGA via a Memorandum from the General Manager, Governance & Community Affairs, dated 8 February 2021.
- **Community**  
Not Applicable.
- **Staff**  
Not Applicable.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

The theme of the 2021 NGA is *Working Together for our Communities*. This was the theme for the 2020 NGA which was cancelled due to the COVID-19 pandemic. The ALGA Board has however decided to retain this theme for the 2021 NGA to emphasise the importance of partnerships in building and maintaining resilience in Councils and their communities.

In accordance with the Council's *Elected Member Training & Development Policy*, Elected Members wishing to attend an Interstate or International conference and/or seminar are required to complete and submit an Expression of Interest to the General Manager, Governance & Community Affairs.

Cr Minney has lodged an Expression of Interest to attend the 2021 NGA.

A copy of Cr Minney's Expression of Interest is contained within **Attachment A**.

### Notices of Motion

As stated above, the NGA also provides an opportunity for the NGA to consider matters of national significance via Notices of Motion which are submitted by councils across the country. The ALGA has advised that Notices of Motion must be submitted to the ALGA by 26 March 2021.

Once again, the ALGA has advised that all motions which are submitted for consideration at the NGA, will undergo strict assessment against the criteria of national significance. This is to ensure that councils do not submit motions which deal with specific local issues, have no relevance to other councils or are not of national importance. All motions that do not meet the criteria will be forwarded to the relevant State association for consideration.

A Discussion Paper which provides background information on the themes has been prepared by the ALGA to assist councils.

A copy of the Discussion Paper is contained within **Attachment B**.

The issues presented in the Discussion Paper are designed to stimulate ideas that may form the basis of Notices of Motions to be considered at the NGA.

To be eligible for inclusion in the National General Assembly Business Papers motions must:

1. fall under one of the themes of the NGA;
2. be relevant to the work of local government nationally;
3. propose a clear action and outcome; and
4. complement or build on the policy objectives of state or territory association.

Motions which are submitted will be reviewed against these principles by the General Assembly Review Committee and State/Territory associations, as to their eligibility for inclusion in the General Assembly Business Papers.

A Memorandum dated 8 February 2021, was forwarded to all Elected Members inviting them to contact the General Manager, Governance & Community Affairs, if they wished to submit a Notice of Motion to the Assembly to enable the matter to be investigated and, if required, a report to be prepared for the Council's consideration of the matter.

At the time of writing this report, the General Manager, Governance & Community Affairs had not been contacted by any Elected Member wishing to submit a Notice of Motion.

### **OPTIONS**

The Council can choose to submit a Notice of Motion to the Australian Local Government Association for consideration at the 2021 National General Assembly or decline the invitation to submit a Notice of Motion.

### **CONCLUSION**

Notices of Motion must be submitted to the Australian Local Government Association by 26 March 2021, if the Motions are to be considered at the National General Assembly.

### **COMMENTS**

Nil.

### **RECOMMENDATION**

That Cr John Minney's request to attend the 2021 Australian Local Government Association (ALGA) National General Assembly in Canberra from 20-23 June 2021, be approved.

## **Attachments – Item 11.7**

# Attachment A

## 2021 Australian Local Government Association National General Assembly & Notices of Motion

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



*City of*  
**Norwood  
Payneham  
& St Peters**

**Australian Local Government association General Assembly 20th- 23rd June 2021**

The ALGA General Assembly has a good agenda for fostering relationships between the Federal Ministers and Local Government and gives an opportunity for local authorities to understand Federal policy directions and the chance to meet with the Ministers and staff.

In the past this has been most informative and beneficial in understanding and seeking Grants.

With the current climate I consider it is of the utmost importance to participate in the Assembly as it was not held in 2020 and with the Federal Government wishing to drive Australia's economy in a positive direction and assist local communities we must take the chance to see and understand what is offering and which direction the Parliament is going to take.

I seek Council's endorsement to participate in this year's Assembly.

Cr John Minney

# Attachment B

## 2021 Australian Local Government Association National General Assembly & Notices of Motion

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



*City of*  
**Norwood  
Payneham  
& St Peters**

**WORKING**

**TOGETHER**

**FOR**

**OUR**

**COMMUNITIES**

**NGA21**

# Call for Motions

**20 - 23 June 2021**

National Convention Centre Canberra



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

## **KEY DATES**

16 November 2020  
Opening of Call for Motions

26 March 2021  
Acceptance of Motions Close

20 - 23 June 2021  
National General Assembly

To submit your motion go to:  
[alga.asn.au](http://alga.asn.au)

## SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

The 2020 NGA “Working Together for Our Communities” was unfortunately cancelled due to COVID-19 but the ALGA Board has decided to retain the theme and emphasise the importance of partnerships to building and maintaining resilience in our councils and our communities.

To assist you to identify motions that address the theme of the 2021 NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships, working together, and resilience so your questions could focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising to build back better.

### Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic national importance and should be discussed at a national conference;
3. be consistent with the themes of the NGA;
4. complement or build on the policy objectives of your state and territory local government association;
5. be submitted by a council which is a financial member of their state or territory local government association;
6. propose a clear action and outcome i.e. call on the Australian Government to do something;
7. be a new motion that has not already been debated at an NGA in the preceding two years; and
8. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

## OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows: This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

To ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 26 March 2021.

Please note that for every motion it is important to complete the background section on the form. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. There is a word limit of 150 for the motion and 200 for the national objective and 300 for the key arguments.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government and whether the motions meet all the criteria detailed above.

Please note that motions should not be prescriptive in directing how the matter should be pursued.

With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, the ALGA Secretariat will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local, state or territory issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any council that submits a motion will be present at the National General Assembly to move and speak to the motion.

## INTRODUCTION

2020 has been a year like no other. A year that many individuals and organisations, including councils, would wish to forget. While the drought lessened its hold on parts of the country to be replaced by floods, more than 110 local government areas were severely impacted by the Black Summer (2019-20) bushfires - and no one was spared the effects of the battle against COVID-19. The 2020-21 storm and fire season may add to the sense that it was a year of disasters.

Friedrich Nietzsche said: "That which does not kill us, makes us stronger." So how can councils become stronger after 2020? How can we ensure that our communities are stronger and more resilient? How do we work together and with our partners to ensure that we build back better from the series of unprecedented events that have marked 2020?

## COUNCIL RESILIENCE

In the first quarter of 2020, state and territory Governments closed facilities where people gathered in numbers to reduce the probability that hospitals would be overwhelmed by a rise in COVID-19 cases. This included a substantial number of council owned and operated revenue generating facilities which had flow-on effects for other revenue- generating enterprises such as paid parking. Major funding gaps rapidly emerged in many councils that typically generated significant amounts of own revenue.

Councils that cannot generate significant amounts of the own revenue are typically dependent on grant funding from other levels of government, including Financial Assistance Grants from the Australian Government. These councils tend to service rural, regional and remote communities that are often large in area but small in terms of population. The capacity of these councils to deliver all their required services and infrastructure can be severely strained at any time.

With local government funding under pressure across the nation, and other levels of government facing fiscal constraints, councils may need to do more with less in the near term and be innovative with both budgeting, service delivery, balancing competing demands and longer term financial planning. Services may need to be scaled down or delivered in innovative ways. Asset management and maintenance programs may need to be varied. Working collaboratively with neighbouring councils or forming alliances may be a way of achieving efficiencies and enhancing service delivery along with fostering innovation, cutting red tape, and working in partnership with third parties may be others.

Digital service delivery and working from home - adopted during the height of the pandemic - may become the new norm. This may increase opportunities for councils to innovate, work together and share resources, and fill long term skill gaps. New challenges may emerge including how staff are supported and how productivity, collaboration and motivation maintained. There may be significant consequences for local democracy and council's ability to engage authentically with their communities. Digital transformation and technology modernisation will be essential for some councils. Even already well-established adopters of digital technology may need to rethink their approach.

***Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?***

***What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?***

***Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Government***

## COMMUNITY RESILIENCE

Community resilience is the capacity of communities to respond to, withstand, and recover from adverse situations including natural disasters, persistent drought, pandemics, fluctuations in global trade, recession, and a rise in inequality. In some circumstances in response to these pressures and stresses, local communities are not able to recover to their previous state. Instead they need to adapt to cope with long term stresses. But ideally, we want all communities to not only survive but thrive.

Local governments play a critical role in building resilient and sustainable communities and helping to buffer people and places against social, economic, and environmental disruptions and overcome adversity. One critical area is through the provision of resilient infrastructure. Councils' infrastructure should meet the community's current and future demand, be built to contemporary standards, be affordable for both the council and the user, and be reliable with appropriate asset management practices in place to ensure maximum return on investment.

In addition to physical infrastructure, social infrastructure is also vital for resilience. Social infrastructure is broader than just buildings, it includes the individuals and groups, places, and institutions, including councils, that foster community cohesion and social support. Communities and individuals with good social networks and connections demonstrate greater resilience.

The loneliness epidemic is challenging social resilience. Research produced before the coronavirus pandemic revealed that one in four adult Australians are experiencing loneliness with over half the nation reporting they feel lonely for at least one day each week. In addition to its impacts on community resilience, feeling lonely can pose a bigger risk for premature death than smoking or obesity and can be associated with depression, poorer cardiovascular health and, in old age, a faster rate of cognitive decline and dementia.

Communities that are more vulnerable to shocks and disasters are often reliant on only one industry, have minimal redundancy or no backups for essential services and infrastructure such as only one source of water, one powerline or one access road. They also often only have few voluntary or charitable organisations working in the community. Often community leadership is weak or fails to inspire, engage, and unleash the power of other leaders and critical social networks.

Community resilience cannot be built and then left to its own devices. It needs to be strengthened continuously, not just in times of crisis. It involves people getting together to create sustainable links within their community and the community and its leaders having the ability to learn from experience and improve over time.

***How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?***

***What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?***

***What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?***

## COLLABORATION AND PARTNERSHIPS

Creating a resilient community and ensuring a resilient and sustainable council requires partners. Councils can work with partners in different ways to find local solutions to local problems. They can partner with a wide range of organisations including other councils, other levels of government, the voluntary and community sector or business and research sector organisations. The aims of these partnerships are typically to improve services and deliver changes to benefit the local area.

Collaboration and partnerships with other councils and public or private organisations can also bring benefit from economies of scale in providing services or purchasing in bulk for example. Procurement partnerships have been a particularly successful example of this. Working in partnership can make a considerable contribution to efficiency improvements, such as through cost savings in back-office functions or sharing of plant and equipment.

Other benefits associated with partnerships and collaboration include opening the way for local communities to share ideas and connect with others. Partnerships enhance the ability of a council to access innovation, enhance skills development, work across council boundaries to address regional issues, and maximise competitive advantage in the delivery of major infrastructure projects.

Strategic collaboration is not just about savings and sharing resources. It is also about maximising capacity in addressing community expectations, or working with members of the community to overcome challenges and seize opportunities. For example, building and maintaining productive partnerships with Aboriginal and Torres Strait Islander people and communities is critical for councils committed to Closing the Gap and involving Aboriginal and Torres Strait Islander communities in decision-making and service development and delivery.

Collaboration and partnerships that work well are underpinned by good governance, an agreed purpose, and mutual benefit.

There is a long history of local government partnering with the Australian Government to deliver projects and programs that benefit local communities, achieve fairness and equity across the nation, and support local delivery of services and infrastructure. In the absence of constitutional change, how do we further build and strengthen this partnership with the Australian Government?

***How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?***

***What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?***

***How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?***



AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION  
8 Geils Court Deakin ACT 2600      PHONE (02) 6122 9400  
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**11.8 LOCAL GOVERNMENT ASSOCIATION (LGA) 2021 ORDINARY GENERAL MEETING –  
APPOINTMENT OF COUNCIL DELEGATE**

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA2219  
**ATTACHMENTS:** Nil

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**PURPOSE OF REPORT**

The purpose of the report is to advise the Council of the Local Government Association of South Australia's (LGA) 2021 Ordinary General Meeting and the requirement, in accordance with the LGA Constitution, to appoint a Council Delegate to represent the Council and vote at the General Meeting.

**BACKGROUND**

The Local Government Association (LGA) 2021 Ordinary General Meeting, will be held on Friday 30 April 2021, at the Adelaide Entertainment Centre. The agenda will be issued to all Councils in the near future.

Pursuant to the LGA Constitution, councils are required to appoint a Council Delegate to represent the Council and vote at the LGA General Meeting, if the Council wishes to be represented and have voting rights at the Local Government Association 2021 Ordinary General Meeting. The Council may also appoint a Proxy Delegate in the event the Delegate is unable to attend the Ordinary General Meeting.

A Council Officer cannot be a Delegate, however, they can attend the LGA Ordinary General Meeting.

Traditionally, the Mayor has been appointed as the Delegate for the LGA Ordinary General Meeting.

It is considered appropriate that the Council also appoints a Deputy Council Delegate in the event that the appointed Delegate is unable to attend the Ordinary General Meeting.

**RELEVANT POLICIES & STRATEGIC DIRECTIONS**

Not Applicable.

**RECOMMENDATION**

1. That Mayor Robert Bria be appointed as the Council Delegate for the Local Government Association 2021 Ordinary General Meeting.
2. That Councillor \_\_\_\_\_ be appointed as the Deputy Council Delegate for the Local Government Association 2021 Ordinary General Meeting.

## 11.9 REVIEW OF CONFIDENTIAL ITEMS

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA65013  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of the report is to present information regarding the review of the Confidential Items to the Council for information.

### BACKGROUND

In accordance with the *Local Government Act 1999* (the Act), Council (and Committee) meetings are open to the public and attendance is encouraged and welcomed.

There are, however, times where the Council (or the Committee), believes it is necessary in the broader community interest to exclude the public from the discussion of a particular matter in accordance with Section 90(3) of the Act.

The public will only be excluded when the need for confidentiality outweighs the principle of open decision making.

In addition to the above, the Act requires the Council to specify the duration of the order (ie determine a suitable period for which the item will remain confidential), and either impose a “release” date or event which will trigger the release of the item or a period after which the Council will review the order and determine if in fact the item should remain confidential.

In accordance with the Act, a review of the Council's Confidential Items as at 31 December 2020, has been undertaken. A summary of all Confidential Items is set out in the Register of Confidential Items which details the date of the order, the grounds upon which the order was made and whether or not the document has become public by virtue of the resolution.

A copy of the Register of Confidential Items is contained within **Attachment A**.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### DISCUSSION

A review of the Confidential Items as at 31 December 2020 has been undertaken.

The Council's last review of the Confidential Items was conducted in September 2020 for the period ending 30 June 2020. A total of 30 items have considered by the Council in camera since that time and therefore, these items have been included in the Register of Confidential Items.

A number of items (ie 6 items), are no longer confidential by virtue of the Council's original resolution which specified a time and/or an event to trigger the release of the item. The details of these items are contained in Attachment A.

There are no items which require the Council's consideration at this time in terms of whether the Council wishes to release the item or determine that the item should remain confidential, in accordance with the Act, on the basis that the Council has determined that the confidential items as set out in Attachment A are confidential and the Council has determined by virtue of the Council's original resolution either a specified a time and/or an event to trigger the release of the items.

## **OPTIONS**

The annual review in accordance with Section 91(9) of the Act is simply an administrative review. This does not mean that every confidentiality order needs to be remade. The only orders that need to be remade are those where the existing order is due to expire and the documents have been assessed against the relevant ground contained in Section 90(3) and determined to be required to remain confidential.

This report, therefore, is presented to the Council for information purposes only.

## **CONCLUSION**

The review of the Council's confidentiality orders ensures compliance with the legislative requirements as set out in Sections 90 and 91 of the *Local Government Act 1999*.

## **COMMENTS**

Nil.

## **RECOMMENDATION**

That the report be received and noted.

## **Attachments – Item 11.9**

# Attachment A

## Review of Confidential Items

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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



*City of*  
**Norwood  
Payneham  
& St Peters**



City of  
Norwood  
Payneham  
& St Peters

# Confidential Items Register

as at 31 December 2020



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
<b>2018</b>							
1. Council 2/7/18	14.1	Tender Selection – Annual Pruning And Removal Of Council Trees	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2023
2. Council 2/7/18	14.2	Tender Selection Report - Capital Works Brick Paved Footpath Reconstruction 2018-2019	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2023
3. Council 6/8/18	14.1	Adoption of Confidential Minutes of the Audit Committee Meeting held on 26 February 2018 (Appointment of Auditor)	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2023
4. Council 22/8/18	3.1	Extinguishment of Easement & Re-Alignment of Stormwater Pipe – Joslin	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2023
5. Council 12/9/18	4.2	Tender Selection Report - New Clubrooms & Members Facilities at Norwood Oval - Demolition Package	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2023
6. Council 3/12/18	14.1	Council Related Matter	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised
<b>2019</b>							
7. Council 4/3/19	14.1	Tender – Supply and Implementation of an Electronic Document and Records Management Solution	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report confidential.	June 2024



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
8. Council 17/4/19	3.1	Tender – Norwood Oval Main Works Package for the new Clubrooms & Members Facilities	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report confidential.	July 2024
9. Council 6/5/19	14.1	East Waste Recycling Contract	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2024
10. Council 1/7/19	14.1	Tender Selection Report – Capital Works Construction of Bluestone & Concrete Kerbing – 2019-2020	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2024
11. Council 1/7/19	14.3	Review of 2018-2019 Confidential Items	Section 90(2) and (3)(g)	Retain in confidence	5 years		July 2024
12. Council 5/8/19	14.1	Appointment of Independent Member to the Audit Committee	Section 90(2) and (3)(a)	Retain report and attachments in confidence	5 years	The report and attachments be kept confidential for a period not exceeding five (5) years  Minutes released following the announcement of the appointment	August 2024



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
13. Council 8/10/19	14.1	Establishment of the CEO's Performance Review Committee	Section 90(2) and (3)(a)	Retain report and attachments in confidence	5 years	The report and attachments be kept confidential for a period not exceeding five (5) years  Minutes released following the announcement of the appointment	October 2024
14. Council 13/11/19	3B.1	Tender Selection Report - Syd Jones Reserve Upgrade Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	November 2024
15. Council 2/12/19	14.1	Tender Selection Report – Redevelopment of East Adelaide Payneham Tennis Courts 2019-2020	Section 90(2) and (3)(k)	Retain in confidence	4 years	Minute Released. Report to be kept confidential.	July 2024
16. Council 2/12/19	14.3	2021 Tour Down Under – Expression Of Interest	Section 90(2) and (3)(g)	Released		Will be released by virtue of the resolution-when the announcements have been made regarding the 2021 Tour Down Under.	Released

2020



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
17. Council 20/1/2020	14.1	East Waste	Section 90(2) and (3)(a)	Retain report and attachments in confidence	5 years	The report and attachments be kept confidential for a period not exceeding five (5) years.  Minutes released following the announcement of the appointment.	January 2025
18. Council 20/1/2020	14.2	Staff Related Matter – Annual Report re CEO's Contract of Employment	Section 90(2) and (3)(a)	Released		The report be kept confidential for a period not exceeding 12 months  Minutes released	Released January 2021
19. Council 3/2/2020	14.1	Tender Selection Report - River Torrens Linear Park Maintenance	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2025
20. Council 3/2/2020	14.2	Tender Selection Report - Linde Reserve Apron Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2025
21. Council 3/2/2020	14.3	Tender Selection Report - Little Wakefield Street & Chapel Street Streetscape Projects	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2025
22. Council 3/2/2020	14.4	Tender Selection Report - Trinity Valley Stormwater Drainage Design Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2025



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
23. Council 2/3/2020	14.1	Tender Selection Report - Street and Footpath Sweeping Program	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	March 2025
24. Council 2/3/2020	14.2	Tender Selection Report - Line Marking Services	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	March 2025
25. Council 2/3/2020	14.3	Tender Selection Report - Beulah Road Bicycle Boulevard Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	March 2025
26. Council 2/3/2020	14.4	Norwood Oval Redevelopment Project	Section 90(2) and (3)(d)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	March 2025
27. Council 23/3/2020	2.1	Staff Related Matter	Section 90(2) and (3)(a)	To be released	12 months		March 2021
28. Council 6/4/2020	14.1	Council Related Matter	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised
29. Council 22/4/2020	3.1	Tender Selection Report – Payneham Oval Unisex Changerooms	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	March 2025
30. Council 6/5/2020	14.1	Council Related Matter	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
31. Council 6/5/2020	14.2	Chief Executive Officer's Remuneration Review	Section 90(2) and (3)(a)		12 months	Minute Released. Report to be kept confidential.	May 2021
32. Council 1/6/2020	14.1	ERA Water- Appointment of Independent Chair	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	June 2025
33. Council 17/6/2020	4.1	Norwood Oval: Sir ET Smith Stand Structural Remediation Works	Section 90(2) and (3)(d)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	June 2025
34. Council 6/7/2020	14.1	2021 Tour Down Under	Section 90(2) and (3)(g)	Released		Will be released by virtue of the resolution- when the announcements have been made regarding the 2021 Tour Down Under.	Released
35. Council 6/7/2020	14.2	Tender Selection Report – Home Support Program	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
36. Council 6/7/2020	14.3	ERA Water Audit Committee - Appointment of Independent Member	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
37. Council 6/7/2020	14.4	The Parade and George Street Scramble Crossing	Section 90(2) and (3)(h)			Released by virtue of the resolution	N/A



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
38. Council 3/8/2020	14.1	Flood Mitigation Works - 27 Stannington Avenue, Heathpool	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	December 2025
39. Council 3/8/2020	14.2	Eastern Health Authority (EHA) Audit Committee – Appointment Of Members	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
40. Council 3/8/2020	14.3	Eastern Region Alliance (ERA) Water – Appointment Of Independent Chairperson	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
41. Council 3/8/2020	14.4	Tender Selection Report – Road Resealing 2020-2021	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
42. Council 3/8/2020	14.5	Tender Selection Report – Payneham Memorial Swimming Centre Main Pool – Stage 2 Refurbishment Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025
43. Council 3/8/2020	14.6	Council Related Matter	Section 90(2) and (3)(b)	Until the matter is finalised			When the matter is finalised
44. Council 3/8/2020	14.7	Re-establishment of the Chief Executive Officer's Performance Review Committee	Section 90(2) and (3)(a)		Until the first meeting of the Committee		Released 21 Sept 2020
45. Council 7/9/2020	14.1	Tender Selection Report - Redevelopment of Buttery Reserve Tennis Courts	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	July 2025



Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
46. Council 7/9/2020	14.2	Council Related Matter	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised
47. Council 7/9/2020	14.3	Review of Confidential Item - Tender Selection Report – Redevelopment of East Adelaide Payneham Tennis Courts 2019-2020	Section 90(2) and (3)(k)	Retain in confidence	4 years	Minute Released. Report to be kept confidential.	July 2024
48. Council 6/10/2020	14.1	Council Related Matter	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised
49. Council 6/10/2020	14.2	Trinity Gardens Bowling	Section 90(2) and (3)(d)		12 months		September 2021
50. Council 6/10/20	14.3	The Parade/George Street Scramble Crossing	Section 90(2) and (3)(h)	Retain in confidence	Until the matter is finalised		When the matter is finalised
51. Council 2/11/20	14.1	Appointments to the Norwood Parade Precinct Committee	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	November 2025
52. Council 11/11/20	3.1	The Parade/George Street Scramble Crossing – Legal Proceedings	Section 90(2) and (3)(h)	Retain in confidence	Until the matter is finalised		When the matter is finalised
53. Council 30/11/20	3.1	Proposed Boundary Realignment and Vesting Of Portion Of Footpath	Section 90(2) and (3)(b)	Retain in confidence	Until the matter is finalised		When the matter is finalised

Meeting & Date	Item	Subject	Grounds for Confidentiality	Outcome of Review (Retained in Confidence/Released)	Period to be Retained in Confidence	Comments	To be Released
54. Council 7/12/20	14.1	2021 Australia Day Awards	Section 90(2) and (3)(a)	Released by virtue of the resolution	Until 26 January 2021		Released.
55. Council 7/12/20	14.2	Tender Selection Report – Kent Town Streetscape Upgrades	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	December 2025
56. Council 7/12/20	14.3	Tender Selection Report - Third Creek Drainage – Stage 2-B Henry Street to Bridge Road	Section 90(2) and (3)(b)	Retain in confidence	Until the project is completed and for no longer than 12 months		December 2021
57. Council 7/12/20	14.4	Eastern Region Alliance (ERA) Water – Appointment Of Independent Chairperson	Section 90(2) and (3)(a)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	December 2025
<b>2021</b>							
58. Council 18/11/21	14.1	Langman Grove Road Reconstruction Project	Section 90(2) and (3)(d)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	January 2026
59. Council 18/11/21	14.2	49 George Street, Norwood	Section 90(2) and (3)(d)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	January 2026
60. Council 18/11/21	14.3	Staff Related Matter	Section 90(2) and (3)(a)	Retain in confidence	12 months		January 2022
61. Council 18/11/21	14.4	Council Related Matter	Section 90(2) and (3)(a)	Retain in confidence	5 years		January 2026

<b>Meeting &amp; Date</b>	<b>Item</b>	<b>Subject</b>	<b>Grounds for Confidentiality</b>	<b>Outcome of Review</b> (Retained in Confidence/Released)	<b>Period to be Retained in Confidence</b>	<b>Comments</b>	<b>To be Released</b>
62. Council 1/2/21	14.1	Marian Road Roundabout & Drainage Upgrade Project	Section 90(2) and (3)(b)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2026
63. Council 1/2/21	14.2	Tender Selection Report - Second Creek Outlet Gross Pollutant Trap (GPT) & River Torrens Linear Park Shared Path Upgrade Project	Section 90(2) and (3)(k)	Retain in confidence	5 years	Minute Released. Report to be kept confidential.	February 2026

## 12. ADOPTION OF COMMITTEE MINUTES

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** Not Applicable  
**ATTACHMENTS:** A - D

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### PURPOSE OF REPORT

The purpose of the report is to present to the Council the Minutes of the following Committee Meetings for the Council's consideration and adoption of the recommendations contained within the Minutes:

- **Traffic Management & Road Safety Committee – (16 February 2021)**  
(A copy of the Minutes of the Traffic Management & Road Safety Committee meeting is contained within **Attachment A**)
- **Norwood Parade Precinct Committee – (16 February 2021)**  
(A copy of the Minutes of the Norwood Parade Precinct Committee meeting is contained within **Attachment B**)
- **St Peters Child Care Centre & Pre-School Committee – (22 February 2021)**  
(A copy of the Minutes of the St Peters Child Care Centre & Pre-School Committee meeting is contained within **Attachment C**)
- **Audit Committee – (22 February 2021)**  
(A copy of the Minutes of the Audit Committee meeting is contained within **Attachment D**)

### ADOPTION OF COMMITTEE MINUTES

- **Traffic Management & Road Safety Committee**

That the minutes of the meeting of the Traffic Management & Road Safety Committee held on 16 February 2021 be received and noted.

- **Norwood Parade Precinct Committee**

That the minutes of the meeting of the Norwood Parade Precinct Committee held on 16 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

- **St Peters Child Care Centre & Pre-School Committee**

That the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 22 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

- **Audit Committee**

That the minutes of the meeting of the Audit Committee held on 22 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

# Attachment A

## Adoption of Committee Minutes

### Traffic Management & Road Safety Committee

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
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City of  
Norwood  
Payneham  
& St Peters

# Traffic Management & Road Safety Committee Minutes

**16 February 2021**

## **Our Vision**

*A City which values its heritage, cultural diversity,  
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable  
and socially cohesive, with a strong community spirit.*

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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City of  
Norwood  
Payneham  
& St Peters

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- 2. PRESIDING MEMBER’S COMMUNICATION..... 1
  
- 3. DEPUTATIONS ..... 1
  
- 4. STAFF REPORTS ..... 1
  - 4.1 INVESTIGATIONS INTO REDUCED SPEED LIMITS IN NORWOOD AND KENT TOWN ..... 2
  
- 5. OTHER BUSINESS ..... 10
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- 6. NEXT MEETING ..... 10
  
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**VENUE** Mayors Parlour, Norwood Town Hall

**HOUR** 11.10am

**PRESENT**

**Committee Members** Cr Kevin Duke (Presiding Member)  
Cr Fay Patterson  
Cr Carlo Dottore  
Mr Shane Foley (Specialist Independent Member)  
Mr Nick Meredith (Specialist Independent Member)  
Senior Sergeant Kev Carroll (SAPOL)

**Staff** Carlos Buzzetti (General Manager, Urban Planning & Environment)  
Gayle Buckby (Manager, Traffic & Integrated Transport)

**APOLOGIES** Nil

**ABSENT** Nil

**TERMS OF REFERENCE:**

*The Traffic Management & Road Safety Committee is established to fulfil the following functions:*

- *To make a final determination on traffic management issues which are referred to the Committee in accordance with the requirements of the Council's Local Area Traffic Management Policy ("the Policy"); and*
- *To endorse proposals and recommendations regarding parking which seek to improve road safety throughout the City.*

**1. CONFIRMATION OF MINUTES OF THE TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE MEETING HELD ON 18 AUGUST 2020**

*Cr Patterson moved that the minutes of the Traffic Management & Road Safety Committee meeting held on 18 August 2020 be taken as read and confirmed. Seconded by Mr Nick Meredith and carried.*

**2. PRESIDING MEMBER'S COMMUNICATION**

The Presiding Member thanked Paul Simons from Tonkin Consulting for his traffic-related presentation during an informal gathering held immediately prior to the Committee meeting. The Presiding Member also thanked Gayle Buckby for her ongoing efforts to address traffic issues in an integrated manner, in her role as the Council's Manager, Traffic & Integrated Transport.

**3. DEPUTATIONS**

Nil

**4. STAFF REPORTS**

#### 4.1 INVESTIGATIONS INTO REDUCED SPEED LIMITS IN NORWOOD AND KENT TOWN

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**REPORT AUTHOR:** Manager, Traffic & Integrated Transport  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA60176  
**ATTACHMENTS:** A - D

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##### PURPOSE OF REPORT

The purpose of this report is to:

- inform the Committee of the investigations which have been undertaken into the possible introduction of a 40km/h area speed limit in the suburbs of Norwood and Kent Town; and
- present the proposed consultation methodology.

The aim of the report is to provide the Committee with sufficient information to make informed recommendations to the Council regarding the proposed speed limit reductions in Norwood and Kent Town, including community consultation.

##### BACKGROUND

At the Traffic Management and Road Safety Committee (Committee) meeting held on 18 August 2020, the Committee endorsed the investigation of the staged implementation of a 40km/h area wide speed limit with an initial focus on Norwood and Kent Town.

It was also noted that:

- (a) The Parade Masterplan proposal to introduce a 50 km/h speed limit from Fullarton Road to Osmond Terrace and a 40 km/h speed limit from Osmond Terrace to Portrush Road, would be pursued in conjunction with further investigations to introduce different speed limits on The Parade such as adjacent the Norwood Oval during match days;
- (b) the Committee recommended to the Council, that the additional investigations and justifications that are required by the Department for Infrastructure and Transport (DIT) to implement these speed reductions, be undertaken independently of The Parade Masterplan detailed design process and, if appropriate, in conjunction with the investigations to implement 40km/h speed limit Areas; and
- (c) a further report would be presented to the Council outlining the community consultation process to be undertaken, prior to seeking approval from DIT.

The report that was endorsed by the Committee included discussion on the strategic context that underpins the lowering of speed limits, as well as information on the safety benefits, the status of areas with reduced speed limits in other Metropolitan Adelaide Councils and an overview of community understanding. This previous report is contained in **Attachment A**.

Subsequent to the Committee meeting held on 18 August 2020, Council staff met with DIT staff to discuss the implementation of the reduced speed limit on The Parade. DIT staff made it clear at this meeting that any proposal to reduce speed limits on The Parade would not be approved in isolation but would only be considered as part of a wider 40km/h area speed limit proposal.

##### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Reducing traffic speed in residential streets and The Parade has the potential to support and facilitate the Outcomes and Objectives of the Council's Strategic Management Plan, *City Plan 2030*, as listed below.

##### **Outcome 1: Social Equity**

A connected, accessible and pedestrian-friendly community.

Objective 1: Convenient and accessible services, information and facilities.

Objective 2: A people-friendly, integrated, sustainable and active transport network.

Objective 3: An engaged and participating community.

Objective 4: A strong, healthy, resilient and inclusive community.

### **Outcome 2: Cultural Vitality**

A culturally rich and diverse city, with a strong identity, history and sense of place.

Objective 4. Pleasant, well designed, and sustainable urban environments

Objective 5. Dynamic community life in public spaces and precincts.

### **FINANCIAL AND BUDGET IMPLICATIONS**

The community consultation can be undertaken by staff. It is anticipated that the costs for printing and distribution would be in the order of \$3,500 to \$4,000.

If, following community consultation, the Council determines to proceed with the implementation of reduced speed limits in Norwood and Kent Town, additional costs will be incurred for the planning and installation of appropriate signage and community education.

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Community acceptance for lowered speed limits has increased in recent years as a result of several Councils rolling out 40km/h area speed limits. The City of Unley implemented 40km/h citywide in 1999 and the City of Prospect has recently endorsed a Citywide 40km/h speed limit for implementation in the coming months. Large Councils have adopted a staged approach, such as the City of Charles Sturt and the City of Port Adelaide Enfield.

The City of Norwood Payneham & St Peters implemented a 40km/h speed limit in Stepney, Maylands and Evandale in 2019 and since that time, Council staff have had numerous requests for 40km/h in other suburbs, including St Peters, Hackney, Felixstow, Glynde, Payneham, Trinity Gardens, Kensington and Marryatville.

Notwithstanding the above, it is likely that there will still be considerable debate, discussion (and possibly opposition) on this topic. It will be important to provide information and facts on the benefits of speed reduction as part of the consultation material.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

Not Applicable.

### **RESOURCE ISSUES**

The work required to investigate a Citywide 40km/h speed limit requires the allocation of considerable resources and this may affect the delivery of other traffic management and transport related projects and issues.

### **RISK MANAGEMENT**

Not Applicable.

## COVID-19 IMPLICATIONS

Not Applicable.

## CONSULTATION

- **Traffic Management & Road Safety Committee**

The Committee considered this matter at its meeting held on 18 August 2020.

- **Staff**

General Manager, Urban Planning & Environment  
Manager, Economic Development & Strategic Projects

- **Community**

The Parade Master Plan which has been endorsed by the Council proposes the following speed limits be implemented along The Parade:

- 50 km/h from Fullarton Road to Osmond Terrace; and
- 40 km/h from Osmond Terrace to Portrush Road.

Community engagement of these proposed speed limit changes via The Parade Masterplan project received 62.6% and 52.8% support respectively.

- **Other Agencies**

Department for Infrastructure and Transport (DIT):

- ongoing liaison as part of this project; and
- as part of The Parade Master Plan, DIT supported the speed reduction along The Parade in principle, but required additional investigations and justification prior to final approval.

City of Burnside  
City of Adelaide  
SAPOL

## DISCUSSION

### 1. The Subject Area

The area that has been investigated for the possible implementation of a 40km/h area wide speed limit (the subject area) is bound by Magill Road, Portrush Road, Kensington Road and Dequetteville Terrace, as depicted on the map contained in **Attachment B**.

The subject area lies adjacent to Stepney, Maylands and Evandale, which have been speed limited to 40km/h since 2019.

The Parade, Rundle Street and Flinders Street lie within the subject area and are owned and maintained by the Department for Infrastructure and Transport (DIT). These roads are discussed herein and liaison with DIT regarding the assessment of speeds on these roads is ongoing.

The Parade Master Plan project recommended that speed limits on The Parade be modified to:

- 50 km/h from Fullarton Road to Osmond Terrace (currently 60km/h); and
- 40 km/h from Osmond Terrace to Portrush Road (currently 50km/h).

Consultation with DIT and the community was undertaken as part of The Parade Master Plan project and the proposed speed limit changes for The Parade:

- received in-principle support from DIT; and
- received majority support from the community:
  - 62.6% support for 50km/h from Fullarton Road to Osmond Terrace; and
  - 52.8% support for 40km/h from Osmond Terrace to Portrush Road.

## 2. Department for Infrastructure and Transport (DIT) Guidelines

The investigations described in this report align with the requirements set out in the DIT publication, *Speed Limit Guideline for South Australia*. The list of requirements are listed in TABLE 1 below, along with the current progress of each item.

**TABLE 1: DIT REQUIREMENTS FOR APPROVAL**

Item	DIT Requirement	Current Progress
1	A clear boundary (generally bound by arterial roads, rivers, rail lines etc)	Completed, refer <b>Attachment B</b>
2	Resolution from Council	In progress, dependant on consultation outcomes
3	Indication of support from Local State Member of Parliament	In progress
4	Consultation with neighbouring Councils	Completed
5	Consultation with DIT	In progress
6	Consultation with SAPOL	Completed
7	Speed data collection from a representative sample of <i>relevant streets</i> * and a list of these streets.	Completed and contained in <b>Attachment D</b>
8	Proposed traffic calming devices on streets with higher speeds	Not required
9	A list of all streets less than 250m in length	Completed and contained in <b>Attachment D</b>
10	A site plan showing proposed signs, parking controls and traffic calming devices	To be undertaken if 40km/h endorsed by Council post-consultation
11	A Traffic Impact Statement	In progress

\* **Relevant streets** are any streets longer than 250m, including those with existing high-level physical speed control treatments. It excludes sections of an otherwise continuing street between devices such as stop signs, give way signs or roundabouts which are less than 250 metres. If the lengths between these devices are longer than 250m, they will be 'relevant streets'.

Community consultation is not a DIT requirement, but the Guideline suggests that where the speed limit change affects a large area, consultation may be in the form of a survey of a representative sample of that community.

## 3. Investigation Outcomes

The investigations have identified that all Council-owned streets meet the DIT requirements for a 40km/h area wide speed limit without the need for additional traffic calming devices. This was identified from collecting traffic data and determining that the arithmetic mean speed of the relevant streets was less than 50km/h as per the DIT requirements (refer to item 7 in Table 1 above).

The function and land use of each street and the interface between the Council roads and DIT roads, was assessed to ensure that the speed limit reduction was appropriate and consistent for each street. In addition, the main streets that continue into the City of Burnside and the City of Adelaide were assessed for consistency. This assessment identified that it would be appropriate for the speeds on The Parade West and Osmond Terrace to be excluded from the 40km/h and be maintained at 50km/h as described below.

### *The Parade West*

The Parade West is a major link between the DIT roads of Rundle Street (50km/h), Flinders Street (60km/h), Fullarton Road (60km/h) and The Parade (future proposed 50km/h). DIT are unlikely to reduce the speed of these roads to 40km/h and the predominant land uses are of a commercial and institutional nature. In addition, Prince Alfred College has constructed an overpass on The Parade West to serve students crossing the road between the School's Boarding House and main campus. On this basis, it is considered appropriate to maintain the existing speed limit of 50km/h along The Parade West.

### *Osmond Terrace*

Osmond Terrace is a major north-south link between Nelson Street, Stepney (DIT road with a speed of 60km/h) and Prescott Terrace (the City of Burnside with a speed of 50km/h). Liaison with DIT and the City of Burnside identified that there are no plans to reduce the speed limits of these roads. Therefore, for motorist consistency it is considered appropriate to maintain the existing speed of 50km/h along Osmond Terrace.

The proposed speed limits are illustrated in the map contained in **Attachment C**.

#### **4. Proposed Consultation Methodology**

It is proposed that the consultation methodology for the introduction of reduced speed limits in Norwood and Kent Town would include:

- a postcard (DL size) letter box dropped into every residence and business in the area (estimated to be 5,100 postcards);
- 'Have Your Say' comments via a questionnaire on-line (via Council's website) or posted on request.
- news item on Council's website; and
- core flute signs at various locations to raise awareness of the 'Have Your Say' opportunity to the community outside of the targeted area.

The messaging and design of the postcard would be prepared by the Council's Communications staff and would include content similar to the following:

*The City of Norwood Payneham & St Peters is proposing to introduce a 40km/h area-wide speed limit in the residential streets of Norwood and Kent Town (except Osmond Terrace and The Parade West) to improve road safety and neighbourhood liveability.*

*The map below (to be designed) illustrates the streets that would be reduced from 50km/h to 40km/h.*

*Why?*

#### *Residential streets*

*Residential streets are designed to provide access to and from properties – they're not meant for speeding and short-cuts. The short street lengths in Norwood and Kent Town mean that the reduced speed would not increase travel time but streets would be safer and more liveable.*

*Research shows that if motorists drive moderately:*

- *Streets are safer*
- *Streets are quieter*
- *Its more enjoyable to walk and ride a bike*
- *There are less CO2 emissions, and*
- *Traffic flow is smoother.*

*You are invited to 'Have Your Say' about this proposal. You can complete a survey online by either scanning the QR code below or copying this link 'http://link to be inserted'. Alternatively, you can pick up a survey form at the Norwood Town Hall or telephone us to request a survey form and a prepaid envelope to be posted to you.*

It is proposed that the survey questions would include:

- *Do you support a 40km/h speed limit on Council roads in Norwood and Kent Town as shown on the map? Note that this excludes Osmond Terrace and The Parade West which would both remain at 50km/h. **Yes/No/Unsure***
- *Do you live and/or work in Norwood or Kent Town?*
- *Space for Comment*

## 5. Ongoing liaison with DIT

A meeting between Council staff and DIT was held on 9 February 2021, to discuss the implementation of reduced speeds in Norwood and Kent Town with the following outcomes:

- DIT provided approval for the Council to commence community consultation for a 40km/h speed limit on the residential streets in Norwood and Kent Town (excluding Osmond Terrace and The Parade West).
- DIT agreed that consultation for reduced speed limits on The Parade is not required because it was undertaken as part of The Parade Master Plan project, receiving majority support.
- DIT are currently considering the introduction of reduced speed limits along The Parade as per The Parade Master Plan, but recommended that this be undertaken separately from the area-wide 40km/h speed limit and instead it would be assessed as a 'road corridor speed reduction'.
- The installation of variable message signs on The Parade are supported by DIT to enable 25km/h speed limit during large events at the Norwood Oval.
- DIT may consider a reduced speed of 50km/h along Flinders Street In the future but this is to be excluded as part of this investigation.

## OPTIONS

The investigations and proposed outcomes discussed in this report have identified that:

- The residential streets in Norwood and Kent Town meet the DIT Guideline for a 40km/h area wide speed limit and DIT have given approval to commence consultation. The 40km/h area speed limit would not apply to The Parade West and Osmond Terrace due to their role in the road network.
- The speed limits proposed for The Parade (aligning with The Parade Master Plan) are formally being considered by DIT and discussions to expedite this process are ongoing. Community consultation is not required for reduced speed limits on The Parade because this was undertaken with majority support, as part of The Parade Master Plan.

The Committee is now required to consider the proposal described in this report for reducing traffic speed limits in Norwood and Kent Town and provide advice to the Council on the next steps.

Possible options for the next steps are listed below.

### Option 1

Do nothing. The Committee can advise the Council that despite the outcomes of the investigation, the reduced speed limits in Norwood and Kent Town as contained in **Attachment C** should not be implemented.

**This approach is not recommended as the proposed reduction of speed limits has merit.**

### Option 2

The Committee can advise the Council to place the introduction of a 40km/h area speed limit in Norwood and Kent Town on-hold until a decision is made by DIT to simultaneously introduce reduced speed limits on The Parade.

**This approach is not recommended.**

### Option 3

The Committee can advise the Council to proceed to undertake community consultation on the proposal to impose a 40km/h area speed limit on residential streets in Norwood and Kent Town (except for The Parade West and Osmond Terrace), as contained in **Attachment C**.

**This approach is recommended.**

## CONCLUSION

It is recommended that the Committee recommend to the Council that there is justification to pursue the implementation of reduced speed limits in residential streets in Norwood and Kent Town, for the reasons outlined in this report and the previous report presented to the Committee on 18 August 2020, and that the Council proceed to undertake community consultation on the proposal to impose a 40km/h area speed limit on residential streets in Norwood and Kent Town (except for The Parade West and Osmond Terrace), as contained in **Attachment C**.

## COMMENTS

Council staff will continue to liaise with DIT to introduce reduced speed limits on The Parade to coincide with the timing of the implementation of a 40km/h speed limit in the residential streets of Norwood and Kent Town, if the Council endorses the Committee's recommendations.

## RECOMMENDATION

That the Traffic Management and Road Safety Committee make the following recommendations to the Council:

1. That the Council receives and notes the outcomes of the investigations which have been undertaken by staff, as outlined in this report and the report presented to and considered by the Traffic Management & Road Safety Committee on 18 August 2020, regarding the proposal to reduce speed limits in residential streets in Norwood and Kent Town.
  2. That the proposal to reduce speed limits in residential streets in Norwood and Kent Town meets all requirements set out in the Department for Infrastructure and Transport publication, *Speed Limit Guideline for South Australia*.
  3. That, having regard to the outcomes of the staff investigations and the requirements of the Department for Infrastructure & Transport publication, *Speed Limit Guideline for South Australia*, the Council proceed to undertake community consultation on the proposal to introduce a 40km/h area wide speed limits in Norwood and Kent Town, as detailed in Attachment C to this report.
  4. That the Council notes that:
    - (a) a further report will be presented to the Council detailing the outcomes of the community consultation;
    - (b) ongoing liaison will be undertaken with the Department for Infrastructure & Transport regarding to reducing speed limits on The Parade, as set out in the endorsed Thee Parade Master Plan project; and
    - (c) the proposal for reduced speeds on The Parade includes variable message signs that would enable a speed limit of 25km/h during large events at the Norwood Oval.
-

*Mr Nick Meredith moved:*

1. *That the Council receives and notes the outcomes of the investigations which have been undertaken by staff, as outlined in this report and the report presented to and considered by the Traffic Management & Road Safety Committee on 18 August 2020, regarding the proposal to reduce speed limits in residential streets in Norwood and Kent Town.*
2. *That the proposal to reduce speed limits in residential streets in Norwood and Kent Town meets all requirements set out in the Department for Infrastructure and Transport publication, Speed Limit Guideline for South Australia.*
3. *That, having regard to the outcomes of the staff investigations and the requirements of the Department for Infrastructure & Transport publication, Speed Limit Guideline for South Australia, the Council proceed to undertake community consultation on the proposal to introduce a 40km/h area wide speed limits in Norwood and Kent Town, as detailed in Attachment C to this report.*
4. *That the Council notes that:*
  - (a) *a further report will be presented to the Council detailing the outcomes of the community consultation;*
  - (b) *ongoing liaison will be undertaken with the Department for Infrastructure & Transport regarding to reducing speed limits on The Parade, as set out in the endorsed Thee Parade Master Plan project; and*
  - (c) *the proposal for reduced speeds on The Parade includes variable message signs that would enable a speed limit of 25km/h during large events at the Norwood Oval.*

*Seconded by Cr Dottore and carried unanimously.*

**5. OTHER BUSINESS****5.1 Line Marking – Australian Standards**

*Cr Patterson moved:*

*That the Committee recommends that as part of the Council's line marking renewal program, the location of the line marking be verified to ensure compliance with the relevant Australian Standards relating to the distance of parking spaces from intersections.*

*The motion lapsed for want of a seconder.*

**6. NEXT MEETING**

Tuesday 20 April 2021

**7. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 11.42am.

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**Cr Kevin Duke**  
**PRESIDING MEMBER**

**Minutes Confirmed on** \_\_\_\_\_  
(date)

# Attachment B

## Adoption of Committee Minutes Norwood Parade Precinct Committee

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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Facsimile 8332 6338  
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*City of*  
**Norwood  
Payneham  
& St Peters**

# Norwood Parade Precinct Committee Minutes

**16 February 2021**

## **Our Vision**

*A City which values its heritage, cultural diversity,  
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable  
and socially cohesive, with a strong community spirit.*

---

City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Mayors Parlour, Norwood Town Hall

**HOUR** 6.15pm

**PRESENT**

**Committee Members** Mayor Robert Bria (Presiding Member)  
Cr Sue Whittington  
Cr Fay Patterson  
Cr John Callisto  
Cr Carlo Dottore  
Ms Annie Lovejoy  
Mr Terry Dalkos  
Mr Joshua Baldwin  
Mr Ross Dillon  
Mr Rimu Good (entered the meeting at 6.45pm)  
Mr Phillip Rollas

**Staff** Keke Michalos (Manager, Economic Development & Strategic Projects)  
Stacey Evreniadis (Economic Development Co-ordinator)  
Tyson McLean (Economic Development & Strategic Projects Officer)

**APOLOGIES** Mr Hao Wu

**ABSENT** Mr Sebastian Joseph

**TERMS OF REFERENCE:**

*The Norwood Parade Precinct Committee is established to fulfil the following functions:*

- *To develop and recommend to the Council in each financial year, an Annual Business Plan and Budget for The Parade Precinct.*
- *The Budget developed by the Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan. The amount recommended to the Council, to be approved by the Council, should meet the objectives set out in the Annual Business Plan.*
- *To oversee the implementation of the Annual Business Plan as approved.*
- *To oversee the implementation of the approved Marketing and Promotional Plan for The Parade.*
- *To assist in the development and promotion of a vibrant cultural and leisure tourism destination for businesses, residents and visitors.*
- *To facilitate and encourage networking and communication.*

**1. CONFIRMATION OF MINUTES OF THE NORWOOD PARADE PRECINCT COMMITTEE MEETING HELD ON 1 DECEMBER 2020**

*Cr Callisto moved that the minutes of the Norwood Parade Precinct Committee meeting held on 1 December 2020 be taken as read and confirmed. Seconded by Mr Terry Dalkos and carried unanimously.*

**2. PRESIDING MEMBER'S COMMUNICATION**

Nil

**3. NORWOOD PARADE PRECINCT NEWS**

Nil

**4. STAFF REPORTS**

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#### 4.1 PROGRESS REPORT ON THE IMPLEMENTATION OF THE 2020-2021 ANNUAL BUSINESS PLAN

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**REPORT AUTHOR:** Economic Development Coordinator  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4616  
**FILE REFERENCE:** qA59232  
**ATTACHMENTS:** A - I

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##### PURPOSE OF REPORT

The purpose of this report is to provide the Norwood Parade Precinct Committee, with a progress report on the implementation of the 2020-2021 Annual Business Plan.

##### BACKGROUND

At its meeting held on Tuesday 17 March 2020, the Committee endorsed the Draft 2020-2021 Annual Business Plan for the Norwood Parade Precinct and resolved to forward it to the Council for its endorsement. Subsequently, at its meeting held Monday 6 April 2020 the Council endorsed the Draft 2020-2021 Annual Business Plan 'in principle' for the purposes of consultation with The Parade business community, which was temporarily suspended in light of the COVID-19 Pandemic.

At its meeting held Monday 6 July 2020, the Council adopted the Annual Business Plan, Budget and Declaration of Rates for 2020-2021, which includes the following in respect to The Parade Separate Rate:

*Waiving of The Parade Development Separate Rate for businesses within the Norwood Parade Business Precinct.*

As a result of the Council waiving The Parade Separate Rate, the Draft 2020-2021 Annual Business Plan was not released for consultation with The Parade business community. For the 2020-2021 financial year, the Council has allocated an amount of \$215,000, which is equivalent to the Separate Rate amount raised in the 2019-2020 financial year.

This report provides an update of the key strategies and deliverables that have been progressed by staff. A summary of the overall budget and expenditure to date is contained in **Attachment A**.

##### DISCUSSION

#### 1. STRATEGY: EVENTS & ACTIVATIONS

##### 1.1 EASTSIDE HAPPY HOUR LIVE & LOCAL SESSIONS

During the COVID-19 Pandemic, *BIEcreative* launched the 'Happy Hour Live' Series, which aims to bring live music into the homes of many across the State through a live stream on YouTube. Building on this concept, the Council in partnership with *BIEcreative*, took the initiative "on the road" in the City of Norwood Payneham & St Peters. During August and September, the Council sponsored four (4) events in an attempt to breathe life back into local venues in the Council area and provide musicians with the opportunity to perform again.

Due to the overwhelming success, the Council continued this initiative on the first Friday night of the month from October 2020, and will run it through to June 2021. The performances are still available to be viewed on Facebook and on the Happy Hour Live website [www.happyhourlive.com.au](http://www.happyhourlive.com.au)

##### 1.2 2021 EASTSIDE BUSINESS AWARDS

The *Eastside Business Awards* is in its fourth consecutive year and this year, the City of Norwood Payneham & St Peters has partnered with Solstice Media to deliver the program. This decision was determined as a result of the Messenger print publication ceasing operation in mid-2020, which largely affected the ability to promote the program in the same way and to the same extent that it had in previous years.

The 2021 *Eastside Business Awards* continues to aim to achieve the following objectives:

- recognise and celebrate the success of businesses within the City;
- raise the profile of the Council's business sector;
- provide a platform for businesses that fall both within and outside of the Council's business precincts the opportunity to be promoted;
- highlight the "hidden gems";
- encourage exceptional customer service from businesses;
- make the City of Norwood Payneham & St Peters a destination of choice for shopping, dining and services;
- increase patronage for businesses within the City; and
- associate the Council with a high profile awards program.

These awards celebrate excellence across the following twelve (12) categories which remain unchanged from the 2020 program.

- Hall of Fame (20+ years)
- Best Café
- Best Restaurant
- Best Coffee
- Best Pub/Bar
- Best Hair/Beauty Salon
- Best Customer Experience
- Best Fashion Retailer
- Best Entertainment Venue
- Best Emerging/Startup Business
- Best Food/Beverage Manufacturer

The 2021 Awards Program was launched on Friday 5 February, with one and a half weeks of general marketing and promotion to generate awareness of the Awards, prior to the voting stage opening. During this initial stage, the Council focusses on communicating to the business community via The Parade, Magill Road and Council's websites, associated social media platforms and via electronic direct mail (EDM), to inform and prepare businesses for the voting stage. To support the initiative, the Council has made printed collateral available to all businesses, and has encouraged business owners and employees to collect and display the material within their business. To complement the printed collateral, digital assets are available to download and use online.

Whilst it is important to notify and educate the City's businesses of the Awards Program, it is just as important to promote it to the community. The community is where the majority of the customers lie, and they have a significant influence and weight on a businesses' success.

The Council, in conjunction with Solstice Media has designed an extensive campaign including print and digital advertising, editorial and social media. The campaign delivers a clear and direct message, followed by a quick, user friendly voting process that can be completed online at: [www.solsticemedia.com.au/eastsidebusinessawards](http://www.solsticemedia.com.au/eastsidebusinessawards). To encourage public vote, a 'Vote & Win' competition will be run and the winner will receive a voucher to the value of \$250 to the business of their choice. The winner will be drawn at random.

Voting is open from Thursday 18 February – Thursday 18 March 2021. At the conclusion of the voting stage, the top three (3) businesses in each category with the highest number of votes become the finalists. The finalists are judged by a panel of four (4) people, including Mayor Robert Bria, together with two (2) Solstice Media representatives.

The winner of each category will be announced at an Awards Night on Tuesday 13 April 2021 at the St Peters Banquet Hall and each winner will win digital advertising services to be spent on business marketing with Solstice Media to the value of \$1,000 (excl GST) and a choice of a business advisory service (business planning, budget and forecasting or bookkeeping training) to the value of \$1,000 (excl GST) to be spent on with BIAS.

A copy of the 2021 Eastside Business Awards marketing collateral and the launch editorial article that was published in InDaily on Tuesday 9 February is contained in **Attachment B**.

### 1.3 2021 FOOD SECRETS AT THE GREEN

At its meeting held on 20 January 2020, the Council endorsed to register the *Food Secrets at the Green* event, as part of the inaugural Adelaide Food Fringe (AFF) Festival that was scheduled to be held in April 2020. Unfortunately due to the COVID-19 Pandemic, the festival and program of events was cancelled only a few weeks before the event was to take place.

A year later, on Wednesday 20 January 2021, the AFF announced that the Festival will return with an expanded festival program of nine (9) days, from Friday 7 May – Sunday 16 May 2021. The vision of the event organisers is to build the AFF festival to become a fixture on the Adelaide Festival's calendar, which establishes a food cluster event in April each year, similar to the arts cluster of events that run in March, which includes the Adelaide Fringe, Adelaide Festival, WOMAD and Writers Week. For this reason the organisers have scheduled the event to cross over with the *2021 Tasting Australia* event, which will run from 30 April – 9 May 2021.

The AFF is South Australia's newest open-access food festival – "created by the people, for the people". The Festival is intended to be an inclusive and family-friendly festival celebrating the diverse and vibrant food cultures that all South Australians feel a connection to. The festival is about family, community and sharing food in South Australia.

Given the strong history and long standing food manufacturers located in the City of Norwood Payneham & St Peters, combined with the opportunity to reinvigorate a food event in the area, the Council, together with Norwood Green will run an event in this year's AFF. This year's *2021 Food Secrets at the Green* event will be held on Sunday 16 May 2021 and will closely replicate what the Council had planned in 2020, but was unfortunately unable to deliver.

As a part of the 2021 AFF Festival, organisers are running the world's first *International Pub Week*, proudly supported by the festival's major partner Pirate Life. The AFF *International Pub Week* initiative is all about celebrating the culinary, cultural, social and economic impact of pubs to life in South Australia through a program that will drive activity and support pubs through the continued challenging environment, as a result of the COVID-19 Pandemic. The event's media partner will share stories, events and shine a spotlight on the pubs, publicans, patrons and people behind some of the great local pubs during the week.

Registrations for *International Pub Week* are now open and the program will run from Sunday 9 May – Sunday 16 May 2021, aligning with the Council's *Food Secrets at the Green* event that will be held on the final day of the festival – Sunday 16 May 2021. The Parade, Norwood and the City generally is home to several well-known and long standing pubs. The Council will encourage all businesses in this sector to consider registering for an event as a part of this Festival. Information on this festival has been shared via The Parade's monthly newsletter, which is sent to business owners and operators. Further information on *International Pub Week* can be accessed at [www.adelaidefoodfringe.com.au](http://www.adelaidefoodfringe.com.au).

A copy of the *Adelaide Food Fringe Festival* poster is contained in **Attachment C**.

It is proposed that the Committee allocates \$500 to the marketing and promotion of The Parade pubs that register for *International Pub Week*.

### 1.4 2021 ART ON PARADE

Due to the COVID-19 Pandemic, the *2020 Art on Parade* event was cancelled. Fortunately, restrictions have eased and the Council has decided to proceed to host the much-loved event again this year.

The *2021 Art on Parade* event will provide an opportunity to encourage creative expression and invite new audiences to The Parade whilst at the same time supporting local artists and promoting The Parade as an arts-friendly precinct. All businesses within The Parade Precinct have been invited to express their interest in being a host venue for the *Art on Parade* event that will be held for the month of April.

This year the Council has engaged Evy Moschakis to curate the trail and will be the liaison between the businesses that have expressed their interest and the artists that are showcasing their work. Once the Council has received all expressions of interest, Evy will start the process of matching artworks to venue spaces that are appropriate logistically and are visually complementary.

Past events have showcased up to ninety (90) artworks by over twenty (20) artists, which will be the aim for this year's event, keeping in mind that the industry has been affected significantly due to the COVID-19 Pandemic.

To continue to support the arts sector, it is proposed that the Committee allocates \$5,000 from the sponsorship budget for the marketing and promotion of *Art on Parade*.

## 1.5 NEW YEAR'S RESOLUTION WALL

At its meeting held on Tuesday 1 December 2020, the Committee reflected on the year that was, the unexpected events that occurred and the challenges that were faced by all. As a result of this conversation, the Committee discussed the opportunity to install a 'resolution wall' and to encourage visitors to The Parade to write down positive messages to display and share with the community. The idea was supported in principle, therefore the Council Staff went on to investigate the logistics and pricing to execute this initiative.

There were several locations on The Parade that were considered to install the 'resolution wall' and the safest and most prominent location was at the entrance to the Parade Central Complex on the western side. The Council worked with The Parade Central Complex Manager to ensure that the wall was installed safely and to the aesthetic standard required. The 'resolution wall' was installed on Tuesday 22 December 2020 and dismantled on Wednesday 6 January 2021.

Council Staff visited the wall on a regular basis to assess the messages and to remove any resolutions that were deemed inappropriate, which unfortunately was significantly more than what was anticipated. The amount of negative messaging was disappointing and unfortunately, took away from the positive intent of the initiative. If this initiative is undertaken in 2021, it is suggested that the 'resolution wall' is installed in an alternative location that is under supervision, alternatively the wall can be used for other purposes such as public consultation or to display work in events such as *Art on Parade*.

The cost of the 'resolution wall' to be custom built, installed and dismantled cost \$1,200 exl GST. This amount was charged to the Signage and Street Decorations budget.

An image of the '*New Year's Resolution Wall*' is contained in **Attachment D**.

## 2. STRATEGY: IDENTITY & BRAND

### 2.1 CHRISTMAS DECORATIONS ALONG THE PARADE

On Tuesday 17 November 2020, the three (3) large illuminated Christmas trees, in addition to the twenty (20) light pole decorations and twenty-eight (28) Christmas branded banners were installed along The Parade, Norwood. The decorations remained in place for a period of seven (7) weeks over the Christmas period and were removed on Wednesday 6 January 2021.

To complement the decorations along The Parade, the Council also installed decorations along the windows of the Town Hall and in the three (3) street trees that surround the Norwood Town Hall. One (1) on George Street and the other two (2) located on The Parade. The three (3) metre illuminated 3D Silver LED Star, which forms part of the Council's Christmas decoration package was also installed.

In addition to the Christmas decorations that were installed along The Parade, the much-loved *Festive Gallery on Osmond Terrace* initiative was executed again. The Council's Coordinator Youth Program worked closely with local education institutions to deliver this initiative, with forty-two (42) decorated wooden Christmas trees on display, from thirteen (13) schools and kindergartens.

Education institutes that were involved in this initiative include:

- Agnes Goode Kindergarten;
- Felixstow Community School;
- Margaret Ives Community Children's Centre;
- McKellar Stewart Kindergarten;
- Norwood Primary School;
- Precious Cargo Education Montessori Early Learning;
- Rosemont House Montessori Preschool;
- St Ignatius College Junior School;
- St Joseph's Memorial School;
- St Morris Community Child Care;
- St Peter's Childcare Centre;
- Treetops Early Learning Centre Stepney - Banksia House; and
- Trinity Gardens Primary School.

The *Festive Gallery on Osmond Terrace* was available for the public to enjoy between Monday 23 November 2020 and Monday 4 January 2021. As part of this initiative, the community was invited to visit and walk through the display on Osmond Terrace taking in the creative sights before voting for their favourite Christmas tree in the People's Choice competition on the Council's Facebook page. The photo of the tree with the most 'likes' was Agnes Goode Kindergarten, receiving 260 likes and 37 comments. Agnes Goode Kindergarten won a \$500 voucher to Dillons Norwood Bookshop and decided to nominate Mumkind as their charity of choice for the \$1,000 donated by the Norwood Parade Precinct Committee.

Mumkind's mission is to work collaboratively and thoughtfully to positively impact the lives of as many women, girls and children across South Australia who have faced, or are facing adversity – be it homelessness, domestic violence, food insecurity or poverty. To do this, Mumkind form partnerships with social service agencies and not-for-profit groups across South Australia to better understand what practical items will offer the most impact to the families who receive them. For more information on Mumkind, visit [www.mumkind.com.au](http://www.mumkind.com.au).

A copy of the tree with the most votes and winner of the People's Choice competition is contained in **Attachment E**.

## 2.2 2020 AUGMENTED REALITY (AR) CHRISTMAS ACTIVATION

In August 2020, Council Staff commenced discussions with Queensland based business CreativiTek to determine the potential use of Christmas themed augmented reality for The Parade. Augmented reality is a touch-free way for parents, children and the community to interact with Santa and his friends, with superimposed animated imagery placed into the real world setting via a smart device such as a phone or tablet. By simply using one of these devices to scan a footpath decal via a downloadable application, the characters are brought to life for fun to be had and pictures or videos to be taken.

The Christmas themed augmented reality was the only known use of this technology during the festive period in South Australia and was a great experience for all of those who took advantage of it. With majority of other shopping precincts and shopping centres cancelling physical Santa visits or forcing children to socially distance for photos, augmented reality eliminated any concerns associated with COVID requirements.

The Committee endorsed the purchase of three (3) different animations and received a fourth (4th) for free from CreativiTek, with the main animation being custom designed and the other three (3) being generic Christmas animations that the business offers. The generic animations helped keep the cost down. The four (4) animations were strategically located along The Parade at four (4) different locations and were accessible from Monday 7 December through until Wednesday 23 December 2020. The animations and their locations were as follows:

- Santa and The Parade Christmas Star (southern side of pedestrian crossing between Norwood Place and the Norwood Mall);
- Santa and a Reindeer (adjacent Myabi Sushi and Parade Central entrance and positioned to encourage users to include the Norwood Town Hall in the background);
- Elf and Snowman (outside of Norwood Oval and positioned to encourage users to include the grandstand and/or rotunda in the background); and
- Dancing Snowmen (north eastern corner of the intersection of The Parade and Queen Street and positioned to encourage users to include The Bath Hotel or Odeon Theatre in the background).

All locations were identifiable by a large (1m diameter) footpath decal which signified the animation at that location and included instructions on how to make the animation 'come to life'. Examples of the footpath decals can be seen below.

Upon conclusion of the initiative, a report was provided to the Council from CreativiTek and contained a breakdown of the number of times each animation was activated and on what days between Monday 7 and Wednesday 23 December 2020. Table 1 outlines these statistics.

**TABLE 1: CREATIVETEK REPORT – AUGMENTED REALITY SCANS PER ANIMATION**

<b>Date</b>	<b>Santa and Star</b>	<b>Santa and Reindeer</b>	<b>Elf and Snowmen</b>	<b>Dancing Snowmen</b>
Monday 7 December	2	2	1	2
Tuesday 8 December	1	0	2	0
Wednesday 9 December	1	3	2	2
Thursday 10 December	4	2	10	0
Friday 11 December	4	0	6	1
Saturday 12 December	23	14	11	16
Sunday 13 December	2	1	3	2
Monday 14 December	17	20	2	9
Tuesday 15 December	9	9	2	3
Wednesday 16 December	22	17	16	12
Thursday 17 December	5	3	0	4
Friday 18 December	11	7	3	0
Saturday 19 December	0	0	0	0
Sunday 20 December	13	14	1	5
Monday 21 December	12	14	2	8
Tuesday 22 December	20	18	27	15
Wednesday 22 December	20	18	27	15
Thursday 23 December	0	3	0	0
<b>TOTAL</b>	<b>146</b>	<b>127</b>	<b>88</b>	<b>19</b>

In total, the animations were activated 440 times. The application needed to scan the footpath decal and activate the animations was downloaded 345 times. As can be seen in Table 1 above, there were a number of days that performed better than the rest, possibly corresponding with the release of promotional material. It is also recognised that as a new initiative, it does take time for people to become aware of it. It is expected that if these animations were to be used again the numbers would be significantly higher.

The Council promoted this activation in a number of different ways including on-street signage, Facebook and Instagram posts, Adelady social media posts, listing with Kids in Adelaide and Kiddo Mag, as well as on the Council and The Parade websites and EDM's.

Given the uniqueness of this initiative, it is recommended that the Norwood Parade Precinct Committee consider installing it again in 2021, this could be in the same format for Christmas or used for other events or holidays throughout the year as the online and digital nature of augmented reality means animations can be designed for individual circumstances.

### 2.3 2020 DIGITAL CHRISTMAS ADVENT CALENDAR

The Council introduced a new initiative for Christmas in 2020, which complemented the existing Christmas activities and focused on promoting businesses in the City. The idea was drawn from a traditional advent calendar, which is a countdown of days in December leading up to Christmas Day. The *Christmas in NPSP Advent Calendar* was designed to reveal several offers each day, and with the flexibility to accommodate all businesses in the City that wish to participate. In order to accommodate this, the calendar included the categories of Shop, Eat & Drink, Experience and Live.

The *Christmas in NPSP Advent Calendar* design, featured iconic and longstanding buildings and recreational spaces across the City. Included on the webpage was a series of doors with a number on each. The number on each door correlated to the date in December. Behind each door hid a special product or experience from businesses in the Council area.

Once opened, by being clicked on, a pop-up with that day's business offer was revealed. Once the offer was opened in the pop-up, users had the ability to read the full description of the offer and choose to email themselves the deal, if they wished to redeem the offer.

The Council received fifty-two (52) deals from local businesses and assigned each offer to a date, with consideration to the preferred dates submitted by the business, while taking into account the type of offer, location of the business and flexibility in the offering.

The top five (5) businesses that received the most offer downloads were:

- SILK Laser Clinics – 34;
- Little Bang Brewing Company – 34;
- Grill'd Norwood – 27;
- Bamboo Day Spa – 27; and
- The Nourish'd Kitchen Café – 20.

The initiative was promoted via The Parade, Magill Road, City of Norwood Payneham & St Peters websites and social media platforms, as well as outdoor and digital advertising. In addition, a partnership piece with CityMag was published on the CityMag website on Thursday 10 December 2020. This article, along with paid advertising units were included in the InDaily, Best Life, The Forager and CityMag EDMs (a combined total of 77,000 unique subscribers) to further promote the initiative.

A copy of the article published on the CityMag website is contained in **Attachment F**.

In December 2020, the *Christmas in NPSP Advent Calendar* webpage was the most visited webpage on the Council's website. The webpage had a total of 5,052 page views during the month of December, with 561 views on Tuesday 1 December (launch date), followed by 401 views on Friday 11 December (the day that the article was included in a CityMag EDM). It is worth noting that 56% of the total 5,052 page views were direct, meaning that users arrived at the webpage via an ad, link in an EDM, search engine or by directly entering the URL into the web browser. This proves the importance of developing a diverse and well-rounded marketing campaign to promote Council initiatives.

The businesses that participated in the advent calendar were complimentary of the initiative, and the majority of the businesses that provided feedback post event, found it beneficial.

Overall, the Council Staff were pleased with the number of businesses that participated in the inaugural *Christmas in NPSP Advent Calendar* and the response that was received by users of the calendar was positive. Due to this, the Council Staff will look to deliver this initiative again this year.

## **2.4 2021 LUNAR NEW YEAR**

At its Council meeting held on 18 January 2021, the Council allocated \$500 from the Norwood Parade Precinct budget to install footpath decals on The Parade to highlight the 2021 Lunar New Year.

Following the meeting, the Council Staff proceeded to design and print eight (8) footpath decals, which have been installed along The Parade and will be removed at the end of the Lunar New Year celebration, on Monday 1 March 2021.

A copy of the Lunar New Year decal is contained in **Attachment G**.

## **3 STRATEGY: BUSINESS DEVELOPMENT**

### **NETWORKING**

#### **3.1 2020 BUSINESS NETWORKING & CHRISTMAS DRINKS**

After what was an interesting and challenging year, the Council was pleased to have been able to schedule and hold a networking event and Christmas celebration for the business community on Friday 4 December 2020. Due to the COVID-19 Pandemic and the restrictions at the time, the event was held at Linde Reserve. This allowed the Council to accommodate a larger number of patrons of the event.

The weather was perfect and a number of local businesses took advantage of this and came along to the event. Sixty-four (64) people from thirty-seven (37) local businesses, together with Elected Members and Council Staff, attended on the night. The event attracted a number of 'regulars' but also a number of new businesses, with Mark Ralph from Brownsburg Pty Ltd, located in Stepney, and the team at Physio Smart, located in Payneham, respectively providing this feedback to Council Staff:

*Just a quick note to express our thanks for the kind invitation to the networking event on Friday evening last week. We enjoyed the couple of hours very much and were impressed with the way the event was managed – plenty of room, excellent food and drinks, great staff looking after us – all in all a pleasure to be there.*

*Just wanted to say a huge thanks for the Xmas Drinks. We all had such a great time, and was very well organised and put together. Great stuff guys, certainly leading the way.*

The Mayor spoke to those in attendance and congratulated them for making it through an extremely difficult year and wished them all the best moving forward, which was well received by the businesses.

At the conclusion of the Mayor's speech, prizes were raffled off to those in attendance. Normally, the prizes are donated by businesses, however due to the COVID-19 Pandemic and in an attempt to support businesses, this year the prizes were purchased from businesses located in various precincts within the Council area.

The prizes included:

- \$20 gift voucher for Bos Taurus Butchery (located in Norwood Place, The Parade);
- \$20 gift voucher for The Nourish'd Kitchen (located in Stepney);
- Bottle of Director's Cut Shiraz from Heartland Wines (a part of the Eastside Wine & Ale Trail);
- 500g bag of espresso 1645 Coffee Beans (located in Glynde);
- 375ml bottle of award winning Signore Rio Vista Olive Oil and Olives (located in Glynde);
- \$20 gift voucher for Everflower Collective (located on Magill Road, Norwood); and
- \$20 gift voucher for Wholly Belly Woodfired Kitchen (located on Magill Road, Norwood).

The *Business Networking & Christmas Drinks* event forms a part of the Council's Citywide Economic Development Program, and therefore no funds from the 2020 – 2021 Norwood Parade Precinct Annual Budget was allocated or required.

A selection of photos from the event are contained in **Attachment H**.

## TRAINING & DEVELOPMENT

### 3.2 BUSINESS EVENTS & WORKSHOPS

The Committee together with the Council has historically run two (2) separate training and development series for the City's business community – the *Growth Workshops* and the *Eastside Startup Series*. The *Growth Workshops* program was designed to provide existing businesses with advice and training through interactive workshops on social media, marketing, content planning, as well as topics around business and the COVID-19 Pandemic.

The *Eastside Startup Series* is a program that the Council developed and delivered in conjunction with Adelaide based company LeapSheep in 2018 and 2019. The series of events were designed to help local startups and entrepreneurs with high-level strategic education to aid future growth. Whilst this program did not attract a large amount of attendees, it did attract the appropriate target audience, which was the objective for this program. A 2020 program for the *Eastside Startup Series* was not curated due to the COVID-19 Pandemic.

In November 2020, Council Staff undertook a review of the event content, format, engagement and attendance of the *Growth Workshops* and the *Eastside Startup Series*, and took into consideration the feedback received from business owners, employees and other Council Staff. The findings from the review showed that there was a desire for a more comprehensive program, a mix of event formats (in person and online) as well as for the events to be held at a variety of times to accommodate all industries.

The 2021 program has been carefully curated, guided by the feedback received and the desire from the Council Staff to develop a new and exciting program for the business community. The branding for the 2021 program is: 'Reflect. Refuel. Restart. *Learn how to adapt, grow and help your business thrive.*' The series includes eleven (11) events across ten (10) months, which is the most comprehensive and varied program that the Council's through the Economic Development Unit has developed.

The '*Reflect. Refuel. Restart.*' series of events and workshops has been tailored to retailers, hospitality owners, fitness and wellness centres, startup entrepreneurs, creatives and professional service businesses. The majority of the events will be free of charge for business owners and employees operating within the City.

Table 2 below lists the confirmed speakers and their topics that form the '*Reflect. Refuel. Restart.*' series. Additional topics will be added as they are finalised.

**TABLE 2: REFLECT. REFUEL. RESTART. PROGRAM**

Topic	Date	Location	Facilitators
Better pics for business	Tuesday 9 February 2021 (past event)	Outdoors on Parade, Norwood	Heidi Lewis, Heidi Who Photos
Instagram: create/connect/collaborate – for fitness and wellness professionals	Friday 26 February 2021 11am-1pm	V2 Fit, Kent Town	Elena Franco, Social Punch
How to harness the power of the Facebook algorithm guaranteeing you results	Wednesday 28 April 2021 6pm-8pm	Bendigo Bank, Norwood	Sarah-Jane Picton- King, King Pixel Marketing
How to present yourself to absolutely anyone in under 60 seconds	Tuesday 9 March 2021 6pm-8pm	Identity Marketing, St Morris	Steve Osborne, Identity Marketing
Social media: times are a- changin'	Tuesday 11 May 2021 6pm-8pm	Identity Marketing, St Morris	Steve Osborne, Identity Marketing
Creating a world class business (startup)	Tuesday 8 June 11am-12.30pm	Online event	Kirk Drage, LeapSheep
From unknown to unforgettable: the brand journey	Tuesday 10 August 2021 6pm-8pm	Identity Marketing, St Morris	Steve Osborne, Identity Marketing
How to stay in business: exploring better business models	Tuesday 8 June 11am-12.30pm	Online event	Kirk Drage, LeapSheep

The 'Reflect. Refuel. Restart.' series of events has and will continue to be promoted to all businesses within the Council area via targeted social and digital channels including electronic newsletters and printed collateral delivered to their door.

For more information on the 'Reflect. Refuel. Restart.' series and to book, visit [www.npsp.sa.gov.au/workshops](http://www.npsp.sa.gov.au/workshops). The events are free and bookings are essential.

A copy of the postcard is contained in **Attachment I**.

## RECOMMENDATION

1. That the Committee notes the status of the 2020-2021 Annual Business Plan Budget contained in Attachment A, be noted.
2. That the allocation of \$500 from the Advertising budget to support The Parade pubs that register for *International Pub Week* as a part of *Adelaide Food Fringe*, be endorsed.
3. That the allocation of \$5,000 from the Sponsorship budget to support the *Art on Parade* event, be endorsed.

Mr Rimu Good entered the meeting at 6.45pm.

Cr Patterson moved:

1. *That the Committee notes the status of the 2020-2021 Annual Business Plan Budget contained in Attachment A, be noted.*
2. *That the allocation of \$500 from the Advertising budget to support The Parade pubs that register for International Pub Week as a part of Adelaide Food Fringe, be endorsed.*
3. *That the allocation of \$5,000 from the Sponsorship budget to support the Art on Parade event, be endorsed.*

*Seconded by Cr Callisto and carried unanimously.*

## 4.2 THE NORWOOD PARADE PRECINCT SEPARATE RATE

**REPORT AUTHOR:** Economic Development Coordinator  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4616  
**FILE REFERENCE:** qA69610  
**ATTACHMENTS:** A

### PURPOSE OF REPORT

The purpose of this report is to seek the Norwood Parade Precinct Committee's endorsement to continue to levy a Separate Rate on The Parade Precinct for the next three (3) financial years. The Committee's recommendations will then be presented to the Council for its endorsement to be released for consultation with the key stakeholders (The Parade businesses and property owners).

### BACKGROUND

At its meeting held on 17 March 2020, the Norwood Parade Precinct Committee considered a report regarding the extension of the Separate Rate for The Parade Precinct and resolved the following:

1. *That the Committee advises and recommends to the Council that it supports the continuation of the Separate Rate for The Parade for a further three (3) year period.*
2. *That the Committee supports the amount of revenue raised by the Separate Rate on The Parade to be set at \$215,000 for the 2020-2021, 2021-2022 and 2022-2023 financial years.*

At the same meeting, the Committee highlighted the importance of continuing the marketing and promotion of The Parade, particularly given these unprecedented times with the economic impacts of the COVID-19 Pandemic. It should be noted, that at the time that the Committee considered this matter, all businesses were still open and operating, albeit with a reduced number of customers. The Federal Government's Level 1 and Level 2 restrictions in response to the COVID -19 Pandemic, had not yet been implemented. Notwithstanding this, the clear message from the Committee was that post the Pandemic, the business and economic sector and in this case, the businesses within The Parade Precinct, will need significant support to help these sectors rejuvenate and progress to normal conditions.

At its meeting held on 6 April 2020, the Council considered a report regarding the extension of the Separate Rate for The Parade Precinct, which highlighted the importance of continued support for The Parade businesses during and post the COVID-19 Pandemic. The Council resolved the following:

1. *That the Separate Rate for The Parade Precinct, (as shown on the Norwood Parade Precinct Committee Map in Attachment B), be endorsed 'in principle'.*
2. *That consultation and implementation of the Separate Rate for The Parade Precinct be temporarily held in abeyance as result of the financial and community impacts of the COVID-19 Pandemic.*
3. *That the Council notes that a COVID-19 Pandemic Financial Package, which will include the promotion and marketing of The Parade Precinct (and other business precincts in the City) will be considered as part of the Draft 2020-2021 Budget.*

Subsequently, at its meeting held on Monday 6 July 2020, the Council adopted the 2020-2021 Budget and Declaration of Rates, which included the following in respect to The Parade Separate Rate:

*Waiving of The Parade Development Separate Rate for businesses within the Norwood Parade Business Precinct.*

As a result of the Council waiving The Parade Separate Rate for the 2020-2021 financial year, the proposal to extend the Separate Rate for a further three (3) years was not released for consultation with The Parade business community. For the 2020-2021 financial year, the Council allocated \$215,000, which was equivalent to the Separate Rate amount raised in the 2019-2020 financial year and the amount that the Council anticipated that it would collect in the 2020-2021 financial year.

## FINANCIAL AND BUDGET IMPLICATIONS

Previously, the revenue collected from the Separate Rate on The Parade Precinct was based on raising \$205,000 in its base year (2017-2018) which has been increased in line with the Consumer Price Index (CPI) annually, resulting in total amount of revenue of \$209,715 collected in 2018-2019 and \$215,000 in 2019-2020. As outlined in the Background section of this report, the Council allocated the same amount of \$215,000 in 2020-2021.

To assist the Committee, Table 1 shows a comparison of the Separate Rate for similar mainstreet precincts within metropolitan Adelaide.

**TABLE 1: COMPARISON OF THE SEPARATE RATE COLLECTED FOR SIMILAR MAINSTREET PRECINCTS IN METROPOLITAN ADELAIDE**

<i>Year</i>	<i>Mainstreet / Precinct</i>	<i>Separate Rate Revenue</i>
2019-2020	Village Heart, Prospect Road	\$19,500
2019-2020	Goodwood Road, Goodwood	\$57,225
2019-2020	Unley Road, Unley	\$113,395
2019-2020	King William Road, Hyde Park	\$147,400
2019-2020	The Parade, Norwood	\$215,000
2019-2020	Jetty Road, Glenelg	\$578,088

The comparison demonstrates that the quantum of rates collected from The Parade Precinct is commensurate for the size of the Precinct and the number of businesses that fall within the Precinct.

Should the Separate Rate be extended for a further three (3) years, it is recommended that the Separate Rate be set at \$215,000 for the 2021-2022, 2022-2023 and 2023-2024 financial years. This proposal would ultimately result in a zero revenue increase for the next three (3) consecutive years, which is a change from the current model, which would reset the base year and then apply a CPI increase over the following two (2) years. Given the economic impacts of the COVID-19 Pandemic and to assist in the recovery efforts for local businesses, this is considered to be an appropriate and reputable approach. The proposed amount will still enable the Committee to deliver The Parade Precinct's Annual Business Plan.

This Separate Rate model for The Parade has been designed to ensure that the Precinct remains viable in metropolitan Adelaide's increasingly competitive market, whilst bearing in mind the additional cost to the property owners and businesses.

Reducing the rate would result in less revenue to implement initiatives and less capacity to market The Parade. In contrast however, increasing the Separate Rate would add additional financial burden to property owners and subsequently business owners, in the instances where the additional levy is passed on. Given a significant number of marketing and promotional initiatives have been delivered with an annual budget of between \$205,000 and \$215,000 over the last four (4) years, it is considered that the proposed total revenue of \$215,000 annually over the next three (3) years is considered sufficient.

On this basis, it is recommended that retaining the Separate Rate at the current level would ensure that the Committee is still able to deliver significant initiatives for the size and diversity of the businesses and properties within the Precinct.

## RESOURCE ISSUES

The full Separate Rate revenue is used to deliver the various initiatives and programs outlined in the Annual Business Plan. The Council provides all of the required staffing to meet the needs of the Committee and to deliver various initiatives and programs that the Committee has approved within its funding from the Separate Rate levy of the Norwood Parade businesses. The resourcing provided by the Council includes Economic Development Staff, Communications Staff (including Social Media, Website, and Graphic Design) and Event Management Staff.

## CONSULTATION

It is anticipated that should the Council resolve to continue to collect a Separate Rate, the Council will consult with the key stakeholders (The Parade businesses and property owners) in accordance with the provisions outlined under the *Local Government Act 1999*.

To ensure that all affected stakeholders are well informed of the Council's intentions, a variety of different platforms will be used to communicate with the key stakeholders, including written information packs sent to all business and commercial property owners located in the affected area and information posted on both The Parade and the Council's websites. In addition, the monthly Electronic Direct Marketing (EDM) newsletter, "*News on Parade*", will also be used to inform The Parade Businesses of the Council's intentions.

It should be noted that in addition to the consultation regarding the Separate Rate, The Parade business and commercial property owners are consulted annually on the development of each Business Plan.

## DISCUSSION

In accordance with the provisions of the *Local Government Act 1999*, the revenue collected by the Council as part of the Separate Rate, has been and will continue to be used expressly for the benefit of the area from which it is raised and for the property owners who pay the Separate Rate.

More specifically, the revenue raised by the Separate Rate is allocated by the Council to the Norwood Parade Precinct Committee, which was established to perform the following functions.

- To develop and recommend to the Council in each financial year, an Annual Business Plan and Budget for The Parade Precinct.
- To develop a budget in conjunction with the Annual Business Plan that meets the objectives set out in the Annual Business Plan, for the Council's approval.
- To oversee the implementation of the Annual Business Plan as approved.
- To oversee the implementation of the approved Marketing and Promotional Plan for The Parade.
- To assist in the development and promotion of a vibrant cultural and leisure tourism destination for businesses, residents and visitors.
- To facilitate and encourage networking and communication between the businesses.

As Committee Members are aware, each financial year, the Committee is required to present an Annual Business Plan to the Council for its approval, outlining how the Committee intends to use the Separate Rate revenue to market and promote The Parade Precinct. An overview of the key programmes and initiatives that were delivered by the Norwood Parade Precinct Committee using the Separate Rate, over the past four (4) years, is contained in **Attachment A**.

In general, each of the NPPC Annual Business Plans contain strategies to promote and market The Parade with the overarching objective of attracting more people to The Parade, which will ultimately enhance the prosperity and sustainability of The Parade. This in turn is likely to attract additional business opportunities, which contributes to the diversity of the businesses and services available and has the spinoff effect of increasing local employment opportunities.

Through the establishment of the Norwood Parade Precinct Committee and the revenue collected from the Separate Rate, the Council is ensuring that The Parade continues to maintain its status as one of Adelaide's Premier Mainstreets as well as enhance The Parade as "the CBD of Adelaide's east" - which provides a single precinct where residents and visitors can access a variety of services and entertainment options. Achieving a dynamic and thriving commercial centre in turn creates a community hub and a sense of pride for residents.

In considering whether to recommend the extension, the Council must consider why both it and the NPPC, supported the proposal of a Separate Rate for The Parade in the first instance. A summary of these reasons is set out below.

- The Parade is constantly facing increased competition from master planned, off-street shopping centres such as the Westfields (Marion and Tea Tree Plaza), Burnside Village, Unley Shopping Centre and Mitcham Shopping Centre, as well as Rundle Mall. These centres and Rundle Mall enjoy co-ordinated management, which includes a compulsory marketing levy along with maintenance of centre infrastructure and management of retail mix. While the charm and unique character of mainstreets like The Parade act as a significant drawcard, they simply cannot continue to compete in this increasingly competitive retail environment without a more coordinated marketing approach.
- In addition to this, the proposed major Coles Redevelopment will affect the number of visitors to The Parade, pedestrian activity moving through the 'heart' and in turn place increased pressure on retailers.
- The unique charm, character and '*sense of place*' has been recognised for a long time by Adelaide's other major mainstreet precincts including Unley Road, King William Road, Prospect Road, Jetty Road Glenelg and Rundle Mall, which are considered to be The Parade's principle competitors and are themselves undertaking major marketing, promotion and development programmes in order to stay competitive in metropolitan Adelaide's retail environment.
- Historically, the Council has supported The Parade through funding over a number of years, however it is clear that The Parade must contribute to its own marketing, promotion and development, in order to stay competitive today and into the future, particularly in light of the fact that the Council has an obligation to consider how it can also support other significant business precincts in the City such as Magill Road, Payneham Road and the suburbs of Kent Town, Glynde and Stepney, which have high concentrations of key priority sectors identified in the *Economic Development Strategy 2021-2026*.

## OPTIONS

The Committee has a number of options available to it in terms of the recommendations that it makes to Council, including recommending that a Separate Rate no longer be collected. However, given that a Separate Rate has now been applied for three (3), three (3) year periods (i.e. nine (9) years) each time following comprehensive consultation with The Parade business community, and the Council waiving the Separate Rate for businesses in the 2020-2021 financial year, the option of no longer collecting the Separate Rate is not recommended, particularly given that the previous consultation experiences have been quite positive, with business owners generally appreciating the direct benefit to their business of paying the Separate Rate to fund the initiatives of the NPPC, which focus strongly on promoting the Precinct as a whole.

Recommending to eliminate the Separate Rate would be detrimental to the long term survival and sustainability of The Parade particularly given that nearby centres (which contain both retail and office uses) are undergoing, or have recently undergone, major redevelopments and The Parade's mainstreet peers have all implemented a Separate Rate for many years.

As such, it is recommended that the Committee recommend to the Council that it support the proposal to extend the Separate Rate for a further three (3) years and that The Parade business community again be consulted with regard to again declaring a Separate Rate on the precinct for a further three (3) year period.

## CONCLUSION

The Separate Rate enables the Council to raise sufficient revenue to ensure high impact marketing and promotion programmes for The Parade, whilst minimising the impact on individual ratepayers who will experience the benefits of these programmes through increased patronage. A safeguard has been built in with the three (3) year timeframe, at which time the Separate Rate will be evaluated for effectiveness and business and property owners themselves can determine its value to their businesses.

## RECOMMENDATION

1. That the Committee advises and recommends to the Council that it supports the continuation of the Separate Rate for The Parade for a three (3) year period.
  2. That the Committee supports the amount of revenue raised by the Separate Rate on The Parade to be set at \$215,000 for the 2021-2022, 2022-2023 and 2023-2024 financial years.
- 

*Mr Ross Dillon moved:*

1. *That the Committee advises and recommends to the Council that it supports the continuation of the Separate Rate for The Parade for a three (3) year period.*
2. *That the Committee supports the amount of revenue raised by the Separate Rate on The Parade to be set at \$215,000 for the 2021-2022, 2022-2023 and 2023-2024 financial years.*

*Seconded by Cr Dottore and carried.*

#### 4.3 DEVELOPMENT OF THE 2021-2022 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN

**REPORT AUTHOR:** Economic Development Coordinator  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4616  
**FILE REFERENCE:** qA69610  
**ATTACHMENTS:** A

#### PURPOSE OF REPORT

The purpose of this report is to present to the Norwood Parade Precinct Committee the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan*, for its consideration and approval.

#### BACKGROUND

Pursuant to the Committee's Terms of Reference, which have been set by the Council, The Norwood Parade Precinct Committee is required to prepare an Annual Business Plan prior to each financial year, to guide its programmes and initiatives for the ensuing financial year and to assist in determining the funding requirements for consideration and approval by the Council.

The purpose of this report is to present to the Committee, the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan*, for consideration and endorsement. Following the Committee's endorsement of the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan*, the document will be presented to the Council for endorsement and approval as being suitable for consultation with The Parade Precinct business community.

#### FINANCIAL AND BUDGET IMPLICATIONS

The budget which has been allocated in the Draft Annual Business Plan for the 2021-2022 financial year is \$215,000. This figure reflects the amount which is proposed to be collected by the Council through The Parade Separate Rate in 2021-2022.

The 2020-2021 Norwood Parade Precinct Committee Annual Business Plan was also based on a budget of \$215,000, which was the amount that the Council intended to be collected through The Parade Separate Rate.

At its meeting held on Tuesday 17 March 2020, the Committee endorsed the Draft 2020-2021 Annual Business Plan for the Norwood Parade Precinct and resolved to forward it to the Council for its endorsement. Subsequently, at its meeting held Monday 6 April 2020 the Council endorsed the *Draft 2020-2021 Annual Business Plan* 'in principle' for the purposes of consultation with The Parade business community. However, in light of the COVID-19 Pandemic and the uncertainty surrounding the economy, consultation on the *Draft 2020-2021 Norwood Parade Precinct Annual Business Plan*, was temporarily suspended.

At its meeting held on Monday 6 July 2020, the Council adopted the Annual Business Plan, Budget and Declaration of Rates for 2020-2021, which included the following in respect to The Parade Separate Rate:

*Waiving of The Parade Development Separate Rate for businesses within the Norwood Parade Business Precinct.*

As a result of the Council waiving The Parade Separate Rate, the *Draft 2020-2021 Annual Business Plan* was not released for consultation with The Parade business community. For the 2020-2021 financial year, the Council allocated an amount of \$215,000, which was equivalent to the Separate Rate amount raised in the 2019-2020 financial year and the amount that the Council anticipated that it would collect in the 2020-2021 financial year.

## RESOURCE ISSUES

The implementation of the *2021-2022 Norwood Parade Precinct Annual Business Plan* will be undertaken by Council staff and managed by the Manager, Economic Development & Strategic Projects. Input and involvement from other Council staff and/or external contractors will be sought as required.

## CONSULTATION

Once the Draft 2021-2022 Annual Business Plan is endorsed by the Committee, the draft document will be presented to the Council for its endorsement, prior to being released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.

## DISCUSSION

The Vision for The Parade has been identified as:

*A vibrant meeting place and business precinct where residents and visitors can experience and enjoy a place to eat, meet, shop and do business.*

Based on the Vision, staff have identified the following four (4) Objectives, which form the basis of the draft 2021-2022 Annual Business Plan:

- Attract new customers.
- Promote the Precinct.
- Build on the Precinct's unique atmosphere, culture and 'sense of place'.
- Strengthen relationships amongst businesses and provide support.

It is proposed that supporting all of these Objectives will be a number of Strategies and Deliverables. Similar to the 2020-2021 Annual Business Plan, it is recommended that the proposed Strategies and Deliverables be grouped into the following five (5) categories, all of which have been developed with the aim of meeting these Objectives:

- **Events & Activations**  
Develop, support and implement events and activations on The Parade to attract customers, provide a unique experience and grow the Precinct's reputation as a leading cultural Precinct.
- **Marketing & Communication**  
Implement a range of marketing initiatives that communicate and promote the positive strengths of The Parade to all markets.
- **Identity & Brand**  
Further develop The Parade's brand and implement initiatives that define and communicate The Parade's identity and raise the community's appreciation of the Precinct.
- **Business Development**  
Foster improved business presentation, appearance and cooperation and support business capability and sustainability through education, training and networking.
- **Administration**  
Ensure the ongoing and effective administration of the Committee.

A copy of the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan*, which sets out the Strategies and Deliverables and associated funding under each of the above categories, is contained in **Attachment A**.

It should be noted that the details regarding the range of projects and initiatives that are proposed under each of these categories will be presented to the Committee at the meeting. The intent is not to include the specific projects and initiatives in the Annual Business Plan.

## OPTIONS

The Committee can endorse the recommended Strategies and Deliverables and associated funding presented in the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan* as being suitable. Alternatively, the Committee can amend, omit or propose new Objectives, Strategies, initiatives or programmes for inclusion in the Annual Business Plan.

## CONCLUSION

The Parade business community wants to see initiatives and programmes planned by the Norwood Parade Precinct Committee that create tangible outcomes and an increase in the number of visitors to The Parade. As such, it is important that the Strategies and Deliverables are measurable so that the results are able to be communicated.

## COMMENTS

Nil

## RECOMMENDATION

That the *Draft 2021-2022 Norwood Parade Precinct Annual Business Plan* be endorsed as being suitable to present to the Council for its endorsement and approval to be released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.

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*Mr Ross Dillon moved:*

*That the Draft 2021-2022 Norwood Parade Precinct Annual Business Plan be endorsed as being suitable to present to the Council for its endorsement and approval to be released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.*

*Seconded by Cr Callisto and carried.*

**5. OTHER BUSINESS**  
Nil

**6. NEXT MEETING**

Special Meeting of the Norwood Parade Precinct Committee – Tuesday 23 March 2021  
Next regular meeting of the Norwood Parade Precinct Committee - Tuesday 4 May 2021

**7. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 7.48pm.

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**Mayor Robert Bria**  
**PRESIDING MEMBER**

Minutes Confirmed on \_\_\_\_\_  
(date)

# Attachment C

## Adoption of Committee Minutes

### St Peters Child Care Centre & Pre-School Committee

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
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*City of*  
**Norwood  
Payneham  
& St Peters**

# St Peters Child Care Centre & Pre-School Committee **Minutes**

**22 February 2021**

## **Our Vision**

*A City which values its heritage, cultural diversity,  
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable  
and socially cohesive, with a strong community spirit.*

---

City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Staff Room, St Peters Child Care Centre & Pre-school

**HOUR** 5.30pm

**PRESENT**

**Committee Members** Cr Evonne Moore (Presiding Member)  
Cr Kester Moorhouse  
Ms Georgia Brodribb (entered the meeting at 5.32pm)  
Ms Simone Munn  
Ms Christina Belperio

**Staff** Sharon Perkins (General Manager, Corporate Services)  
Alice Parsons (Director, St Peters Child Care Centre & Pre-School)

**APOLOGIES** Nil

**ABSENT** Nil

**TERMS OF REFERENCE:**

*The St Peters Child Care Centre & Pre-School Committee is established to fulfil the following functions:*

- *to provide feedback on the St Peters Child Care & Pre-School Centre's Strategic Plan and Business Plan;*
- *to undertake general oversight of issues related to child welfare, programming and safety of the Centre; and*
- *to execute such powers as the Council may lawfully delegate to it.*

**1. CONFIRMATION OF THE MINUTES OF THE MEETING OF THE ST PETERS CHILD CARE CENTRE & PRE-SCHOOL COMMITTEE HELD ON 16 NOVEMBER 2020**

*Ms Simone Munn moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 16 November 2020 be taken as read and confirmed. Seconded by Cr Moorhouse and carried unanimously.*

Ms Georgia Brodribb entered the meeting at 5.32pm.

**2. PRESIDING MEMBER'S COMMUNICATION**

The Presiding Member welcomed everyone to the Committee, with a special welcome to Ms Christina Belperio who has been recently appointed.

**3. QUESTIONS WITHOUT NOTICE**

Nil

**4. QUESTIONS WITH NOTICE**

Nil

**5. WRITTEN NOTICES OF MOTION**

Nil

**6. STAFF REPORTS**

## 6.1 DIRECTORS QUARTERLY ACTIVITY REPORT – DECEMBER 2020

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**REPORT AUTHOR:** Director, St Peters Child Care Centre & Preschool  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA61019/A109675  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this Quarterly Report is to provide information in respect to the following:

- Provide feedback on the Centre's Strategic Plan and Business Plan prepared by Centre Management for the Child Care Centre.
- Undertake, under the direction of Council and on behalf of Council, the general oversight of issues related to child welfare, programming and safety of the Centre.
- To execute such powers as the Council may lawfully delegate to it.
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed in the terms of Reference or to achieving its objectives.

This report provides the Committee with a status report on the activities of the St Peters Child Care Centre & Preschool to 31 December 2020.

### BACKGROUND

The Centre has been in operation since 1977. The Centre is licenced to accommodate 105 children per day, however to ensure the high quality of care the Centre is known for is maintained, the number of available places has been capped at an average of 94 places per day, increasing to 105 places on Wednesdays and Thursdays during Term Three (3) and Four (4) to meet demand. The Centre provides care for babies from six (6) weeks old through to children aged up to and including five (5) years of age.

The key activities completed during the Quarter ended December 2020, together with actions completed in previous Quarters, as required by the Centre's Strategic and Business Plans, are included in the Discussion Section of this report.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

This report informs the Council on the St Peters Child Care Centre & Preschool activities and supports Council attaining:

Outcome 1: Social Equity: A connected, accessible and pedestrian-friendly community

Objective 1: Convenient and accessible services, information and facilities.

Strategy 1.2: *Maximise access to services, facilities, information and activities.*

Strategy 1.3: *Design and provide safe, high quality facilities and spaces for people of all backgrounds, ages and abilities.*

Objective 4: A strong, healthy, resilient and inclusive community.

Strategy 4.2: *Encourage and provide opportunities for lifelong learning.*

Strategy 4.3: *Provide spaces and facilities for people to meet, learn and connect with each other.*

The operations of Childcare Centres and Preschools are governed by the National Quality Framework. The Centre's policies and procedures are reviewed and updated over a twelve (12) month to two (2) year period, in line with National Quality Standards and the Centre's Continuous Review Policy.

### FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

## EXTERNAL ECONOMIC IMPLICATIONS

Nil

## SOCIAL ISSUES

The Centre actively promotes a policy of inclusion for all children and their families.

The information provided in the report has no direct social issues which need to be considered.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

Not Applicable.

## COVID-19 IMPLICATIONS

In response to the easing of the COVID-19 restrictions, operations at the Centre are progressively being modified. To minimise the risk of COVID-19 and to ensure that staff and families are continuing to adhere to the public health advice, we are currently:

- requesting all families, both adults and children, undertake hand hygiene by either washing their hand or using hand sanitiser upon entry and exit of the Centre;
- maintaining physical distancing requirements of 1.5 metres;
- limiting the number parents and carers collecting children from their respective rooms for end of day pick up at any one time to two (2) parents;
- continuing the outside sleeping (weather permitting); and
- while not required as the Centre was not required to close, the Centre has prepared a COVID Safe Plan and have communicated this to the families and carers.

Morning drop offs at the Centre ceased on 20 December 2020, with families delivering children to their respective rooms. This is to re-build stronger family relationships, which were impacted during the height of the COVID-19 pandemic.

## CONSULTATION

- **Committee Members**  
Not Applicable
- **Community**  
Not Applicable
- **Staff**  
Not Applicable
- **Other Agencies**  
Not Applicable

## DISCUSSION

### Child Numbers

The Centre is licensed for a maximum of 105 children daily; however to ensure a high quality of care, the daily attendance numbers are capped at an average of 94 long day care places per day. Based on current staffing levels, the Centre has capacity for up to 28 under two (2) year old, up to 30 two (2) to three (3) year old and up to 36 over three (3) year old. The mix of the numbers per age group may change on as needs basis. The average number of children for which services were provided for the December 2020 quarter is detailed in Table 1 below.

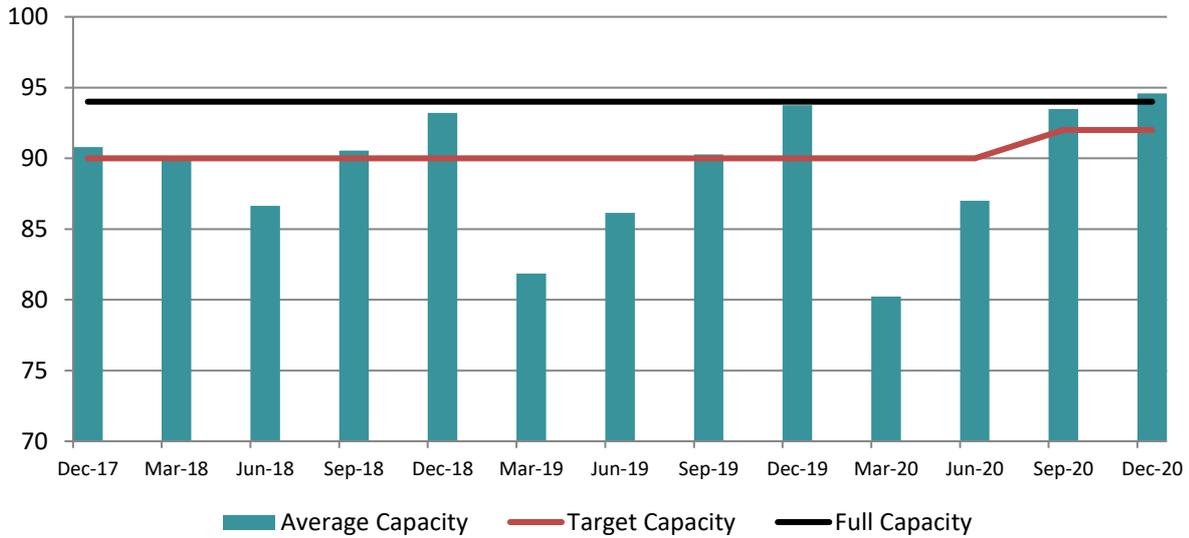
**TABLE 1 – CHILD NUMBERS**

Age of Child	Staffing Ratio	Number Allowed at the Centre (maximum)	Number of Children - Average for the Quarter	
			This Year	Last Year
<b>Under Twos (2)</b> <i>(6 weeks - 24 months)</i>				
Emerald Room	1:4	12	12.39	11.91
Ruby Room	1:4	16	15.98	16.57
<b>Over Twos (2)</b> <i>(2 years to 3 years)</i>				
Aquamarine Room	1:5	15	14.63	13.64
Diamond Room	1:5	15	15.36	16.70
<b>Over Threes (3)</b>				
Amethyst Room <i>(3 years to 4 years)</i>	1:10	18	16.93	16.95
Preschool <i>(4 years to 5 years)</i>	1:10	18	20.39	18.00
<b>Total</b>		94	95.68	93.20
<b>Budget</b>		-	<b>92.00</b>	<b>90.00</b>
<b>Number of sessions where 92 children attended for the quarter</b>			<b>41 days out of a total of 61 days</b>	<b>45 days out of a total of 60 days</b>
<b>Average attendance – Year to Date</b>				<b>94.58</b>

As detailed in Table 1 above, the December 2020 Quarter is above the budgeted capacity. This follows the traditional trend of attendances building during the September and December Quarters. While the average daily attendances for the December 2020 Quarter were above the desired full capacity of 94, to maintain the Educator to Child ratios, casual shifts were reallocated to meet the demand for care.

As detailed in Figure 1 below, the March and June Quarters traditionally have low attendance numbers, while the attendance numbers for the September and December Quarters have exceeded budgeted attendances. For the 2020-2021 Financial year, the target capacity has been set at an average of 92 daily attendances places.

**FIGURE 1: CHILD NUMBERS**



**Educator to Child Ratios**

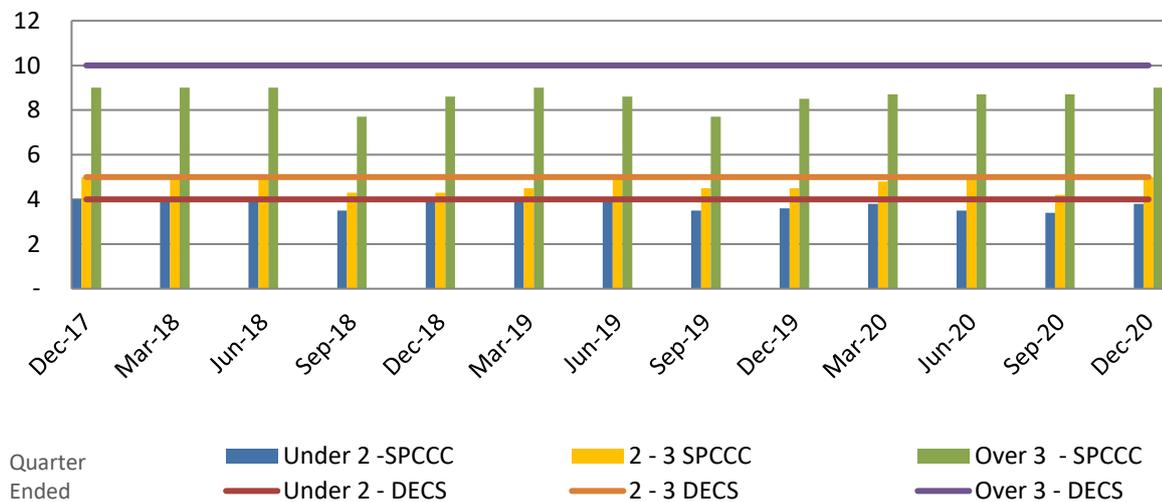
The Centre is required by the National Quality Standards to maintain a minimum Educator to Child Ratio at all times. The minimum Educator to Child ratios are detailed in Table 2.

**TABLE 2 – MINIMUM EDUCATOR TO CHILD RATIOS**

Age Grouping	Educator to Child Ratio
0-24 months	1:4
25 months – 36 months	1:5
37months to 5 years	1:10

As illustrated in Figure 2 below, The Centre has exceeded the minimum child to staff ratios for the December 2020 Quarter in the 3 -5 year age range only.

**FIGURE 2: STAFF TO CHILD RATIO**



## Staffing

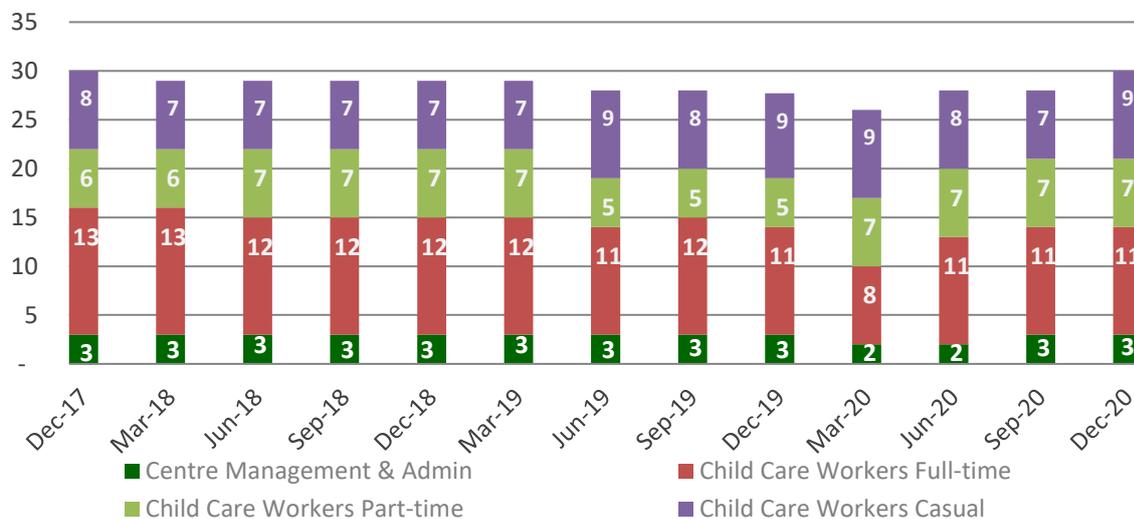
To ensure that the Centre meets the required staff to child ratios, the Full-time Equivalent Educator positions required are:

- Under 2's 5.00 FTE
- 2 -3 years 5.00 FTE
- Over 3's 4.00 FTE

To ensure the ongoing continuity of care, during periods of staff absences, permanent staff are supported by a pool of Casual Educators who back fill planned and unplanned absences, vacancies and short shift cover for lunch breaks and Centre open and closes. Not only does this ensure that children are cared for by familiar Educators when their primary care givers are absent from the Centre, it ensures that operational costs are maintained, as there is less reliance on engaging temporary contract staff through temporary contract labour hire agencies to cover absences.

As shown in Figure 3 below, there is one vacant Full-time position. This vacancy has arisen due to maternity leave. A recruitment process is currently being undertaken to increase the number of Educators within the casual pool.

**FIGURE 3: STAFF NUMBERS BY EMPLOYMENT CATEGORY**



## Universal Access to Early Childhood Education

Funding can be claimed for every four (4) year old child who remains at the Centre in the twelve (12) months prior to full-time schooling and has access to fifteen (15) hours of preschool services, providing the child is not accessing a preschool service from another external service, such as a Department of Education Preschool or Kindergarten.

For the year-to-date period to December 2020, the Centre has received \$11,075 under the Universal Access Scheme for the children utilising the Centre for the pre-school service. Pleasingly, the number of families that have been utilising the service for pre-school services has increased from seven (7) to eight (8). The funding has been used to offset the salary costs of the Early Childhood Teachers.

## National Quality Standard

Staff practices, policies and procedures are continually reviewed in line with the new National Quality Standards and a Quality Improvement Plan has been completed. The Centre has undergone a round of Rating and Assessment. The Centre received an overall rating of 'Meeting' under the revised framework.

The seven (7) areas identified under the National Quality Standard are:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements (including the number of staff looking after children)
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

The Centre has been rated as 'Meeting' the standards set under the revised The National Quality Framework which came into effect on 1 February 2018, having met all of the forty (40) of the elements.

While under the National Quality Standards, the Centre is to be regularly assessed, the details of the timing of the next review are unknown.

## Strategic Plan

The Centre's Strategic and Business Plans have been approved by the Committee and the Council. The Centre's Business Plan established Key Result Areas/Targets. The achievement of the outcomes up to December 2020, are contained in **Attachment A**.

## OPTIONS

Not Applicable.

## CONCLUSION

The St Peters Child Care Centre & Pre-school is recognised as a leader in the provision of high quality child care. It is expected that this will continue. Due to the COVID-19 Pandemic, the Centre, along with other Childcare Centres experienced a significant decline in attendance during the height of the pandemic. As the State has contained the health impacts of COVID-19 attendance numbers have been increasing. The Centre on average for the December 2020 Quarter had 95 children accessing the service on a daily basis, with an expectation that this will be maintained throughout the year.

## COMMENTS

Nil

## RECOMMENDATION

That the report be received and noted.

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*Ms Georgia Brodribb moved:*

*That the report be received and noted.*

*Seconded by Ms Christina Belperio and carried unanimously.*

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## 6.2 2020 CUSTOMER SURVEY

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<b>REPORT AUTHOR</b>	Director, St Peters Child Care Centre & Preschool
<b>GENERAL MANAGER:</b>	General Manager, Corporate Services
<b>CONTACT NUMBER:</b>	8362 1832
<b>FILE REFERENCE:</b>	
<b>ATTACHMENTS:</b>	Nil

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### PURPOSE OF REPORT

The purpose of this report is to provide the Committee with the results of the Customer Survey which was undertaken in June 2020.

### BACKGROUND

To ensure that the needs of the children are being met and to guide the Centre's Quality Improvement Plan, Educators require information on children's routines, interests, learning goals and family culture. Families and carers also need to have open communication with the Educators so that they can seek information about how their child is developing as well as having the opportunity to participate within the Centre and their child's development.

Regular customer surveys are undertaken to gain feedback from families regarding the education and care which is provided to their children. The survey was emailed to all families (approximately 158 families) utilising the services of the St Peters Child Care Centre & Preschool. A total of 65 families (41% response rate) responded to the survey.

The results of the survey will be used to support the Centre's Quality Improvement Plan and identify any areas for improvement under the National Quality Framework. The Centre's Quality Improvement Plan is an ongoing plan which supports continuous improvement throughout the Centre.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

### EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

### SOCIAL ISSUES

Not Applicable.

### CULTURAL ISSUES

Not Applicable.

### ENVIRONMENTAL ISSUES

Not Applicable.

### RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

Not Applicable.

## CONSULTATION

- **Committee Members**  
Not Applicable.
- **Community**  
The Survey was conducted via an online Survey and paper based. All families (158) currently utilising the Centre were provided with the opportunity to respond. Of the 158 families, sixty-five (65) responses were received. The response rate is consistent with previous surveys which have been undertaken.
- **Staff**  
The survey questions were determined in conjunction with the Centre's Educators.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

The questions contained in the survey assist in providing direction for the Centre and the Centre's Educators, on how to guide and achieve quality results in the seven (7) areas that complete the National Quality Standards (NQS).

### Communication

Communication between the Educators and the families is a consistent factor throughout a number of the Quality areas, standards and elements within the National Quality Framework.

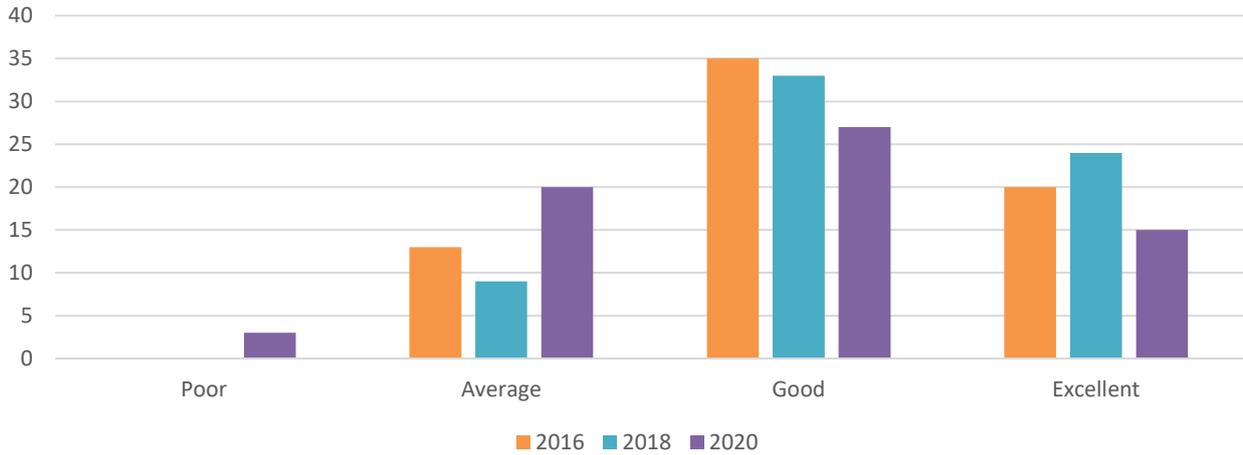
Due to the importance of communication, a number of the survey questions focused on the sharing of information. Communication and the sharing of information is essential to building a comprehensive Quality Improvement Plan for the Centre which supports the seven (7) Quality Areas of the NQS.

Communication is essential to building effective relationships, education and keeping children safe, areas which are covered in Quality Areas: 1,2,3,5 and 6 of the Standards. These Quality areas guide the Centre to achieve a holistic, energetic Centre and to work towards a rating of "Meeting".

## SHARING OF INFORMATION

As detailed in Figure 1 below, over 75% of the families who responded to the survey believe that they are provided with opportunities for the sharing of information between the families and the Centre's Educators. However, given the COVID-19 pandemic and the restrictions that were in place during 2020, the reduction in the effectiveness of information sharing with families and carers is not surprising. In order to limit the number of people coming into the Centre, the main restriction put in place was the Centre door drop-off and pick-up, which inhibited the normal information sharing between the Educators and families and carers, which was reflected in the comments provided as part of the survey.

**FIGURE 1: SHARING OF INFORMATION**



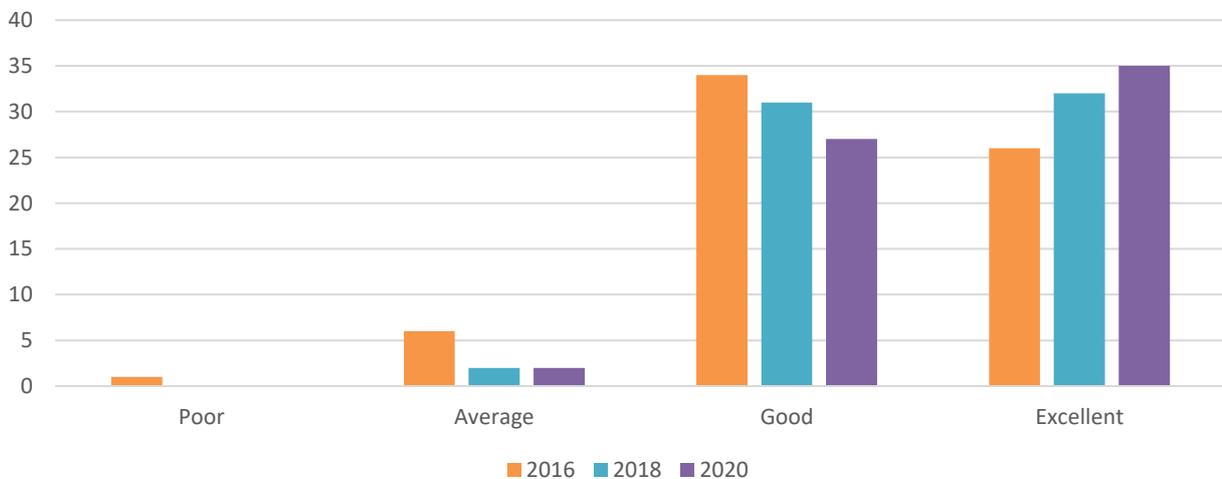
Families and carers were also provided the opportunity to provide specific comments about the sharing of information and the specific comments included:

- “It has been harder with door drop offs, as we are often unable to speak to the staff in the room”
- “COVID 19 restrictions have made this difficult.”

**QUALITY OF EDUCATIONAL ACTIVITIES**

In addition to sharing information, it is important that Educators are able to provide adequate age appropriate activities for children to promote early education using the Early Years Learning Framework. As detailed in Figure 2 below, families and carers are satisfied with the level of activity provided for their children.

**FIGURE 2: EDUCATING THROUGH PLAY**



Families and carers were also provided with the opportunity to provide specific comments about the sharing of information and the specific comments included;

- “I believe so. Again, really difficult to know specifics over the past few months “

## BUILDING RELATIONSHIPS WITH EDUCATORS

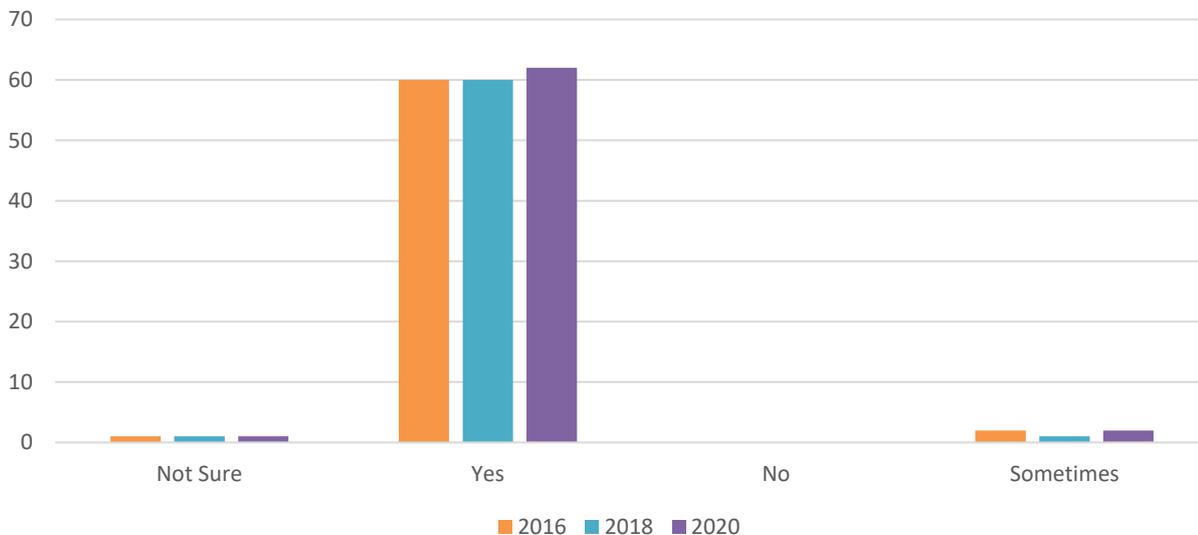
A fundamental part of a child's development in the Early Years Learning Framework is to form secure bonds and trusting relationships with their Educator's.

This year due to the COVID-19 pandemic and the physical distancing restrictions put in place, morning drop-offs and afternoon pick-ups were taking place at the Centre door. Therefore, families and carers were not in the positions to see the relationships between their child and the Educators. As such, this question was omitted from the survey this year. The question assessing the children and Educator relationships will return in future surveys.

## LEARNING ENVIRONMENT

Another important aspect of a child's development and learning is to encourage the children to display a degree of independence and exploration. As detailed in Figure 4, over 90% of respondents believe that the Learning environment and approaches which are provided at the Centre promote independence, exploration and learning through play.

**FIGURE 3: LEARNING ENVIRONMENT**



## PLAY SPACES

This area focuses on natural areas within the younger children's outdoor play space.

Adding a range of sensory areas and natural items into the outdoor play space, encourages children to have a sense of inquiry, with the freedom of the outdoors. Families and carers were asked what elements they would like to see in this area.

Families and carers were given the opportunity to provide specific comments about the activities provided for their children and specific comments included:

- "I would like to see some toys in different materials, such as wood and metal"
- "Keep the trees, more timber and natural materials, race track for trikes"
- "We love the shade of the beautiful big trees, sandpit and open space to run and ride, perhaps some grass or gardens".
- "More equipment for the younger ones to practise gross motor skills- equipment climb or jump from"
- "Climbing things (e.g. stepping stones), more plants and trees, maybe a separate bike track to make it safer"

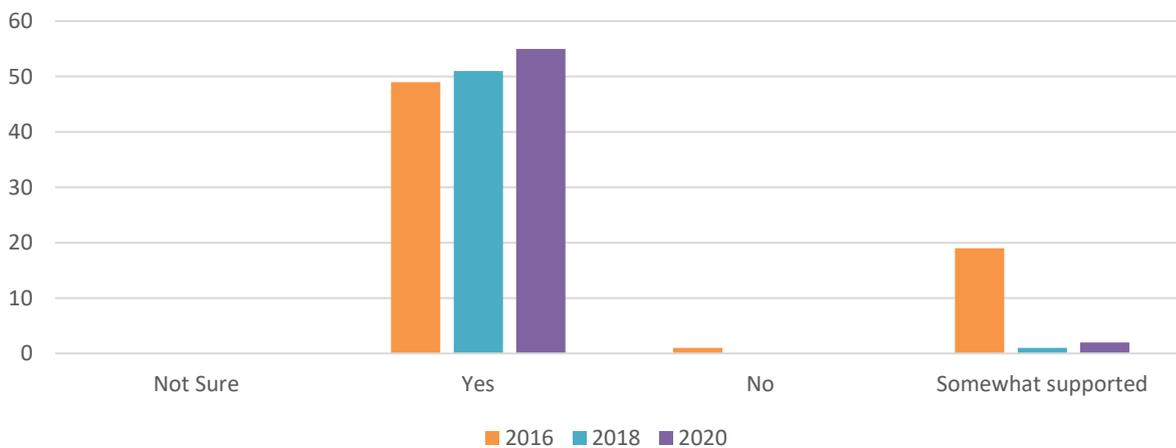
- “There is a bit too much concrete & soft fall rubber. It might be nice to have it laid out with some more natural flooring. The way you're able to currently set up play spaces interchangeably is good though. It's hard to want to commit to one single set up”
- “More creative play areas - mud kitchens. More climbing, mats for active play”
- “Ensure there is water play, sand play, painting area, some vegetation, sun/rain shade, climbing activities and room for groups to sit outside when the weather is nice for reading and activities.”

## TRANSITIONS

It is important that both children and their families and carers feel when transitioning from room to room. It is recognised this is an unsettling time for some and Educators endeavour to make this a more natural “flowing” transition between learning environments provided at the Centre. This assists in supporting the “Meeting” rating from the National Quality Standards in Quality Area 5, Relationships with Children and Quality Area 6, Collaborative Partnerships with Families and Communities.

As detailed in Figure 6 below, Over 90% of the respondents felt that transition visits have been handled well.

**FIGURE 4: TRANSITIONS**



Families and carers were also given the opportunity to provide specific comments about the transition process provided for their children and specific comments included;

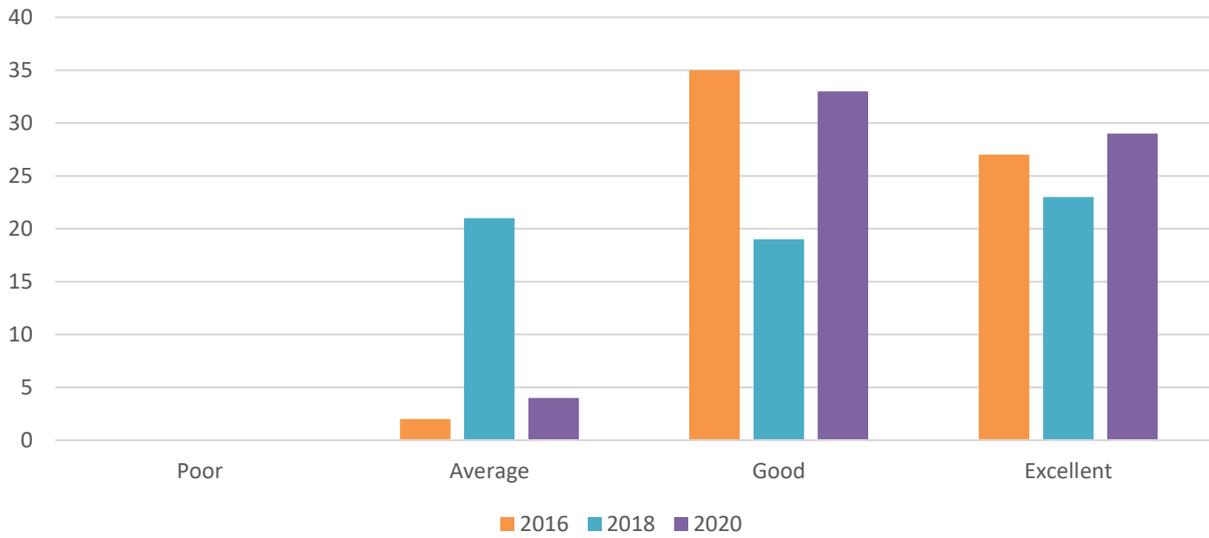
- “The transition between rooms was great and the children often already know some of the other Educators which assists. It was difficult to anticipate when positions would become available and align children’s days in care”.
- “The transition period meant we could not access information about our child day, nappies or activities. We didn't get any updates and could not speak with Educators during restrictions”
- “Have been waiting for my child to transition up a room for 6 months, she is well beyond the development level of the other children in her room”.

In addition to some of the key aspects of the National Quality Framework, a number of more general questions were asked about certain aspect of the Centres operations and services. Areas included, daily menus, social media and the additional family involvement.

## MENUS

The Centre provides morning tea, lunch and afternoon tea on a daily basis. Families and carers were given the opportunity to rate the Menu.

**FIGURE 5: QUALITY OF MENU**



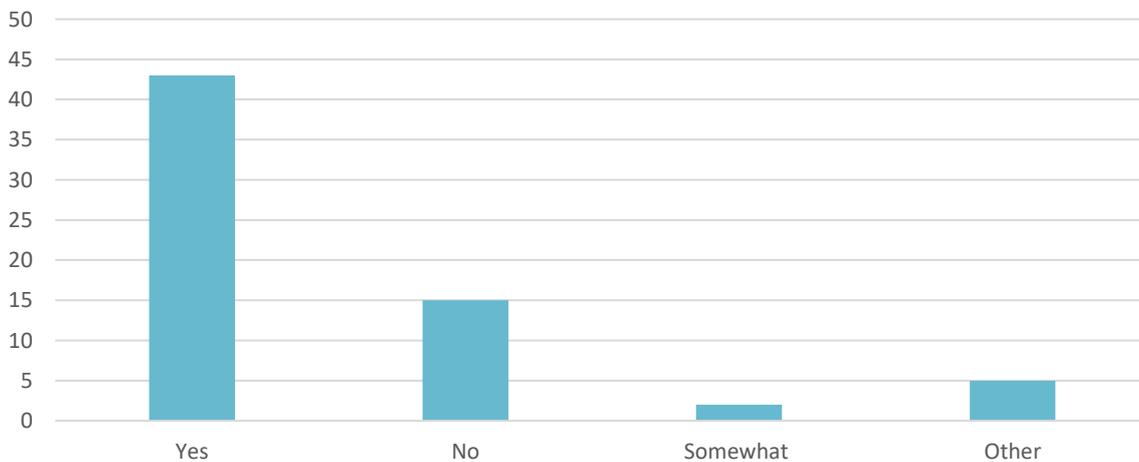
Families and carers were also given the opportunity to provide specific comments about the activities provided for their children and specific comments included;

- “Breakfast should be considered”
- “Fantastic menu, lots of variety”
- “I have never seen the food and portion sizes but the menu is good”

**COMMUNICATIONS APP**

The learning communications app “Journeys” was introduced in January 2020. Families and carers were asked if they have found the app to be an improved method of communication and what other information they would like to see.

**Figure 6: COMMUNICATIONS APP “JOURNEYS”**



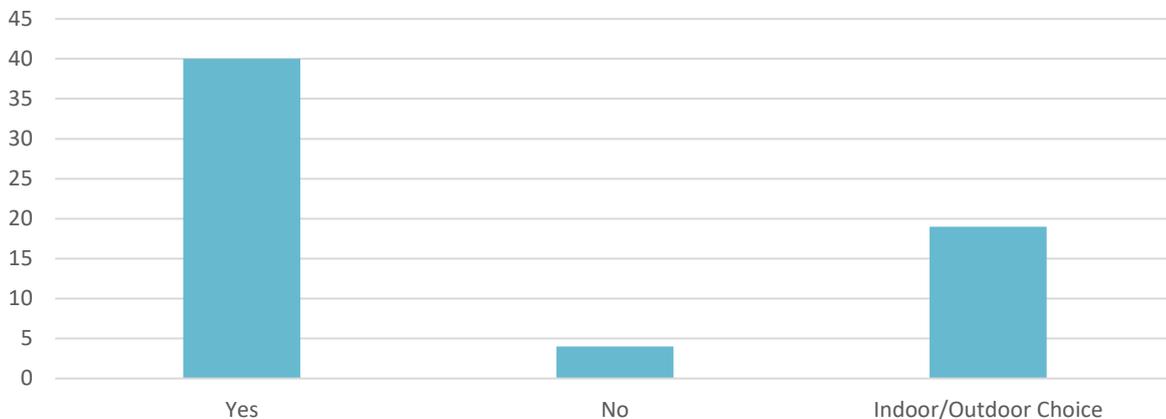
Families and carers were also given the opportunity to provide specific comments about Journeys:

- “It been a frustrating transition as there have been glitches and it’s not particularly ‘User friendly”
- “I’m very pleased with the content being posted on the app.”
- “Its updated most days, but the sleep/eat and nappy charts are hit and miss”
- “It’s great seeing photos daily but because it is such short-form communication I feel like there is less information about what the kids are up to and my child’s progression”
- “It would be great to be able to communicate back to the Educators. They have sent notes or observations but with no way to reply to them until pickup or drop-off and with the current arrangements sometimes even that is difficult.”
- “It’s good seeing what the kids/rooms are up to each day. Maybe if there is any constructive feedback this could be provided in here as we don’t always get to speak to the Educators”

## SLEEPING OUTDOORS

Sleeping outdoors has many health benefits including improved sleep. During the COVID-19 pandemic this option was offered to families to assist with the reduction in the spread of germs through an open air space. Families and carers were asked if they would like us to keep the outdoor sleeping option to continue for their child.

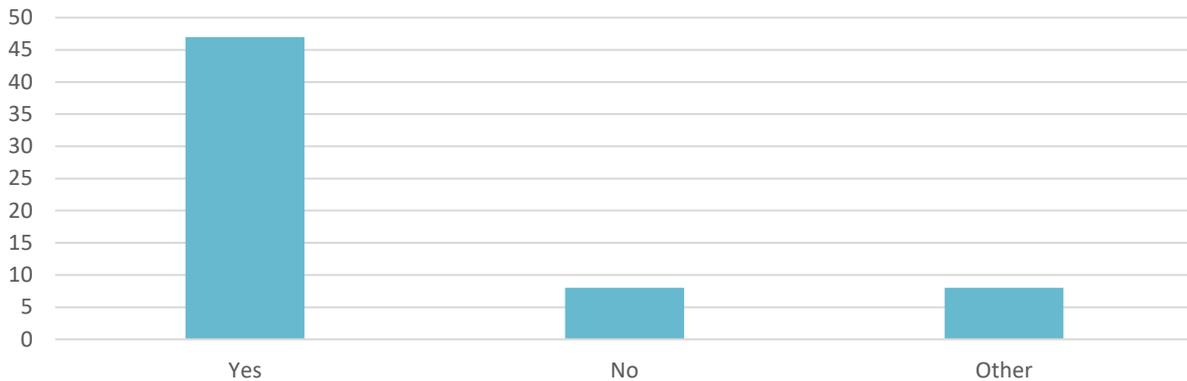
**Figure 7: SLEEPING OUTDOORS**



## DOOR DROP-OFFS

Due to the COVID-19 pandemic, morning drop-offs and afternoon pick-ups at the Centre door were introduced. A number of families and carers requested that the morning drop-off be maintained. Families and carers were asked if they would like us to maintain the morning drop-offs at the Centre door, with afternoon pick-ups within the room.

**Figure 8: DOOR DROP-OFFS**



Families and carers were also given the opportunity to provide specific comments and some of these are provided below:

- “It is nice to have a quick and easy drop off but there are occasions when talking to the Educators in the morning would be beneficial”
- “The COVID drop off/ pick up option is excellent for older kids as it promotes so much independence. However, this then needs to be balanced with a better sharing app so you know what the kids have been doing/working towards, struggles re friendship groups, etc.”
- “The drop off has been efficient but there needs to be opportunities to speak to Educators if this process remains in place”
- “I do not wish for the drop off pick up at the front to continue as we have had no interaction with carer during this time”
- “It’s helpful for actual drop off and pick up but not for interacting with staff and receiving feedback on your child. Maybe there could be one or two days a week where parents pick the kids up from their room to help with this if the drop off continued as is? I like being able to see inside and connect with the staff”

**In response to the results of the survey, the following issues have been actioned:**

- Maintaining the morning drop-off at the front door for children has been trialled, while the afternoon pick-up remained in the rooms. However, it has been identified that messages from families and carers are not effectively being passed on to the Educators within the room. In addition relationships between families and carers and the Educators are not as strong as they had been in previous years. Relationships between families and carers and the Educators is highly important therefore it has been decided not to permanently implement morning drop-offs at the front door.
- Requests regarding to the development of the younger play yard where submitted during the planning of the new yard. The concept plan was distributed for consultation in early February 2021 and meetings are in process for the final planning stage.
- The app “Journeys” for sharing information has received a mixed response. As such, an alternative app is being trialled which includes additional functionality and is considered to be more user friendly.
- Sleeping outdoors when weather permits has been adopted permanently with the results continue to be very positive. Families and carers still may request their child sleeps inside, should they wish.

**OPTIONS**

Not Applicable.

## **CONCLUSION**

Overall the results of the survey have been positive and supportive of the current practices. The results, including the various comments made, have also allowed Educators to reflect and remove or minimise some of the barriers that may have been facing some families and carers. Staff are always seeking to improve and are willing to implement changes where needed to meet family and operational needs.

## **COMMENTS**

If you have any queries relating to the information within the report, please contact the Councils, Director St Peters Child Care Centre & Preschool on 8362 1843.

## **RECOMMENDATION**

That the report be received and noted.

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*Ms Simone Munn moved:*

*That the report be received and noted.*

*Seconded by Cr Moorhouse and carried unanimously.*

**7. OTHER BUSINESS**

Nil

**8. NEXT MEETING**

Monday 24 May 2021

**9. CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 6.22pm.

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**Cr Evonne Moore**  
**PRESIDING MEMBER****Minutes Confirmed on** \_\_\_\_\_  
(date)

# Attachment D

## Adoption of Committee Minutes

### Audit Committee

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City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
Facsimile 8332 6338  
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Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



*City of*  
**Norwood  
Payneham  
& St Peters**

# Audit Committee Minutes

**22 February 2021**

## **Our Vision**

*A City which values its heritage, cultural diversity,  
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable  
and socially cohesive, with a strong community spirit.*

---

City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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



City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Mayors Parlour, Norwood Town Hall

**HOUR** 7.00pm

**PRESENT**

**Committee Members** Cr John Minney (Presiding Member)  
Mayor Robert Bria  
Cr Mike Stock  
Ms Sandra Di Blasio (Independent Member)

**Staff** Mario Barone (Chief Executive Officer)  
Sharon Perkins (General Manager, Corporate Services)  
Andrew Alderson (Financial Services Manager)

**APOLOGIES** Ms Brigid O'Neill (Independent Member)

**ABSENT** Nil

**TERMS OF REFERENCE:**

*The Audit Committee is responsible to facilitate:*

- *the enhancement of the credibility and objectivity of internal and external financial reporting;*
- *propose and provide information relevant to a review of the Council's Strategic Management Plans and Annual Business Plan;*
- *the review and reporting on any matter relating to financial management or the efficiency and economy with which the Council manages its resources;*
- *effective management of financial and other risks and the protection of the Council's assets;*
- *compliance with laws and regulations related to financial and risk management as well as use of best practice guidelines;*
- *the provision of an effective means of communication between the external auditor, management and the Council;*
- *proposing and reviewing the exercise of powers under Section 130A of the Local Government Act 1999;*
- *review Annual Financial Statements to ensure that they present fairly the state of affairs of the Council;*
- *liaising with the Council's Auditor; and*
- *reviewing the adequacy of accounting, internal control reporting and other financial management systems and practices of the Council on a regular basis.*

**1. CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 26 OCTOBER 2020**

*Mayor Bria moved that the minutes of the Audit Committee meeting held on 26 October 2020 be taken as read and confirmed. Seconded by Cr Stock and carried unanimously.*

**2. PRESIDING MEMBER'S COMMUNICATION**

Nil

**3. QUESTIONS WITHOUT NOTICE**

Nil

**4. QUESTIONS WITH NOTICE**

Nil

**5. WRITTEN NOTICES OF MOTION**

Nil

**6. STAFF REPORTS**

## 6.1 2020-2021 EXTERNAL AUDIT PLAN

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**REPORT AUTHOR:** Financial Services Manager  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320  
**ATTACHMENTS:** A

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### **PURPOSE OF REPORT**

The purpose of this report is to present to the Audit Committee, the Annual External Audit Plan for the 2020-2021 Financial Year.

### **BACKGROUND**

The 2020-2021 Audit Committee work plan requires the Audit Committee to ensure that financial information for external audiences, accurately reflects accrual based financial principles. An effective and compressive External Audit Plan assists the Audit Committee in discharging its responsibilities with regard to this requirement.

At the Audit Committee Meeting held on 26 February 2018, the Committee considered the appointment of BDO Advisory (SA) Pty Ltd (BDO) as the Council's Auditors for a five (5) year term commencing from the completion of the 2017-2018 Annual Financial Statements. In accordance with BDO's audit methodology, the 2020-2021 External Audit Plan has been prepared and is presented to the Committee for endorsement.

### **RELEVANT POLICIES & STRATEGIC DIRECTIONS**

Nil.

### **FINANCIAL AND BUDGET IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

Not Applicable.

### **RESOURCE ISSUES**

Not Applicable.

### **RISK MANAGEMENT**

Not Applicable.

## CONSULTATION

- **Committee Members**  
Not Applicable.
- **Elected Members**  
Nil.
- **Community**  
Not Applicable.
- **Staff**  
The Council's General Manager, Corporate Services and Financial Services Manager, have met with representatives from BDO to discuss the audit approach, the information contained in the Audit Plan and have agreed on the timetable of significant milestones.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

The External Audit Plan (the Plan) as contained in **Attachments A**, sets out the basis upon which BDO will undertake the external audit of the Councils 2020-2021 Financial Statements and Internal Controls.

The Plan outlines the objectives and the potential risks which BDO will consider and assess during the Audit of the Councils financial statements and internal controls.

## OPTIONS

Nil

## CONCLUSION

The proposed External Audit Plan as presented will achieve the compliance outcomes required of the External Audit process.

## COMMENTS

If Committee Members have any questions or require clarification in relation to the External Audit Plan, do not hesitate to contact the Financial Services Manager, Andrew Alderson on 8366 4548 prior to the meeting.

## RECOMMENDATION

That the Audit Committee recommends to the Council that the 2020-2021 External Audit Plan as contained in Attachments A be endorsed.

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*Ms Sandra Di Blasio moved:*

*That the Audit Committee recommends to the Council that the 2020-2021 External Audit Plan as contained in Attachments A be endorsed.*

*Seconded by Cr Stock and carried.*

## 6.2 2020-2021 MID YEAR BUDGET REVIEW

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**REPORT AUTHOR:** Financial Services Manager  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320/A122337  
**ATTACHMENTS:** A - C

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### PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with a summary of the forecast Budget position for the year ended 30 June 2021, following the Mid-Year Budget Review. The forecast is based on the year-to-date December 2020 results.

### BACKGROUND

Pursuant to Section 123 (13) of the *Local Government Act 1999*, the Council must, as required by the Regulations reconsider its Annual Business Plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

The Budget Reporting Framework set out in Regulation 9 of the *Local Government (Financial Management) Regulations 2011* ("the Regulations") comprises two (2) types of reports, namely:

1. The Budget Update; and
2. The Mid-year Budget Review.

#### Budget Update

The Budget Update Report sets out the revised forecast of the Council's Operating and Capital investment activities compared with the estimates for those activities set out in the Adopted Budget. The Budget Update is required to be presented in a manner consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

The Budget Update Report must be considered by the Council at least twice per year between 30 September and 31 May (both dates inclusive) in the relevant financial year, with at least one (1) Budget Update Report being considered by the Council prior to consideration of the Mid-Year Budget Review Report.

The Regulations requires a Budget Update Report to include a revised forecast of the Council's operating and capital investment activities compared with estimates set out in the Adopted Budget, however it is recommended by the Local Government Association that the Budget Update Report should also include at a summary level:

- the year to date result;
- any variances sought to the Adopted Budget or the most recent Revised Budget for the financial year; and
- a revised end of year forecast for the financial year.

#### Mid-Year Review

The Mid-Year Budget Review must be considered by the Council between 30 November and 15 March (inclusive) in the relevant financial year. The Mid-Year Budget Review Report sets out a revised forecast of each item shown in its Budgeted Financial Statements compared with estimates set out in the Adopted Budget presented in a manner consistent with the Model Financial Statements. The Mid-Year Budget Review Report must also include revised forecasts for the relevant financial year of the Council's Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Sustainability Ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled *Financial Indicators*.

The Mid-year Budget Review is a comprehensive review of the Council's Budget and includes the four principal financial statements, as required by the Model Financial Statement, detailing:

- the year to date result;
- any variances sought to the Adopted Budget; and
- a revised full year forecast of each item in the budgeted financial statements compared with estimates set out in the Adopted budget.

The Mid-year Budget Review Report should also include information detailing the revised forecasts of financial indicators compared with targets established in the Adopted Budget and a summary report of operating and capital activities consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

## **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

The Council's Long Term Strategic directions are set out in *City Plan 2030 – Shaping our Future*. The Council's *Long Term Financial Plan (LTFP)*, is a key document in the Council's Planning Framework. It is the primary financial management tool which links the Council's Strategic Plan, *City Plan 2030 – Shaping our Future*, Whole-of-Life Assets Management Plans, the Annual Business Plan and Budget.

The *2020-2021 Annual Business Plan* and Budget, sets out the proposed services, programs and initiatives for the 2020-2021 Financial Year and explains how the Council intends to finance its continuing services, programs and initiatives which are to be undertaken during the financial year. The 2020-2021 Adopted Budget estimated an Operating Deficit of \$798,455. The Operating Deficit was increased as part of the First Quarter Budget Review to \$924,210.

## **FINANCIAL AND BUDGET IMPLICATIONS**

The Mid-Year Budget Review, provides the opportunity to reflect any changes in projections based on the actual year-to-date results to December 2020 and forecast the 2020-2021 Operating result.

Details of material movements in the forecast from the Adopted Budget are contained in the Discussion section of this Report.

## **EXTERNAL ECONOMIC IMPLICATIONS**

This report provides information on the planned financial performance of the Council for the year ended 30 June 2021 and has no direct external economic impacts.

## **SOCIAL ISSUES**

Not Applicable.

## **CULTURAL ISSUES**

Not Applicable.

## **ENVIRONMENTAL ISSUES**

Not Applicable.

## **RESOURCE ISSUES**

Not Applicable.

## **RISK MANAGEMENT**

There are no risk management issues arising from this issue. All documents have been prepared in accordance with the statutory requirements.

## CONSULTATION

- **Elected Members**

The Council will consider the Mid-year Review at its Council meeting scheduled for 1 March 2021.

- **Community**

Not Applicable.

- **Staff**

Responsible Officers and General Managers.

- **Other Agencies**

Not Applicable.

## DISCUSSION

The 2020-2021 Adopted Operating Budget, projected an Operating Deficit of \$798,455. At the Council meeting held on 7 December 2020, the Council considered endorsed the First Budget Update, which reported a forecast Operating Deficit of \$924,210.

Following the Mid-Year Budget Review, as presented in this report, the Operating Deficit is forecast to be \$651,547.

The material movements in the components that make up the Operating Surplus following the Mid-Year Budget Review are detailed below.

### A. Recurrent Operating Budget

For 2020-2021, the Recurrent Operating Budget forecast a Recurrent Operating Surplus of \$435,651, which was reduced to \$386,438 following the First Budget Update.

As a result of the Mid-Year Budget Review, the Recurrent Operating Surplus is forecast to be \$501,909, an increase of \$133,463 on the Adopted First Budget Update. The major reasons for the movement in Operating Surplus are detailed in Table 1.

**TABLE 1: MAJOR VARIANCES IN RECURRENT OPERATING BUDGET - MID-YEAR BUDGET REVIEW**

	Favourable/ (Unfavourable) \$
The employee expenses budget has been reduced to reflect the cost not incurred on budgeted positions that remain unfilled at the end of the first half of the year. The positions include Community Arts Officer, Manager, City Projects and IT System Administrator.	187,257
The Council received a bonus payment from Local Government Finance Authority. The bonus payment is reflective of the value of deposits and loans the Council held with the Authority.	46,145
Due to COVID-19, the Council's major events for the first half year were cancelled. Both Events Coordinators were secondment to vacant positions in the Customer Service Unit in lieu of engaging contract staff to back fill vacancies in the Customer Service Unit.	22,700
Additional Waste Bin Permits issued for the 2020-2021 Financial Year were higher than anticipated in the Adopted Budget.	13,000
Due to COVID-19 protocols, the St Peters Child Care Centre and Preschool required that staff who were unwell to not present to work. Due to licensing requirements, temporary staff were engaged to ensure that Staff to Child ratios were maintained.	(30,000)

When the 2020-2021 Budget was prepared, the on-going health, social and economic impacts of the COVID-19 were uncertain, as such, it was assumed that a number of services, programs and activities would not be in a position to recommence until the second half of the financial year. Given the Governments response in the management of the pandemic, the Council was in the position to recommence services earlier than anticipated. The COVID-19 impacts, built into the Adopted Budget that didn't come to fruition have been adjusted as part of the Mid-Year Budget Review and are detailed in Table 2.

**TABLE 2: COVID-19 REPONSE**

	<b>Favourable/ (Unfavourable) \$</b>
In preparing the 2020-2021 Adopted Budget, it was anticipated that there would be a delay in the collection of rate payments, impacting the Council's cashflow, as such the Adopted Budget provided for additional interest from short term financing. The collection of Rates has not been adversely impacted by the pandemic, and as such the short term borrowings have not been required	50,000
The Norwood Concert Hall was anticipated to be prevented from opening due to physical distancing restrictions put in place to address the health impact of COVID-19 for the first six months of the 2020-2021 Financial Year. With the easing of restrictions, events have been able to be held. As such, the Norwood Concert Hall revenue and expenditures are increased by \$49,698 and \$80,619 respectively.	(30,921)
The Swimming Season commenced in October as per normal. As such, user charges were increased by \$194,044 and operational expenses were increased by \$339,918 to reflect the earlier than anticipated Season opening.	(145,874)

## **B. Operating Projects**

The Adopted Budget includes an estimate of operating project expenditure for the year under review and:

- previously approved and carried forward projects from the prior budget years; less
- an allowance for current year approved projects projected to be carried forward to subsequent budget years.

Carried Forward estimates (from prior financial years) are reviewed upon finalisation of the Annual Financial Statements. Additional expenditure required for non-completed Operating Projects at the end of the Financial Year, is incorporated in the Budget as part of First Budget Update.

Taking into account the carried forward Operating Project expenditure and new projects which have been endorsed by the Council, the 2020-2021 Adopted Operating Projects Budget forecast a cost to the Council of \$1.597 million.

Carried Forward Operating Project expenditure was estimated as part of the Adopted Budget to be \$338,000. Following the First Budget Update, the value of carried forward expenditure is \$604,000. The increase in the Carried Forward Budget, is due to projects not progressing as anticipated or the commencement of some projects being deferred.

The First Budget Update forecast the cost of Operating Projects to be \$1.816 million, the Mid-Year Budget Update is estimating a slight decrease in this figure to \$1.737 million. The major reasons for the movement in Operating Projects are detailed in Table 3.

**TABLE 3: MAJOR VARIANCES IN OPERATING BUDGET - MID-YEAR BUDGET REVIEW**

	<b>Favourable/ (Unfavourable)</b>
	<b>\$</b>
Due to COVID-19, the 2021 Santos Tour Down Under was cancelled. At its meeting held on 7 December 2020, the Council endorsed two (2) bicycle themed events, with a budget of \$20,000. The first event, "Wheel Park" was held in January 2021 at Felixstow Reserve. The second bicycle themed event will be held in April 2021.	85,000
The Council's budgeted contribution to the Resilient East Coordinator is no longer required as the City of Burnside, who is the auspice Council for the Resilient East Program, received grant funding of \$52,000 from State Government to fund this position.	\$10,000
The Council engaged an external consultant to undertake graphic design of the Business & Economic Development Strategy due to other priorities within the Council Communication Unit.	(15,800)
The Council received grant funding from Green Adelaide for tree planting in Kent Town, associated with the works currently being undertaken on the Parade West and College Road (adjacent to the Kent Town Hotel).	60,000

A review of status of the Operating Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2021.

Eight (8) out of total forty-one (41) operating projects have been completed by December 2020.

Details of Operating Projects is contained in **Attachment A**.

### **C. Capital Projects**

The Council adopted a Capital Budget of \$19.936 million for 2020-2021, which comprised funding allocations for New Capital Projects involving new or the upgrading of existing assets (\$4.127 million), the renewal/replacement of existing assets (\$10.146 million) and Carried Forward Projects from 2019-2020 (\$5.457million).

The First Budget Update forecast the cost of Capital Projects to be \$22.225 million. The increase is predominately due to a number of projects which were initially anticipated to be completed by 30 June 2020 being delayed or still being in progress as at 30 June 2020. Following the Mid-Year Budget Review, the Capital Project expenditure is forecast to increase by \$563,000 to \$22.787 million. The budget variations identified in the Mid-Year Review are detailed in Table 4 below:

**TABLE 4: MAJOR VARIANCES IN CAPITAL PROJECT BUDGET - MID-YEAR BUDGET REVIEW**

<b>Capital Project</b>	<b>Increase/ (Decrease) \$</b>
The additional budget is requested to relocate two (2) bus stops on Sixth Avenue to enable wheelchair access as per <i>Disability Discrimination Act</i> requirements.	6,000
As part of the Willow Bend Park Upgrade project, it was identified that the pre-existing power infrastructure was located under a private property fence. Funds are requested to relocate the power supply to a more accessible location.	21,000
The budget for the first year maintenance for River Torrens Linear Park Path Upgrade project was not carried forward from the 2019-2020 Financial Year, in the First Budget Update.	35,000
The Council has been successful with grants application from Green Adelaide for the St Peters Street Upgrade Project and Burchell Reserve Upgrade Project. The grant funding was sought to offset the cost of drainage works, which have been added to the scope of the upgrade projects. As the receipt of grant funding offsets the cost of the increased scope of works, there is no net increase in the Cost to Council.	100,000
The additional funds are requested as part of the Payneham Oval Tennis Courts Reconstruction Project for the removal and disposal of ballast rock within the subgrade surface. The presence of the ballast rock was unknown prior to the works commencing.	180,000
As its Meeting held on 7 December 2020, the Council awarded the tender to undertake the construction work for streetscape upgrade on The Parade West, Rundle Street and College Road Kent Town. The Tender was based on an extended scope of works to include College Road, Kent Town associated with the Kent Town Hotel and the implementation of a structural soil system associated with tree planting. The cost of the increased scope of works is offset by a \$50,000 contribution by the Kent Town Hotel.	220,711

It is not expected that the increase in capital expenditure for the 2020-2021 Financial Year will result in any additional borrowings being required. However, this will be monitored during the second half of the year.

A review of status of the Capital Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2020.

By December 2020, eight (8) out of total fifty-five (55) Capital Projects have been completed.

Details of Capital Projects is contained in **Attachment B**.

Regulation 9 (1) (b) of the Regulations states the Council must consider:

*“between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.”*

Further Regulation 9 (2) of the Regulations states the Council must consider:

*“revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.”*

The revised Budgeted Financial Statements and Financial Indicators as a result of the Mid-Year Budget Update are included in **Attachment C**.

## **OPTIONS**

Not Applicable.

## **CONCLUSION**

Nil

**COMMENTS**

Nil

**RECOMMENDATION**

1. That the Mid-Year Budget Update Report be received and noted.
  2. That project progress reports contained in Attachments A and B, be received and noted.
  3. That the Committee recommends to the Council that pursuant to Regulation 9 (1) and (2) of the Local Government (Financial Management) Regulations 2011, the Budgeted Financial Statements and Financial Indicators as contained within Attachment C, be adopted.
- 

*Cr Stock moved:*

1. *That the Mid-Year Budget Update Report be received and noted.*
2. *That project progress reports contained in Attachments A and B, be received and noted.*
3. *That the Committee recommends to the Council that pursuant to Regulation 9 (1) and (2) of the Local Government (Financial Management) Regulations 2011, the Budgeted Financial Statements and Financial Indicators as contained within Attachment C, be adopted.*

*Seconded by Mayor Bria and carried.*

## 6.3 STRATEGIC MANAGEMENT PLANS

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**REPORT AUTHOR:** General Manager, Corporate Services  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320  
**ATTACHMENTS:** A - F

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### PURPOSE OF REPORT

The purpose of this report is to present to the Committee for its information, *CityPlan 2030: Shaping the Future*, the Council's *Infrastructure and Asset Management Plans* and the *2021-2031 Long Term Financial Plan*, which have been adopted by the Council.

### BACKGROUND

Pursuant to Section 122 (4) of the *Local Government Act 1999* (the Act), the Council must undertake a comprehensive review of its Strategic Management Plans within two (2) years after each Local Government General Election.

Due to the COVID-19 pandemic, the Minister for Transport, Infrastructure and Local Government, issued a notice which provided Councils up to a three (3) month extension to the statutory deadline. Given the uncertainty created by the COVID-19 pandemic, the Council elected to take advantage of the extension. As such, the respective plans were required to be adopted by the Council by February 2021.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Strategic Management Plan, *CityPlan 2030: Shaping the Future*, provides the framework upon which the Council's Strategic Plans are developed. The Council's suite of Strategic Management Plans currently incorporates the *CityPlan 2030: Shaping the Future*, the *Long Term Financial Plan (LTFP)*, the *Infrastructure and Asset Management Plans (IAMP's)* and the Annual Business Plan and Budget.

### FINANCIAL AND BUDGET IMPLICATIONS

The financial projections contained within the LTFP provide an indication of the Council's direction and financial capacity, rather than predicting the future financial performance and position of the Council. The LTFP should be viewed as a guide to future actions or opportunities which encourages the Council to consider the future impact of decisions which are made on the Council's long-term financial sustainability.

The IAMP's allow for long term planning of the renewal and upgrade of the Councils infrastructure and assets, which in turn provides for the integration of projects from across the respective asset class. This approach leads to improved efficiency and more effective use of Council's financial resources which results in better outcomes for the community.

To this end, reference is made each year to the IAMP's and the LTFP when preparing the Annual Business Plan and Annual Budget, to ensure that the broad outcomes, both financial and operational, of the Council are continuing to be achieved.

### EXTERNAL ECONOMIC IMPLICATIONS

The IAMP's contains future estimates of the financial commitment required to renew and upgrade the Council's infrastructure and assets. These estimates together with the financial projections to deliver the Councils services and programs are set out in the LTFP. Based on the financial projections contained within the LTFP, there will be an economic impact on ratepayers and customers through increases in rates and user charges for user pays services.

## SOCIAL ISSUES

The IAMP's set out how the Council intends to maintain, renew and upgrade its existing asset base. The IAMP's identify the service standards that are to be set and maintained with respect to the roads, footpaths, stormwater drainage, open space and buildings. If assets are not maintained and renewed in line with the timing and standards set out within the respective IAMPs, the community well-being may be impacted through a reduction in service through the removal of assets (i.e. playgrounds, public facilities) from service or be exposed to hazards resulting from inadequately maintained assets.

The financial projections are based on the set of assumptions and it is possible that the projected rate revenue increase may have social implications for some ratepayers and recipients of user pays services.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

Pursuant Section 122 (4) of the Act, the Council must undertake a comprehensive review of its Strategic Management Plans (which incorporates the Infrastructure and Asset Management Plans and Long-Term Financial Plan), within two (2) years after each Local Government General Election.

Due to the COVID-19 pandemic, the Minister for Transport, Infrastructure and Local Government, issued a notice which provided Councils up to a three (3) month extension to the statutory deadline. Given the uncertainty created by the COVID-19 pandemic, the Council elected to take advantage of the extension. The Council adopted *CityPlan 2030: Shaping the Future* at its meeting held on 7 December 2020, with the IAMP's and LTFP being adopted at its meeting held on 18 January 2021.

As previously mentioned, if assets are not maintained and renewed in line with the timing and standards set out within the respective IAMPs, the community's well-being may be impacted through a reduction in service through the removal of assets (i.e. playgrounds, public facilities) from service or be exposed to hazards resulting from inadequately maintained assets. To mitigate the potential hazards resulting from inadequately maintained assets, the timing of the capital projects set out in the LTFP, have been based on the Council's Infrastructure and Asset Management Plans (IAMP's).

The LTFP provides information on the financial projections of the Council based on the set of assumptions, which are set out in the plan contained in **Attachment F**. The objective of preparing the LTFP is to set out the Council's direction and financial capacity, rather than predicting the future financial performance and position of the Council. However, to ensure that the Council delivers on the objectives set out in *CityPlan 2030*, the IAMP, the assumptions which underpin the financial projections set out in the LTFP will need to be regularly reviewed. At a minimum, to ensure that the broad asset management and financial outcomes of the Council are continuing to be achieved, reference should be made each year to the IAMP's and LTFP when preparing the Annual Business Plan and Annual Budget.

## COVID-19 IMPLICATIONS

While South Australia, has to date, managed the health and economic impacts of the pandemic effectively, the future ongoing impacts of the pandemic are still unknown. Therefore in determining the basis of the assumptions which have been used in preparing the LTFP, reference has been made to the economic conditions over the past ten (10) years. Essentially, the assumption has been made that the Council will return to "normal" operations and services suspended during 2020-2021 due to the pandemic will be re-instated.

## CONSULTATION

- **Committee Members**  
Cr Minney, Mayor Bria and Cr Stock, have been involved throughout the review process for the *CityPlan 2030: Shaping the Future*, the LTFP, the IAMP's and have made decisions as appropriate.
- **Community**  
The community through community consultation process on the *CityPlan 2030: Shaping the Future*, LTFP and the IAMP's was provided the opportunity to provide feedback on the respective Plan's.
- **Staff**
  - Chief Executive Officer and General Managers
  - Financial Services Manager
  - Acting Manager, City Assets
  - Manager, Economic Development and Strategic Projects
  - Project Manager, Assets.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

### *CityPlan 2030: Shaping the Future*

In 2007, an extensive and wide-ranging community engagement program was implemented to develop *CityPlan 2030*, incorporating a comprehensive Community Visioning exercise which developed the Vision for a preferred future based on the community's shared values, aspirations and priorities. It was through this process that the Quadruple Bottom Line (QBL) model for Well-being, which incorporates the Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability were adopted. From this process, a series of Objectives, Strategies, Indicators and Targets were prepared. It should be noted that *CityPlan 2030* is a long-term Strategic Management Plan spanning a twenty-year period, in contrast to a short-term plan with a lifespan of three-to-five years.

*CityPlan 2030* was reviewed and updated in 2012 and 2017. Each update subsequently comprised a review of the Objectives and Targets to ensure that the Plan was aligned with the community's emerging priorities. This was achieved through a comprehensive community engagement program.

The intent of the Mid-Term Review, like previous reviews, was to reaffirm the high level strategic direction of the Council through the format of a progress review to confirm the continued relevance of the Objectives, Strategies and Indicators and determine whether amendments or additions are required.

Community consultation and engagement has enabled the Council to 'test' the proposed amendments and refine the strategies aimed at achieving the Vision of *CityPlan 2030*. The *CityPlan 2030 – Mid-term Review*, has been prepared based on the comments received during the two (2) stages of community consultation and engagement, together with extensive research into recent trends and drivers of change, input from Elected Members and internal comments provided by Council staff.

The Mid Term Review of *CityPlan 2030* will ensure that the Council is continuing to meet the aspirations and expectations of the community, whilst ensuring that it continues to strive to achieve the four (4) outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

*The CityPlan 2030 – Mid-term Review*, as contained in **Attachment A**, was adopted by the Council at its meeting held on 7 December 2020.

### Infrastructure and Asset Management Plans

Asset management is the combination of management, financial, economic, engineering, and other practices, applied to the Council's physical assets, with the objective of providing the required level of service in the most cost-effective manner. Infrastructure and asset management planning ensures delivery of services from infrastructure is provided in a financially sustainable manner.

The Council's *Infrastructure and Asset Management Plans* set out the Council's approach to the management of the council owned assets over its lifecycle, which includes construction, maintenance, operations, renewal and replacement or upgrade.

The IAMPs are influenced by strategic documents, such as the Councils Strategic Management Plan *CityPlan 2030: Shaping the Future*, the *City-Wide Cycling Plan*, the *Playground Strategy*, the *Open Space Strategy* and the *Economic Development Strategy*, to identify future infrastructure requirements.

In developing the asset management strategy for each class of asset, service standards have been based on the following:

- safety and compliance with Australian Standards and codes for intended uses;
- capacity of infrastructure and functionality of assets to meet usage requirements;
- asset condition, which is regularly monitored to ensure serviceability maintained and timely maintenance or renewal undertaken; and
- capacity of infrastructure such as underground stormwater drainage network and overland flow paths to perform during target rainfall events.

Asset renewal works, as set out in the IAMPs, are planned based on the condition data of existing assets, which is collected periodically and have been aligned with new and upgrade projects to ensure there is efficient use of resources and where possible, assets are not being replaced earlier than required. In addition, projects across asset classes, have where possible been integrated to provide improved efficiency and outcomes for the community.

The IAMP's, as contained in **Attachments B to Attachment E**, were adopted by the Council at its meeting held on 18 January 2021.

### Long Term Financial Plan

The *Long Term Financial Plan* is based on the Councils Financial Goal of being "a City which delivers on our Strategic Outcomes by managing our financial resources in a sustainable and equitable manner" and the Financial Outcomes and financial targets have been established to support the Councils achievement of its Financial Goal.

The LTFP supports the Councils strategic planning process, with the LTFP outlining the Councils approach to delivering infrastructure, which is consistent with the Council's IAMPs and services which it provides to the community in a financially sustainable and affordable manner for the next ten (10) years.

The LTFP, based on a set of assumptions, provides financial projection for the continuing provision of Council's service, programs and activities for the next ten (10) years.

The LTFP balances the funding needs of renewal and new infrastructure assets, with the timing of proposed upgrade or new infrastructure projects being linked to asset renewals to provide improved efficiency and outcomes for the community, existing services against rating expectations, reasonable fees, debt leverage and the use of accumulated funds held in reserve accounts.

The LTFP, as contained in **Attachment F**, was adopted by the Council at its meeting held on 18 January 2021.

### **OPTIONS**

Not Applicable.

**CONCLUSION**

The Council's vision and direction is set out in *CityPlan 2030: Shaping the Future* and forms the basis for the Council's planning framework. The IAMP's and the LTFP have been developed to ensure that the objectives of *CityPlan 2030: Shaping the Future* are achieved.

The IAMP's and the LTFP as contained in Attachments B-F, represents the asset management and financial strategies to meet the competing demands of delivering services and facilities to the community. There are numerous ways in which the Council can achieve its objectives. The LTFP seeks to balance the funding needs of the renewal and new infrastructure assets, with the timing of proposed upgrade or new infrastructure projects being linked to asset renewals, and existing services against rating expectations, reasonable fees, debt leverage and the use of accumulated funds held in reserve accounts.

Based on the asset management requirements set out in the IAMPs and the underlying assumptions set out in the LTFP, the financial projection set out in the LTFP indicates that the Council is in a position to deliver on its Strategic Outcomes set out in its suite of Strategic Management Plans.

**COMMENTS**

If Committee Members have any questions or require clarification in relation to specific items, and/or any issues raised in this report, do not hesitate to contact the General Manager, Corporate Services, Sharon Perkins, prior to the meeting.

**RECOMMENDATION**

The report be received and noted.

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*Ms Sandra Di Blasio moved:*

*The report be received and noted.*

*Seconded by Mayor Bria and carried unanimously.*

## 6.4 2021-2022 ANNUAL BUSINESS PLAN AND BUDGET

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**REPORT AUTHOR:** General Manager, Corporate Services  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320/A120219  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to update the Audit Committee on the 2021-2022 Annual Business Plan and Budget process.

### BACKGROUND

#### Legislative Requirements

Pursuant to Section 123 of the *Local Government Act 1999* (the Act), each financial year the Council is required to prepare an Annual Business Plan and Annual Budget. The Annual Business Plan and Annual Budget are to be adopted by the Council after 31 May for the ensuing financial year and except in a case involving extraordinary administrative difficulty, before 31 August for the financial year.

Pursuant to Section 123(2) of the Act and in Regulation 6 of the *Local Government (Financial Management) Regulations 2011* (the Regulations), each Annual Business Plan of a Council must—

- (a) include a summary of the Council's long-term objectives (as set out in its strategic management plans); and
- (b) include an outline of—
  - (i) the Council's objectives for the financial year; and
  - (ii) the activities that the Council intends to undertake to achieve those objectives; and
  - (iii) the measures (financial and non-financial) that the Council intends to use to assess the performance of the Council against its objectives over the financial year; and
- (c) assess the financial requirements of the Council for the financial year and, taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; and
- (d) set out the rates structure and policies for the financial year; and
- (e) assess the impact of the rates structure and policies on the community based on modelling that has been undertaken or obtained by the Council; and
- (f) take into account the Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the Council; and
- (g) address or include any other matter prescribed by the Regulations.

Pursuant to Section 123 (3) of the Act, prior to the adoption of the Annual Business Plan, the Council must undertake public consultation for a minimum period of twenty-one (21) days. At the conclusion of the public consultation period, a public meeting is to be held where members of the community can ask questions and make submissions regarding the draft Annual Business Plan. During the public consultation period, the Council must make available copies of the draft Annual Business Plan at its Principle place of business.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Strategic Management Plan, *CityPlan 2030: Shaping Our Future*, the Long-term Financial Plan and Whole-of-Life Asset and Infrastructure Management Plans, provide the basis and framework upon which the Council's Annual Business Plan and Budget is based.

## FINANCIAL AND BUDGET IMPLICATIONS

The Council's Long-Term Financial Plan (LTFP), sets out the Councils' financial goal as, "A City which delivers on our Strategic Outcomes by managing our financial resources in a sustainable and equitable manner", in short to be financially sustainable.

The Local Government Association of South Australia defines financial sustainability as;

- "A Council's long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services."
- The key elements to the definition are
  - ensuring the maintenance of a Council's high priority expenditure programs, both operating and capital;
  - ensuring a reasonable degree of stability and predictability in the overall rate burden; and,
  - promoting a fair sharing in the distribution of Council resources and the attendant taxation between current and future ratepayers.

In simple terms, financial sustainability means positioning the Council so that it can continue to provide quality services, programs and facilities and maintain the Council's infrastructure to a defined service standard, with stable rate increases (removal of sudden increases) and ensuring inter-generational equity.

To ensure that the Council achieves its financial objectives, as set out in the Council's LTFP, the Council will need to ensure that its Annual Business Plan and Budget, contains objectives and financial parameters which will deliver a responsible budget and meet the reasonable needs of the community on an equitable and "value for money" basis.

## EXTERNAL ECONOMIC IMPLICATIONS

The Annual Business Plan and Budget will have an economic impact on property owners and suppliers of goods and services to the Council, the level of which will be dependent on the final decisions taken in respect to the level of income, and subsequently the Rate increase required to meet proposed expenditure.

## SOCIAL ISSUES

Nil.

## CULTURAL ISSUES

Nil.

## ENVIRONMENTAL ISSUES

Nil.

## RESOURCE ISSUES

Nil.

## RISK MANAGEMENT

Financial Management and Annual Business Plan preparation processes are governed by the *Local Government Act 1999* and Regulation 6 of the *Local Government (Financial Management) Regulations 2011*. All budget documentation will need to be prepared in accordance with the relevant statutory requirements.

## CONSULTATION

- **Elected Members**

The Council endorsed the Annual Business Plan and Budget process at its meeting held on 18 January 2021.

- **Community**

Not Applicable.

- **Staff**

Not Applicable.

- **Other Agencies**

Not applicable.

## DISCUSSION

### The 2021-2022 Annual Budget

The draft 2020-2021 Annual Budget is proposed to be developed with reference to and within the framework of the Councils LTFP. To ensure that the Council delivers its financial objectives, the draft 2021-2022 Annual Budget should be developed with reference to the assumptions set out in the LTFP.

For the 2021-2022 Financial year, the LTFP projects an Operating Surplus of \$393,000, based on a Rate Revenue increase of 4.6%. The target Rate Revenue increase set in the draft LTFP is based on a:

- rate revenue indexation of 2.6% which is equivalent to the ten (10) year average of the Local Government Price Index (as a 30 June 2019);
- 0.5% revenue increase derived from new assessments; and
- factor (1.5%) for the financial impacts of new and upgraded infrastructure investment.

Since the development of the LTFP, the Local Government Price Index for the year ended 30 June 2020, has been published, with the ten (10) year average reducing to 2.35%. The ten (10) year average in growth from new assessments is 0.9%. Adopting the principle of rate revenue increases comprising of the elements set out above, the recommended base rate revenue increase for the 2021-2022 financial year would be between 4.4% and 4.75%, depending on the extent of the financial impact of revenue growth from new development is passed on to existing ratepayers. As such, the target Operating Surplus for the 2021-2022 Budget, is set between \$351,000 and \$470,000.

To ensure the Councils financial targets are achieved, the Annual Budget must be set with reference to similar key influences and assumptions. The influences and assumptions relating to external economic conditions and internal policy decisions are set out below.

### Key Influences

- Maintenance and renewal program for existing infrastructure assets, including roads, footpaths, Council owned properties and open spaces are consistent with the Whole-of Life Infrastructure and Asset Management Plans.
- Commitment to major projects which span more than one (1) financial year.
- Initiatives and major projects which are undertaken need to contribute to the Vision, strategic direction and the wellbeing of our City as set out in the *CityPlan 2030: Shaping Our Future*.
- Previously recognised ongoing operational savings are to be maintained.
- To continue to implement the principles and practices of the Business Excellence Framework (i.e. Continuous Improvement).
- Prudent Financial Management to ensure ongoing financial sustainability.

## Key Assumptions

The Annual Budget incorporates three (3) components of the Council Operations, these being:

- Recurrent Income and Expenditure (Recurrent Budget)
- Operating Projects (Operating Projects Budget); and
- Capital Projects (Capital Budget).

As in previous years, the preparation of the Annual Budget will be broken down into two (2) stages. The first stage will be the preparation on the Recurrent Budget, which incorporates the revenues and expenditure required to provide the “Business as Usual” services. The second stage will focus on the Capital and Operating Project budget.

## Rate Revenue Increases

As in previous years, for the initial review of the draft Recurrent Budget, no increase in rate revenue will be taken into account in the analysis. Notwithstanding this, the Long-Term Financial Plan has been based on a Rate Revenue, which is based on:

- rate revenue indexation equivalent to the ten (10) year average of the Local Government Price Index. As at 30 June 2020, the ten (10) year average is 2.35%;
- revenue increase derived from new assessments; and
- factor for the financial impacts of new and upgraded infrastructure investment.

## New Operating and Capital Projects

New projects, both Operating and Capital, which are put forward for consideration, will be assessed based on the objectives contained in *CityPlan 2030: Shaping Our Future*, the Councils LTFP and the Infrastructure and Asset Management Plans.

New services and “one-off” operating projects are funded through Rate Revenue increases, grant funding or by expenditure savings. New Capital Projects will be funded via Grant Funding, borrowings or cash reserves, with an allowance being made in rate revenue increases to contribute to the ongoing lifecycle costs associated with the new asset.

At its meeting held on 18 January 2021, the Council adopted “in principle” the following budget parameters and assumptions for the purpose of preparing the draft 2021-2022 Annual Business Plan and Budget:

- the Recurrent Operating Budget be prepared on a “business as usual” basis;
- the continuation of previously recognised ongoing operational savings;
- maximum Material, Contracts and Other Expenses cost escalation be set at 1.5%;
- wages and salaries increases be set in line with the Council’s Enterprise Bargaining Agreements;
- maximum combined increase in overall budget be based on salary increase and 1.5% non-salary increase;
- fees and charges not set by Legislation be increased by 1.75% at a minimum;
- new Capital Projects to be considered and approved within the context of the Annual Business Plan objectives, *CityPlan 2030: Shaping Our Future*, I&AMP and the LTFP;
- new services and one off projects to be considered and approved within the context of the Annual Business Plan objectives, *CityPlan 2030: Shaping Our Future*, I&AMP and the LTFP and be funded through Rate Revenue increases or by expenditure savings; and
- new capital projects are funded via grant funding and or long term borrowings.

A timetable, as set out in Table 1 below for the preparation of the draft 2021-2022 Budget, has been developed to ensure that the Council is in a position to adopt the 2021-2022 Annual Business Plan and Annual Budget at the Council meeting to be held on 5 July 2021.

**TABLE 1: KEY BUDGET PROCESS ACTIVITIES 2021-2022**

<b>Key Steps</b>	<b>Dates</b>
Budget process, parameters and objectives adopted	Monday 18 January 2021 (Council Meeting)
Fees and charges adopted in principle by the Council	Monday 1 March 2021 (Council Meeting)
Budget Workshop with Elected Members	Wednesday 17 March 2021
Budget Workshop with Elected Members	Wednesday 31 March 2021
Budget Council Meeting <ul style="list-style-type: none"> <li>• <i>Recurrent Budget considered</i></li> <li>• <i>Operating and Capital Projects considered</i></li> </ul>	Wednesday 14 April 2021 (Special Meeting)
Draft Annual Business Plan, rating model and projects carried forward and Infrastructure Whole of Life endorsed	Monday 3 May 2021 (Council Meeting)
Draft Annual Business Plan available for viewing by the public	Wednesday 12 May 2021
Meeting to receive Public submissions on the Annual Business Plan	Wednesday 2 June 2021
Consideration of public submissions	Wednesday 16 June 2021 (Special Council Meeting)
Adoption of Annual Business Plan and Budget	Monday 5 July 2021 (Council Meeting)

In respect to the community consultation on the Annual Business Plan, a Public Meeting is proposed to be held on Wednesday 2 June 2021 to allow members of the community to present their comments and feedback to the Council, on the content of the Annual Business Plan and Budget.

### **OPTIONS**

Not Applicable.

### **CONCLUSION**

The development of the 2021-2022 Annual Business Plan and Budget forms the platform to position the Council to achieve future and ongoing Financial Sustainability. Financial Sustainability is not a number on the Income Statement, it is a strategy. The 2021-2022 Annual Business Plan and Budget integrates the strategies set out in the Councils suite of Strategic Management Plans, which include CityPlan 2030, Infrastructure and Asset Management Plans and the Long Term Financial Plan, with any decisions made being consistent with and supporting the strategy.

### **COMMENTS**

If Committee Members have any questions or require clarification in relation to specific budget items, and/or any issues raised in this report, do not hesitate to contact the General Manager, Corporate Services, Sharon Perkins on 8366 4585 or email [sperkins@npsp.sa.gov.au](mailto:sperkins@npsp.sa.gov.au) prior to the meeting.

### **RECOMMENDATION**

That the report be received and noted.

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*Ms Sandra Di Blasio moved:*

*That the report be received and noted.*

*Seconded by Mayor Bria and carried.*

## 6.5 GOVERNANCE ARRANGEMENTS – REGIONAL SUBSIDIARIES

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**REPORT AUTHOR:** General Manager, Corporate Services  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320  
**ATTACHMENTS:** A - E

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### **PURPOSE OF REPORT**

The purpose of this report is to provide the Audit Committee with a record of information which has been provided to the Council since the last meeting.

### **BACKGROUND**

At the Audit Committee meeting held on 21 January 2010, it was resolved:

*“That reports be prepared by the General Managers responsible for each Regional Subsidiary on any matters of concern within the Subsidiary, for consideration by the Audit Committee in lieu of the distribution of minutes etc.”*

### **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

Not Applicable.

### **FINANCIAL AND BUDGET IMPLICATIONS**

The purpose of this report is to provide the Audit Committee an overview of the Budget Reviews which have been undertaken by the Council’s Regional subsidiaries.

The Councils 2020-2021 Budget, includes the respective cost of services which are delivered on behalf of the Council by the respective Regional Subsidiary and the Council’s share of the respective Regional Subsidiary operating result.

The Budget implications for the Council are discussed in the Discussion section of this report

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

Not Applicable.

### **RESOURCE ISSUES**

There are no resource issues arising from this report.

### **RISK MANAGEMENT**

There are no risk management issues arising from this report.

## CONSULTATION

- **Committee Members**

Cr Minney is a Board member of ERA Water and Highbury Landfill Authority.

Cr Stock is a Board Member of East Waste.

Ms Brigid O'Neill is a member of the ERA Water Audit Committee.

Ms Sandra DiBlasio is a member of the East Waste Audit Committee.

- **Community**

Not Applicable.

- **Staff**

Chief Executive Officer

General Manager, Urban Services.

General Manager, Urban Planning and Environment.

- **Other Agencies**

Not Applicable.

## DISCUSSION

### Eastern Health Authority (EHA)

At its meeting held on 20 December 2020, the EHA Board considered the First (September 2020) Budget Review. As advised at the Audit Committee meeting held on 24 February 2020, EHA will only be seeking approval for Budget revisions, from the Constituent Councils, where there has been a material change to its Adopted Budget.

The first Budget Review for the financial year is required to take into account any differences in the adopted 2019-2020 Balance Sheet and the 2019-2020 Audited Balance Sheet. The relevant figures from the 2019-2020 Audited Financial Statements have now been incorporated into the 2020-2021 Budgeted Financial Statements. It should be noted that the adjustments processed to the Balance Sheet have no impact of the adopted 2020-2021 Operating Result.

Following the first Budget Review, EHA is estimating an Operating Deficit of \$28,000 compared to an adopted breakeven budget.

The drivers behind the change in the forecast Operating Results, is primarily due to the accounting impact of the adoption of the accounting Standard AASB 16: Leases, which requires operating leases, (except short term or low value leases) to be treated like a financing lease, with the recognition of Right of Use assets and liabilities to be recorded on the Balance sheet, and lease payments, previously recorded on the Statement of Comprehensive Income, being replaced with a deemed depreciation and interest expense. The net impact of the change in accounting standard is an unfavourable variance of \$20,000.

As Committee Members may recall, as part of the 2020-2021 Annual Business Plan and Budget, EHA included a \$40,000 contribution from its Constituent Councils, to be shared equally, to undertake a Service review. This review was initiated at the request of the Town of Walkerville. The Town of Walkerville has subsequently withdrawn the Service review, and as such, contributions from Constituent Councils and the cost of the Service Review has been reduced by \$8,000 respectively.

This Councils share of the revised Operating Deficit of \$20,000, is \$6,458. The Councils Budget has been adjusted as per the Mid-year Budget Review.

A copy of the Budget Review is contained in **Attachment A**.

## East Waste

At its Meeting held on 26 November 2020, the East Waste Board considered the First Budget review. The East Waste Board noted that there have been some variations against both budgeted income and expenditure, however at this stage, there have been no proposed variations made to the Budget. As such, East Waste is still forecasting an Operating Deficit of \$39,000. The Council's share of the draft Operating Deficit is \$5,577, which is based on an ownership share of the Authority of 14.3%.

The East Waste 2020-2021 First Budget Review is contained in **Attachment B**.

At its meeting held on 26 November 2020, the East Waste Board also considered the Long Term Financial Plan (LTFP). East Waste's LTFP was last adopted in June 2017. A review of the LTFP was due to occur prior to June 2019, however due to the significant issues in the recycling industry market which was occurring at the time, the review of the LTFP was delayed.

The LTFP (as contained in **Attachment C**) is based on the following principles and assumptions;

### Principles

- consistency with East Waste's, ten-year Business Plan, Asset Management Plan, Annual Plans; and the East Waste Charter;
- alignment to East Waste's: Treasury Management Policy; and Cash-flow requirements;
- use of CPI and LGPI forecasts; and
- consistency with Member Council Service Level Agreements.

### Assumptions

- The cost of replacing fleet vehicles to be funded via fixed term external borrowings with the Local Government Finance Authority.
- Lease of the Ottoway Depot to continue with an annual 4% lease cost increase.
- Salaries and wages to increase by current EB Agreement rates or in accordance with relevant legislative instruments for the life of the LTFP.
- Fuel based on annual usage levels and price increases aligned with recent historic data and RAA modelling.
- 2% growth allowed for in collected volumes of recycling, green organics, residual waste and hard waste.
- CPI rate to be used as the common annual inflator rate to all costs that do not have a specific/unique cost driver inflator rate applied.
- LGPI increase applied to the Administration Fee charged to Member Councils and for it to be charged equally.
- CPI assumed to be 2.0% per annum for the life of the LTFP.
- All fleet costs and replacement to be reflected in accordance with the Fleet Asset Management Plan.
- Annual operating surplus budgeted on return on revenue in accordance with targets set within the Budget Framework Policy.

## ERA Water

### Long Term Financial Plan

The 2020-2029 ERA Water Long Term Financial Plan was predicated on ERA Water being in a position to harvest and deliver water to both its Constituent Councils and third party customers, at a rate lower than the SA Water price by the 2021-2022 Financial Year. While the planned connections to reserves of the Constituent Councils and the first external customers have been connected to the ERA Water network, a number of the key assumptions adopted in developing the financial forecasts have weakened in the 2021-2030 ERA Water Long Term Financial Plan.

The key impact on the long term forecast has been the reduction in the SA Water price by 18.5% to \$2.78 per kL. It should be noted that ERA Water is not in a position to produce water at the price below the SA Water price over the life of the Plan.

As per previous Plans, water sales will be made to the Constituent Council based on the “take or pay” volume of 205 ML. However, it should be noted that the sale price, based on full operating cost recovery, is 2.0% higher than the SA Water Price. For this Council, the take or pay volume is set at 77 ML, which is based on the volumes that were provided to ERA Water (based on the average consumption over a five (5) year period), therefore the Council will incur additional water charges of \$4,900 per annum on average over the 10 year period for water purchased from ERA Water.

Third party sales have been estimated based on the predicted availability of water being available for sale. To date, ERA Water has secured water sales of 45 ML per annum.

The Council endorsed the Long Term Financial Plan at its meeting held on 18 January 2021. A copy of the 2021-2030 Long Term Financial Plan is contained in **Attachment D**.

#### 2020-2021 First Budget Review

Due to the combined impact of the reduction of the SA Water price to \$2.78 per kL and reduced volume of water sales to date, due to uncertainty in the reliability of water supply and delays in external parties committing to contracts, ERA Water is forecasting sales revenue of \$686,500, a reduction of \$275,000.

Operating Expenditure is forecast to increase to \$1.634 million, an increase of \$85,000. The increase predominately due to the appointment of a Principal Operator, who will undertake the operations and maintenance activities previously undertaken by external contractors. However, it is anticipated that the reduced reliance on external contractors will reduce the operations and maintenance costs by \$250,000 per annum.

The net impact of the proposed budget adjustments is an increase in the forecast Operating loss to \$948,000 and increase of \$361,000 on the Adopted Budget. This Councils share of the increased loss is \$120,300.

The Council endorsed the 2020-2021 First Budget Review at its meeting held on 18 January 2021. A copy of the 2020-2021 First Budget Review is contained in **Attachment E**.

#### **OPTIONS**

Nil.

#### **CONCLUSION**

Nil.

#### **COMMENTS**

Nil.

#### **RECOMMENDATION**

That the report be received and noted.

*Mayor Bria moved:*

*That the report be received and noted.*

*Seconded by Cr Stock and carried unanimously.*

## 6.6 FINANCE POLICIES

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**REPORT AUTHOR:** Accountant  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320/A121304  
**ATTACHMENTS:** A - E

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### PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with finance related policies which have been reviewed, for consideration and endorsement prior to being presented to the Council for adoption.

### BACKGROUND

Pursuant to Section 125 of the *Local Government Act 1999*, the Council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.

The 2020-2021 Audit Committee Work Program requires the Audit Committee to review the appropriateness of the range and content of the Council's financial policies and practices.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

### EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

### SOCIAL ISSUES

Not Applicable.

### CULTURAL ISSUES

Not Applicable.

### ENVIRONMENTAL ISSUES

Not Applicable.

### RESOURCE ISSUES

Not Applicable.

### RISK MANAGEMENT

Documentation of policies relating to the Council's financial transactions improves transparency and ensures consistent treatment over subsequent reporting periods unless Accounting Standards or legislation changes.

## CONSULTATION

- **Committee Members**  
Nil
- **Community**  
Not Applicable.
- **Staff**  
Nil
- **Other Agencies**  
Not Applicable.

## DISCUSSION

In accordance with the Finance Policy Timetable, a review a number of policies, as contained in **Attachments A to E**, has been undertaken. Following the review, the amendments to the policies, as detailed in Table 1 below, are presented to the Committee for consideration and recommendation to the Council for adoption, subject to any amendment which may be considered appropriate by the Audit Committee.

**TABLE 1: PROPOSED POLICY AMMENDMENTS**

<b>Policy</b>	<b>Details of Proposed Amendment</b>
Budget Policy and Guidelines <b>(Attachment A)</b>	No changes recommended.
COVID-19 Financial Hardship Policy <b>(Attachment B)</b>	It is recommended that this Policy be suspended. This Policy was adopted by the Council on 1 June 2020 to assisting customers and ratepayers experiencing financial hardship due to the impacts of the COVID-19 Pandemic. Since December 2020, the physical distancing restrictions have been relaxed, and business returning to “normal” operations. Subject to any future outbreaks, future request will be assessed against the Councils Financial Hardship Policy.
Funding Policy <b>(Attachment C)</b>	No changes recommended.
Goods and Services Tax <b>(Attachment D)</b>	No changes recommended.
Public Liability Insurance for Community Groups when hiring Council Owned Facilities <b>(Attachment E)</b>	It is recommended that the minimum public liability insurance cover provided by hirers of Council Facilities and reserves be increased to \$20 million up from \$10 million, to be consistent with the public liability insurance cover provided by the Council for ad hoc/occasional hirers.

## OPTIONS

The Policies can be recommended to the Council for adoption with or without amendment.

## CONCLUSION

To ensure compliance with Section 125 of the Act, the Council must have in place appropriate policies, practices and procedures which assist the Council to carry out its activities in an efficient and orderly manner. It is important to ensure that the policies adopted by the Council are regularly reviewed to ensure that they reflect the current operating environment and continue to meet the Council's overall objectives.

## COMMENTS

Nil

**RECOMMENDATION**

1. That the Audit Committee notes that the following policies have been reviewed and notes that no amendments are recommended.
    - Budget Policy;
    - Budget Policy Guidelines;
    - Funding Policy;
    - Goods & Service Tax
  2. That the Audit Committee notes that the Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy has been reviewed and notes that minor amendments are recommended.
  3. That the Audit Committee recommends to the Council that the following policies be adopted.
    - Budget Policy and Guidelines (Attachment A);
    - Funding Policy (Attachment C);
    - Goods and Service Tax Policy (Attachment D) and
    - Public Liability Insurance for Community Groups when hiring Council Owned Facilities (Attachment E).
  4. That the Audit Committee recommends to the Council that the COVID-19 Financial Hardship Policy as contained in Attachment B, be suspended.
- 

*Cr Stock moved:*

1. *That the Audit Committee notes that the following policies have been reviewed and notes that no amendments are recommended.*
  - *Budget Policy;*
  - *Budget Policy Guidelines;*
  - *Funding Policy;*
  - *Goods & Service Tax*
2. *That the Audit Committee notes that the Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy has been reviewed and notes that minor amendments are recommended.*
3. *That the Audit Committee recommends to the Council that the following policies be adopted.*
  - *Budget Policy and Guidelines (Attachment A);*
  - *Funding Policy (Attachment C);*
  - *Goods and Service Tax Policy (Attachment D) and*
  - *Public Liability Insurance for Community Groups when hiring Council Owned Facilities (Attachment E).*
4. *That the Audit Committee recommends to the Council that the COVID-19 Financial Hardship Policy as contained in Attachment B, be suspended.*

*Seconded by Ms Sandra Di Blasio and carried.*

## 6.7 INTERNAL CONTROL AND RISK MANAGEMENT ASSESSMENT

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**REPORT AUTHOR:** Management Accountant  
**GENERAL MANAGER:** General Manager, Corporate Service  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA63320/A  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with an update on the status of the Council's major risks and the assessment of the Council's Internal Controls.

### BACKGROUND

The 2020-2021 Audit Committee Work Program requires the Committee to:

- a. *Identify whether weaknesses in internal controls have been previously identified, e.g. by management or Council's external auditor, and if so whether action has been taken to have them addressed:*
  - consider the range of documented internal control policies and procedures; and
  - whether they are being followed.
- b. *Develop and monitor the delivery of the Council's Strategic Internal Audit Plan by:*
  - *meeting with the Council's Internal Auditors to discuss any points of concern raised by the Internal Auditor, as part of the delivery of the Strategic Audit Plan;*
  - *assessing the appropriateness of the Council's response to matters raised in the Internal Audit Reports; and*
  - *annually review the appropriateness of the Council's three (3) year Strategic Internal Audit Plan.*
- c. *Review Management's assessment of Council's major risks.*
- d. *Establish whether locally appropriate strategies exist to minimise the likelihood of occurrence and adverse consequence for obvious and major risks. Consider:*
  - *whether an assessment has been undertaken to identify foreseeable events with potentially catastrophic consequences and actions established to minimise their likelihood and effect*
  - *whether a business continuity plan has been developed in case of major damage to key Council properties or other, (e.g. computer, assets);*
  - *whether there are significant risks that have been identified by Council's insurers that have not been reasonably addressed and therefore could jeopardise insurance cover in this regard; and*
  - *adequacy of insurance coverage.*

At its meeting held on 15 October 2010, the Audit Committee requested that Risk Management be a standard item on its agenda and that a brief report be prepared for each meeting confirming that the risks remain current and that the identified existing controls remain in place.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

Additional funding may be required to complete the work which has been requested by the Audit Committee, depending on the nature and timeframes which are set for any further work required to be undertaken.

### EXTERNAL ECONOMIC IMPLICATIONS

Nil.

**SOCIAL ISSUES**

Nil.

**CULTURAL ISSUES**

Nil.

**ENVIRONMENTAL ISSUES**

Nil.

**RESOURCE ISSUES**

Refer to Financial Implications above.

**RISK MANAGEMENT**

The risks identified to be managed are contained in **Attachment A**.

**CONSULTATION**

- **Committee Members**  
Not Applicable.
- **Community**  
Not Applicable.
- **Staff**  
Where Applicable.
- **Other Agencies**  
Not Applicable.

**DISCUSSION****Risk Management Assessment**

Following the risk review and risk workshop held on 11 September 2019, eight (8) strategic risks and thirteen (13) operational risks were identified. Upon review of the nature of the risks and the existing controls which are in place, five (5) strategic risks and three (3) operational risks were identified with a target risk greater than the residual risk. To reduce the risk to the target risk rating, a number of treatment plans have been identified to mitigate against the risks. The status of the risks requiring additional mitigation strategies and controls, is contained in **Attachment A**.

**Internal Audit**

To address a previously identified control weakness, in which an external audit identified that there was a lack of controls for monitoring of patrons entering the Council's Swimming Centres, a Point of Sale system was introduced at both the Payneham Memorial Swimming Centre and the Norwood Swimming Centre as part of the 2018-2019 Annual Budget. In addition, as a result of the COVID-19 pandemic and the physical distancing restrictions that were put in place to reduce the spread of COVID-19, an online booking system was also introduced, which required patrons which and not purchased season passes or multi visit passes to pay on line. Both the Point of Sale System and the On-line booking system, are independent of the Councils main business system, Authority.

The Council also owns and operates the St Peters Childcare Centre & Preschool which, due to the payment of the Childcare subsidy to assist families with the cost of childcare, is required to utilise a Government Mandated system to record attendances and revenue. The system is independent to the Council's main business system, Authority.

Revenue collected from the Swimming Centre and the Child Care Centres represents 76% of total User Charges collected by the Council. Given the high percentage of User Charges income which is collected and recorded via business systems external to the Council's main business systems, an internal review was undertaken of the sales and revenue process in place at the Councils' Swimming Centres and the St Peters Childcare Centre & Preschool, to ensure that appropriate controls are in place to ensure that all sales are recorded.

The objective of the review was to assess the internal controls in place to manage key risks associated with sales, services and revenue processing for the three (3) facilities. Specifically, the controls put in place by management to mitigate the following risks:

- compliance with legislation (where applicable i.e. Child Care Subsidy);
- payments are not accurate or valid;
- refunds are not accurate or valid;
- duplicates payments/refunds are processed;
- adjustments are made to payment transactions after they have been processed;
- unauthorised individuals are able to process or approve payments;
- payments are not posted to the general ledger accurately;
- reconciliations between the point of sales system and the general ledger are not performed, complete, accurately and on a timely basis; and
- ensure fees entered into the external systems reflect the adopted fees and charges.

Based on the internal audit work which has been undertaken, including inspection of documents and interviews with key staff, Bentleys has concluded that the control environment of sales, services and revenue processing for the three (3) facilities is **Majority Effective**.

Five (5) audit findings were identified, with all findings being assessed as presenting a low risk. Detailed findings and agreed action plans are set out in Appendix 1 of the Internal Audit report, contained in **Attachment B**.

#### **OPTIONS**

Nil.

#### **CONCLUSION**

Nil.

#### **COMMENTS**

Nil.

#### **RECOMMENDATION**

That the report be received and noted.

*Cr Stock moved:*

*That the report be received and noted.*

*Seconded by Ms Sandra Di Blasio and carried.*

7. **CONFIDENTIAL REPORTS**  
Nil

8. **OTHER BUSINESS**  
Nil

9. **NEXT MEETING**  
Monday 24 May 2021

10. **CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 7.44pm.

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**Cr John Minney**  
**PRESIDING MEMBER**

**Minutes Confirmed on** \_\_\_\_\_  
(date)

**13. OTHER BUSINESS**  
(Of an urgent nature only)

**14. CONFIDENTIAL REPORTS**

## 14.1 COUNCIL RELATED MATTER

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### RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

### RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the questions and the response be kept confidential for a period not exceeding 24 months, after which time the order will be reviewed.

## 14.2 STAFF RELATED MATTER

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### RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the *Local Government Act 1999* the Council orders that the public, with the exception of the General Manager, Governance & Community Affairs, be excluded from the meeting on the basis that the Council will receive, discuss and consider

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

### RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, attachments and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

**15. CLOSURE**