Council Meeting
Minutes

4 August 2026

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
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City of Norwood Payneham & St Peters

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The Mayor declared the meeting open at 7.00pm.

PRESENT

Council Members	Mayor Robert Bria Cr Kester Moorhouse Cr Rita Excell Cr Hugh Holfeld Cr Josh Robinson Cr Kevin Duke Cr Scott Sims Cr Grant Piggott Cr Sandy Wilkinson Cr John Callisto
Staff	Mario Barone (Chief Executive Officer) Lisa Mara (General Manager, Governance & Civic Affairs) Carlos Buzzetti (General Manager, Urban Planning & Environment) Jared Barnes (General Manager, Infrastructure & Major Projects) Rosanna Busolin (Acting General Manager, Community Development) Natalia Axenova (Chief Financial Officer) Jenny McFeat (Manager, Governance) Allison Kane (Manager, Strategic Communications & Advocacy) Megan Schartner (Sustainability Officer) Marina Fischetti (Governance Officer)
APOLOGIES	Cr Connie Granozio Cr Christel Mex Cr Victoria McFarlane Cr Garry Knoblauch

1 KAURNA ACKNOWLEDGEMENT

2 OPENING PRAYER

The Opening Prayer was read by Cr Moorhouse.

3 CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD ON 7 JULY 2026

Cr Callisto moved:

That the Minutes of the Council Meeting held on 7 July 2026, be taken as read and confirmed.

Seconded by Cr Piggott and carried unanimously.

4 MAYOR'S COMMUNICATION

Tuesday, 7 July	• Presided over a Council meeting, Council Chamber, Norwood Town Hall.
Monday, 13 July	• Attended a meeting with the Hon Chris Bishop MP, Minister for Planning (New Zealand), and the Chief Executive Officer, Norwood Town Hall.
Monday, 13 July	• Attended a meeting of the Audit and Risk Committee, Norwood Town Hall.
Tuesday, 14 July	• Attended meeting with Ms Jenn Roberts MP, Member for Hartley, Norwood Town Hall.

Wednesday, 15 July	• Attended the program launch of the 2026 Adelaide Italian Festival, Fogolar Furlan, Felixstow.
Thursday, 16 July	• Attended a meeting with Mr Cheng Chan, Vice Consul-General, and Mr Yang Yigang, Consul, Head of Bilateral Relations; Consulate-General for the People's Republic of China in South Australia, Norwood Town Hall.
Sunday, 19 July	• Attended the pre-match function followed by the Norwood versus Central District football match, Norwood Oval.
Sunday, 19 July	• Attended the commemorative service to celebrate the Feast Day of Prophet Elias, Greek Orthodox Parish of Prophet Elias Norwood and Eastern suburbs, Norwood.
Monday, 20 July	• Attended a meeting with representatives from the Norwood Symphony Orchestra and the General Manager, Governance and Civic Affairs, Norwood Town Hall.
Tuesday, 21 July	• Presided over two Citizenship Ceremonies, Norwood Town Hall.
Thursday, 23 July	• Attended a meeting with General Manager, Infrastructure and Major Projects; Manager, Assets and Projects; and Project Manager, City Projects, Norwood Town Hall.
Friday, 24 July	• Official launched the City of Norwood Payneham & St Peters SALA Exhibition, St Peters Town Hall Complex, St Peters.
Monday, 27 July	• Attended a meeting with Ms Lina Scalfino, President, Co.As.It, Norwood.
Tuesday, 28 July	• Information Session: Launch of the Payneham Memorial Swimming Centre brand, Norwood Town Hall.
Thursday, 30 July	• Attended the South Australian Climate Leaders Awards, U-City, Adelaide.

- **Meeting with The Hon Chris Bishop MP**

  Mayor Bria advised the Council of his meeting with New Zealand's Attorney General and Minister for Housing, Transport and Infrastructure, The Hon Chris Bishop MP, who is in Australia with a delegation looking at planning systems across the country.

  Mayor Bria said he and Minister Bishop talked about South Australia's planning system and how various reforms have impacted the City of Norwood Payneham & St Peters.

  Joining them for the talks were Joshua Smith (Political Advisor), representatives from New Zealand's Ministry for the Environment and the Council's Chief Executive Officer.

- **Meeting with the new Deputy Consulate-General (People's Republic of China)**

  Mayor Bria advised the Council he met with the new Chinese Deputy Consulate-General, Mr Chen Gang and Consulate, Head of Bilateral Relations, Mr Yang Yigang. They discussed opportunities for future collaboration between the Council and Consulate-General, as well as local food and beverage manufacturers who are 'export ready' having access to Chinese markets.

- **SA Climate Leaders Awards**

  Mayor Bria advised the Council that he attended the SA Climate Leaders Awards. Mayor Bria acknowledged all the winners of the five categories, in particular Associate Professor Mark Thyer and Professor Holger Maier, Environment Institute (Adelaide University) as winners of the 'Research and Education' category for their partnership with the City of Mitcham, City of Norwood Payneham & St Peters and KBR, involving case studies at Pasadena and Trinity Valley, which assisted in reducing stormwater flows and cutting upgrade costs by 15-60 percent, while minimising disruption to residents.

  The City of Norwood Payneham & St Peters also received an Honourable Mention for its 'Green Connect' pilot.

- **Ms Victoria McKirdy, Chief Executive Officer, Local Government Association of South Australia**

  Mayor Bria advised he will be writing to the new Chief Executive Officer of the Local Government Association of South Australia, Ms Victoria McKirdy, to congratulate her on her appointment and invite her to present to Council the current work of the Local Government Association and its future priorities.

- **Funding for Toilets at Twelftree Reserve, Hackney**

  Mayor Bria advised the Council had recently received correspondence from the Department of Infrastructure and Transport, confirming it will receive $400,00 in grant funding for the construction of toilets at Twelftree Reserve, Hackney, The Council is still seeking confirmation that the remaining funds from the Grant can be used to construct toilets at Borthwick Park, Kensington.

5 DELEGATES COMMUNICATION

Nil

6 ELECTED MEMBER DECLARATION OF INTEREST

Councillor Sims declared an interest in relation to Item 16.1.

7 ADJOURNED ITEMS

Nil

8 QUESTIONS WITHOUT NOTICE

Nil

9 QUESTIONS WITH NOTICE

Nil

10 DEPUTATIONS

Nil

11 PETITIONS

Nil

12 NOTICES OF MOTION

12.1 UPDATE ON THE ST PETERS BILLABONG

SUBMITTED BY: Cr Excell
ATTACHMENTS: Nil

Pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the following Notice of Motion has been submitted by Cr Excell.

NOTICE OF MOTION

That an update be provided to the Council at the Council Meeting to be held on 1 September 2026, on the progress of the decision made by the Council at its meeting held on 3 November 2025, regarding the St Peters Billabong (Confidential Item 16.1).

REASONS IN SUPPORT OF MOTION

The Council has effectively dealt with many of the issues regarding the safety and accessibility to the St Peters Billabong embankment. These issues have been longstanding matters and have been progressively addressed.

The remaining matter, which was the subject of Confidential Agenda Item 16.1 at the Council Meeting held on 3 November 2025, is the only outstanding issue and continues to be the subject of significant community concern and discontent, particularly for those residents whose properties back on to the upper bank of the St Peters Billabong.

This motion seeks to provide Elected Members with a progress update on the resolution of the Council.

STAFF COMMENT
PREPARED BY GENERAL MANAGER, GOVERNANCE & CIVIC AFFAIRS

A report as requested in the Motion, can be provided to the Council.

Cr Excell moved:

That an update be provided to the Council at the Council Meeting to be held on 1 September 2026, on the progress of the decision made by the Council at its meeting held on 3 November 2025, regarding the St Peters Billabong (Confidential Item 16.1).

Seconded by Cr Moorhouse and carried unanimously.

12.2 BUILDING RENEWAL AND MAINTENANCE PROGRAM

SUBMITTED BY: Cr Excell
ATTACHMENTS: Nil

Pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the following Notice of Motion has been submitted by Cr Excell.

NOTICE OF MOTION

1. *That a report be provided to the Council at its meeting to be held on 1 September 2026, that provides details of the buildings scheduled for maintenance or renewal as part of the 2026-2027 Annual Business Plan.*

2. *That the report also include information regarding any building assets that have passed their useful life and/or have been closed, either partly or completely to the public, because of their condition also be provided to Elected Members.*

REASONS IN SUPPORT OF MOTION

The Council owns and manages a significant number of building assets whose maintenance is included in the annual Asset Maintenance and Renewal Program.

Visibility of which buildings will be included in this annual schedule of maintenance and renewal is not as well promoted as other assets. For example, the 2026-2027 Annual Business Plan included location details of the Civil Works Renewal Program but did not included details on the planned renewal and maintenance on specific buildings.

The benefits of providing this information to ratepayers in a readily accessible format are that the investment activities undertaken by the Council to maintain our buildings and the priority of those buildings receiving this investment on an annual basis are well understood by our rate payers.

For Elected Members this provides the opportunity to have meaningful discussions with ratepayers and stakeholders on Council's priorities and investments.

STAFF COMMENT
PREPARED BY GENERAL MANAGER, INFRASTRUCTURE & MAJOR PROJECTS

A report, as requested in the Motion, can be provided to the Council.

Cr Excell moved:

1. *That a report be provided to the Council at its meeting to be held on 1 September 2026, that provides details of the buildings scheduled for maintenance or renewal as part of the 2026-2027 Annual Business Plan.*

2. *That the report also include information regarding any building assets that have passed their useful life and/or have been closed, either partly or completely to the public, because of their condition also be provided to Elected Members.*

Seconded by Cr Holfeld and carried unanimously.

12.3 IMPLEMENTATION OF A 40KM PER HOUR SPEED LIMIT IN HEATHPOOL AND MARRYATVILLE

SUBMITTED BY: Cr Holfeld
ATTACHMENTS: Nil

Pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the following Notice of Motion has been submitted by Cr Holfeld.

NOTICE OF MOTION

That the Council endorses the implementation of an area-wide 40 km/h speed limit within the suburbs of Heathpool and Marryatville, subject to the City of Burnside proceeding with the implementation of a corresponding area-wide 40 km/h speed limit within the adjoining suburbs and authorises staff to undertake all necessary actions to facilitate its coordinated delivery.

REASONS IN SUPPORT OF MOTION

Heathpool and Marryatville are the last remaining suburbs that our Council has not endorsed a 40 km/h speed limit within. Having a consistent speed limit across our suburban streets can reduce driver confusion and improve traffic management. Given Marryatville High School and other community buildings and facilities are within the area, and it is a thoroughfare during peak hours, it is a priority for the Council to address.

By proceeding to implementation, subject to the implementation of a 40km/h speed limit in the City of Burnside, State Government approval and funding, these benefits can be achieved in a timely manner. There is no State Government requirement for community consultation, as stated in Section 4.3 of the *Speed Limit Guideline for South Australia.*

STAFF COMMENT
PREPARED BY MANAGER, TRAFFIC & INTEGRATED TRANSPORT

The Council has progressively implemented area-wide 40 km/h speed limits across its local road network over several years, with most residential suburbs now operating under an area-wide 40 km/h speed limit.

Following the recent approval of the Kensington area-wide 40 km/h speed limit and the progression of the Felixstow proposal through the Department for Infrastructure &Transport (DIT) approval process, Marryatville and Heathpool remain the only suburbs within the City that have not been progressed.

Unlike previous area-wide 40 km/h initiatives, the suburbs of Marryatville and Heathpool, cannot be considered in isolation due to the structure of the surrounding local road network and Local Government boundary. The local road network within these suburbs, forms part of a broader precinct extending into the City of Burnside.

Progressing a speed limit reduction solely within this City, would result in an inconsistent treatment and would not achieve the intended network-wide benefits. Accordingly, implementation of the 40 km/h speed in these suburbs has been intentionally deferred pending the progression of a corresponding proposal by the City of Burnside.

The City of Burnside has recently completed community consultation on transport precinct plans for the adjoining suburbs, which included a proposal to introduce an area-wide 40 km/h speed limit.

Should the City of Burnside resolve to proceed with its proposals, this would provide the opportunity to implement a coordinated cross-boundary area-wide 40 km/h precinct, delivering a consistent operating environment across the interconnected local road network.

As part of DIT's approval process for introducing an area-wide 40 km/h speed limit, a formal Council resolution endorsing the proposed speed limit reduction is required before approval can be granted. This will enable staff to coordinate with the City of Burnside and progress the necessary approvals and implementation without requiring a further report to Council once the City of Burnside's position is confirmed.

The proposed approach supports the Council's ongoing strategic objective of expanding area-wide 40 km/h speed limits across the local road network, while ensuring that implementation occurs in a coordinated and efficient manner that reflects the functional operation of the broader precinct rather than administrative boundaries.

Due to the relatively small size of the Heathpool and Marryatville suburbs, the investigation, design and implementation of the proposed area-wide 40 km/h speed limit, including the installation of associated signage, can be accommodated within the existing Transport & Integrated Traffic Operating budgets.

Accordingly, no additional budget allocation is anticipated to be required should the City of Burnside proceed with its corresponding proposal.

Cr Holfeld moved:

That the Council endorses the implementation of an area-wide 40 km/h speed limit within the suburbs of Heathpool and Marryatville, subject to the City of Burnside proceeding with the implementation of a corresponding area-wide 40 km/h speed limit within the adjoining suburbs and authorises staff to undertake all necessary actions to facilitate its coordinated delivery.

Seconded by Cr Wilkinson and carried unanimously.

13 STAFF REPORTS

13.1 RESILIENT EAST CLIMATE ACTION PLAN

REPORT AUTHOR: Sustainability Officer
APPROVED BY: General Manager, Urban Planning & Environment
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of this report is to present to the Council for endorsement, the *Resilient East Climate Action Plan 2026–2031 (RECAP)*.

BACKGROUND

As Elected Members will recall, Resilient East is a long-standing regional partnership between eight (8) eastern metropolitan councils (Cities of Adelaide, Burnside, Norwood Payneham & St Peters, Prospect, Tea Tree Gully, Unley and the Town of Walkerville) and the State Government, established to deliver coordinated climate related initiatives across the Eastern Adelaide Region, to enable climate resilient communities and natural systems.

The 2016 *Resilient East Climate Change Adaptation Plan,* provided a foundation for co-ordinated and collaborative adaptation actions (e.g. greening programs, Environmentally Sustainable Design and Water Sensitive Urban Design) which are now embedded in various strategies and plans. *The 2026-2031Resilient East Climate Action Plan (RECAP), seeks to* build on this work and sets the climate related strategic direction and framework for climate related actions for the Resilient East Partnering Councils, for the next five (5) years.

The preparation of the RECAP was facilitated by a $90,000 grant from the Federal Disaster Ready Fund with cash and in-kind contributions from the participating Councils.

Development of the RECAP was led by the Resilient East Steering Group with assistance from URPS (consultants) and Edge Impact (consultants) and informed by research, broad engagement (e.g. Council staff, Council executives, Elected Members and State and non-government organisations), risk assessments and multi-criteria assessments to develop six (6) priority projects that will be the focus of regional climate action and investment for the next five (5) years.

The *Resilient East Climate Change Adaptation Plan* is contained in **Attachment A**.

STRATEGIC DIRECTIONS

CityPlan 2030 **Alignment**

Outcome 4: Environmental Sustainability
A leader in environmental sustainability.

Objective 4.4: Mitigating and adapting to the impacts of climate change.

Strategy 4.4.2: Improve the resilience of our assets, facilities, public realm, services and operations to climate change.

FINANCIAL AND BUDGET IMPLICATIONS

The adoption of the RECAP does not require a financial contribution from the partnering councils.

Rather, it establishes a pipeline of regional projects that can be progressed incrementally using existing resources and where external funding, partnerships and grant opportunities can be pursued.

Any project requiring additional Council staff or financial commitments beyond existing arrangements will be presented to participating Councils for consideration, through normal budget processes.

There are no immediate additional financial commitments arising from the adoption of the RECAP. The plan functions as an ‘investment-ready’ strategic framework to guide future decision-making and prioritisation.

The Individual projects identified in the RECAP, will be subject to seeking separate funding proposals, partner Council resource allocation and / or external stakeholder participation as required.
This process will commence over the next twelve (12) months.

A core purpose of adopting the RECAP is to strengthen the region’s ability to secure external funding and partnership investment, thereby reducing reliance on individual Council budgets.

Resourcing and staffing

The RECAP does not create a requirement for participating Councils to allocate additional staff positions or commit specific staffing resources at the time of adoption.

The staffing estimates and FTE developed for each project are intended to indicate the total level of resourcing required to deliver the project across the region, rather than a staffing commitment expected from an individual Council. This resourcing may be provided through a combination of the Regional Coordinator, existing council staff, project lead councils, external consultants, partner organisations and grant-funded project resources.

Implementation in the early stages of the RECAP will focus on activities that can be delivered through existing governance arrangements, in-kind support and collaborative working arrangements between councils. As projects mature, opportunities will be pursued to secure external funding and project partners that can provide dedicated delivery resources and reduce reliance on council staff time.

Participation requirements will vary between projects and over time.

Councils will retain discretion regarding the level of involvement they have in individual projects and any future requests for financial contributions, staff allocations or project leadership roles will be considered through separate decision-making processes.

RISK MANAGEMENT

Climate change presents a material risk to Council’s operations, financial sustainability and service delivery. The RECAP provides a structured regional mechanism to identify, understand and collectively manage these risks.

The plan establishes clear governance arrangements through Resilient East, enabling oversight, coordination, monitoring and adaptation over time. Adoption of the RECAP supports prudent risk management and strengthens the Council’s ability to demonstrate due diligence in responding to foreseeable climate risks.

CONSULTATION

Elected Members

A regional Elected Member Workshop was held on 25 February 2026.

Community

Community engagement has informed the development of the RECAP through targeted workshops, engagement with partner organisations and consideration of community needs and vulnerabilities.

Implementation of the plan will continue to involve community-facing initiatives, partnerships with local organisations and consistent regional messaging to build awareness, preparedness and participation.

Staff

Targeted workshops were held with staff from across participating Councils to inform the development of the RECAP as outlined in the discussion section of this report.

Other Agencies

Organisations such as Green Adelaide, the Local Government Association of SA, Department of Environment and Water, Department of Infrastructure and Transport, SA Health, SA Council on Social Services, Red Cross, SA Power Networks and universities within South Australia, were all invited to participate in the targeted community workshops that informed the RECAP.

DISCUSSION

Eastern Adelaide is already experiencing a hotter, drier and more extreme climate. Increasing climate variability and severity of extreme weather events, will further increase pressure on infrastructure and services, the environment and community wellbeing.

While responding to climate change is a shared responsibility across all levels of government and the community, Local Government plays a vital role in influencing how people live, move and access services each day. Climate change is now considered a major strategic and financial risk for Councils with increasing requirements to reduce emissions and assess, disclose and manage climate risks.

Resilient East has developed the RECAP to set a five (5)-year roadmap for collective action through the delivery of six (6) priority projects. The projects were identified through a comprehensive process which included:

- background research to set the context for the Eastern Region;
- Strategic Foresight Workshop to describe the ‘future we want’ with key external and internal stakeholders;
- workshop regarding implications of climate risk and disclosure requirements for Councils with key internal stakeholders;
- workshop to assess climate risks for Councils and identification of risk management actions with key internal stakeholders;
- workshop to assess climate risks for our communities and identification of risk management actions with key external and internal stakeholders;
- workshop with participating Elected Members from all participating Councils to understand ideas and priorities; and
- multi-criteria assessment of potential projects leading to shortlist of priority projects; and
- engagement with Council executives and Elected Members to confirm six (6) priority projects.

The following six (6) projects are action focussed and respond to key climate risks for the region, the matters Councils can directly influence and where Resilient East can provide a significant benefit through regional coordination of projects and initiatives.

1. **Working safely in extreme heat** - Keeping Council workers safe and productive during periods of extreme heat.
2. **Cool Spaces** - Activating a regional network of Cool Spaces to keep our community cool during extreme heatwaves.
3. **Council assets** – from risk to resilience - Embedding climate risk into council asset management.
4. **Sustainable active transport networks** - Improving the regional connectivity and climate resilience of active transport networks.
5. **Resilient Communities** - Delivering a community program that strengthens climate resilience and energy smart housing.
6. **Greening our Region** - Map canopy change, identify plantable areas and trial different tree species and new ways to plant them to improve climate resilience.

The six (6) priority projects are aimed at measurably reducing climate risk, strengthen service continuity, cool the urban environment, increase community resilience and position Eastern Adelaide as a trusted delivery partner for investment in climate resilience.

The RECAP does not replace individual climate related initiatives by the individual Councils. Rather, it complements local strategies by addressing issues that are more effective when tackled at a regional scale, strengthening Councils' collective ability to engage with State Government, the Local Government Association of SA, research institutions and funding bodies to implement key environmental projects.

Regional Implications

The RECAP seeks to reinforces the value of regional collaboration in responding to climate change. Many of the challenges faced by Councils, such as extreme heat, transport connectivity, greening and asset resilience, do not align neatly with Council boundaries and it is important to address collaboratively at a regional scale.

By adopting the RECAP, Councils affirm their commitment to working together to deliver greater impact, avoid duplication, share learnings and present a unified regional voice to engage with State Government and other funding partners.

Environmental / Climate Change Implications

The RECAP seeks to directly responds to the environmental impacts of climate change by addressing urban heat, biodiversity, water management and emissions reduction co-benefits. Greening and cooling initiatives contribute to improved urban microclimates, enhanced ecosystem health and reduced environmental stress.

The plan also seeks to embeds climate risk considerations into decision-making, supporting a transition from reactive responses to proactive adaptation and resilience building across Councils.

Asset Management Implications

Adoption of the RECAP supports improved integration of climate risk into asset management planning and long-term financial decision-making. Regional initiatives relating to asset vulnerability mapping and climate-ready design standards will strengthen Council's capacity to manage lifecycle costs, reduce climate-related asset failure and prioritise renewal and retrofit investment.

The RECAP aligns with contemporary asset management practice by encouraging evidence-based, risk-informed approaches to infrastructure planning.

Economic Development Implications

The RECAP seeks to support economic resilience by protecting critical infrastructure, supporting workforce productivity under extreme conditions, and improving the liveability and attractiveness of the region.

Greening, transport and climate-ready infrastructure initiatives can enhance local economic activity, support jobs and position the Eastern Region as a leader in climate resilience and innovation.

The Plan also enhances the region's capacity to attract external investment and co-funding for major initiatives.

OPTIONS

The Council has the following available options available in relation to this matter:

1. Note the work undertaken by Resilient East to develop the updated Regional Climate Action Plan and adopt it as the regional strategic document to guide coordinated climate action, partnership building and future funding opportunities over the next five years.

2. Note the work undertaken by Resilient East to develop the updated Regional Climate Action Plan, but not support adoption of the Plan.

It is recommended that Council adopt the RECAP as a regional strategic document to guide coordinated climate related initiatives, partnership building and future funding opportunities over the next five (5) years as working regionally through Resilient East has provided recognised benefits for this Council in delivering climate action for our community by strengthening eligibility for external grant funding streams and enabling resource efficiencies.

If the Council does not adopt the RECAP, it would:

- isolate this Council from potential future regional environmental resource sharing initiatives;
- weaken the Council's competitive positioning for collaborative Federal or State Government funding; and
- delay actions that can be progressed through the RECAP to reduce the Council's risks associated with climate change.

On the basis of the reasons set out in this report, Option 1 is recommended

CONCLUSION

The 2026-2031 *Resilient East Climate Action Plan* provides a contemporary, investment-ready framework for regional collaboration on climate resilience across eastern metropolitan Adelaide.

The Plan has been informed by extensive engagement with partnering Councils, State Government agencies and external stakeholders and identifies a suite of practical projects that address key climate-related risks affecting local government and the community.

Adoption of the Plan will enable Council to continue working collaboratively with regional partners to deliver initiatives that strengthen community resilience, support sustainable infrastructure and environmental outcomes and leverage external funding opportunities.

RECOMMENDATION

That the 2026-2031 Resilient East Climate Action Plan (RECAP) be endorsed as a regional strategic document to guide coordinated climate related initiatives, partnership building and future funding opportunities over the next five (5) years.

Cr Moorhouse moved:

That the 2026-2031 Resilient East Climate Action Plan (RECAP) be endorsed as a regional strategic document to guide coordinated climate related initiatives, partnership building and future funding opportunities over the next five (5) years.

Seconded by Cr Holfeld and carried unanimously.

13.2 COMMUNITY ENGAGEMENT POLICY

REPORT AUTHOR: Manager, Strategic Communication & Advocacy
APPROVED BY: General Manager, Governance & Civic Affairs
ATTACHMENTS: A - E

PURPOSE OF THE REPORT

The purpose of this report is to present the draft Community Engagement Policy to the Council for adoption following consultation with the community.

BACKGROUND

The *Statutes Amendment (Local Government Review) Act 2021* (Reform Act), contains a number of reforms to Local Government.

The final changes contained within the Reform Act commenced on 11 December 2025 and coincide with the release of the *Community Engagement Charter* (the Charter) by the Minister for Local Government pursuant to Section 50 of the Act.

The Charter replaced the previous public consultation rules that were contained in the Act and sets different levels of engagement based on how important a decision is which has resulted in the following categories:

- Significant – Annual Business Plan and Rating Policy
- Significant
- Standard
- Local
- Inform

Each category has requirements in respect to engagement.

In accordance with Section 50A of the Act, all Councils are required to adopt a Community Engagement Policy that aligns with the Charter.

This Policy will replace the Council's current Community Consultation Policy, a policy that has been in place for many years.

Prior to the Council adopting the Policy, community consultation was required to be undertaken and accordingly, at its Meeting held on 2 June 2026, the Council resolved to endorse a draft Policy and release the Policy for consultation.

This consultation commenced on 12 June 2026 and concluded on 5 July 2026. More details on the consultation that has been undertaken and the submissions that have been received, are provided in the Discussion section of this report.

The Community Engagement Charter as prepared by the Minister for Local Government is contained within **Attachment A**.

The draft Community Engagement Policy is contained within **Attachment B**.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

Elected Members

The Council considered the draft Community Engagement Policy at its Meeting held on 2 June 2026.

Community

In accordance with Section 50A(6) of the Act, before the Council adopts or alters its Community Engagement Policy, the Council must undertake public consultation on the Policy.

Promotion of the draft Policy and the community consultation included the following:

- Public notice in The Advertiser on Friday 12 June 2026;
- News story on the Council's website and Look East website;
- News item in the Council's e-newsletter, Look East:
- Social media posts on Facebook, Instagram and LinkedIn;
- A4 posters at the Council's Libraries;
- A1 posters on The Parade; and
- A0 roadside coreflutes at the Osmond Terrace and Fullarton Road intersection.

The draft Community Engagement Policy was available for viewing at the Norwood Town Hall and at each of the Council's Libraries. A copy of the draft Policy could also be downloaded from the Council's website.

The consultation period opened on Friday, 12 June and closed on Sunday, 5 July 2026.

A total of nine (9) submissions were made via the online form. One (1) hardcopy survey/feedback form and one (1) written submission were received via email.

A summary of the submissions is set out in the Discussion section of this report.

Staff

Not Applicable

Other Agencies

The Local Government Association of South Australia (LGASA), in conjunction with Norman Waterhouse (Lawyers), developed a Model Policy for Councils to use, that aligns with the requirements of the Act and the Charter.

DISCUSSION

Section 50A of the Act requires that all Councils must prepare and adopt a Community Engagement Policy relating to community engagement for the purposes of the Act.

The Community Engagement Policy must be consistent with and comply with the requirements specified by the Charter.

In accordance with the transitional arrangements put in place by the State Government following the commencement of the Charter, Councils have been given nine (9) months to adopt a new Community Engagement Policy and therefore, the Council must adopt the new Policy by 11 September 2026.

At its meeting held on 2 June 2026, the Council endorsed the draft Community Engagement Policy for release for community consultation.

Consultation reach and participation

The article on the Council's website and hosted on the Council's Look East website was viewed 243 times between 12 June and 5 July 2025.

The dedicated consultation page was visited 207 times during the consultation period.

The Council's Look East e-newsletter is sent to more than 13,000 subscribers.

The draft Community Engagement Policy consultation was promoted through the e-newsletter on Friday, 19 June 2026 and achieved an open rate of 25.4% (which is above the average of 19%) and generated 263 "clicks" on the article. The e-newsletter was then resent on Sunday, 21 June to subscribers who had not opened the e-newsletter, generating a further 391 opens and 12 "clicks" on the article.

Social media posts on Facebook, Instagram and LinkedIn received reasonable "impressions" (1,792 across all three platforms) and engagement, (24 interactions with the content), generating a total of seven link "clicks".

Community consultation and submissions received

A copy of the written survey responses that have been received is contained in **Attachment C**.

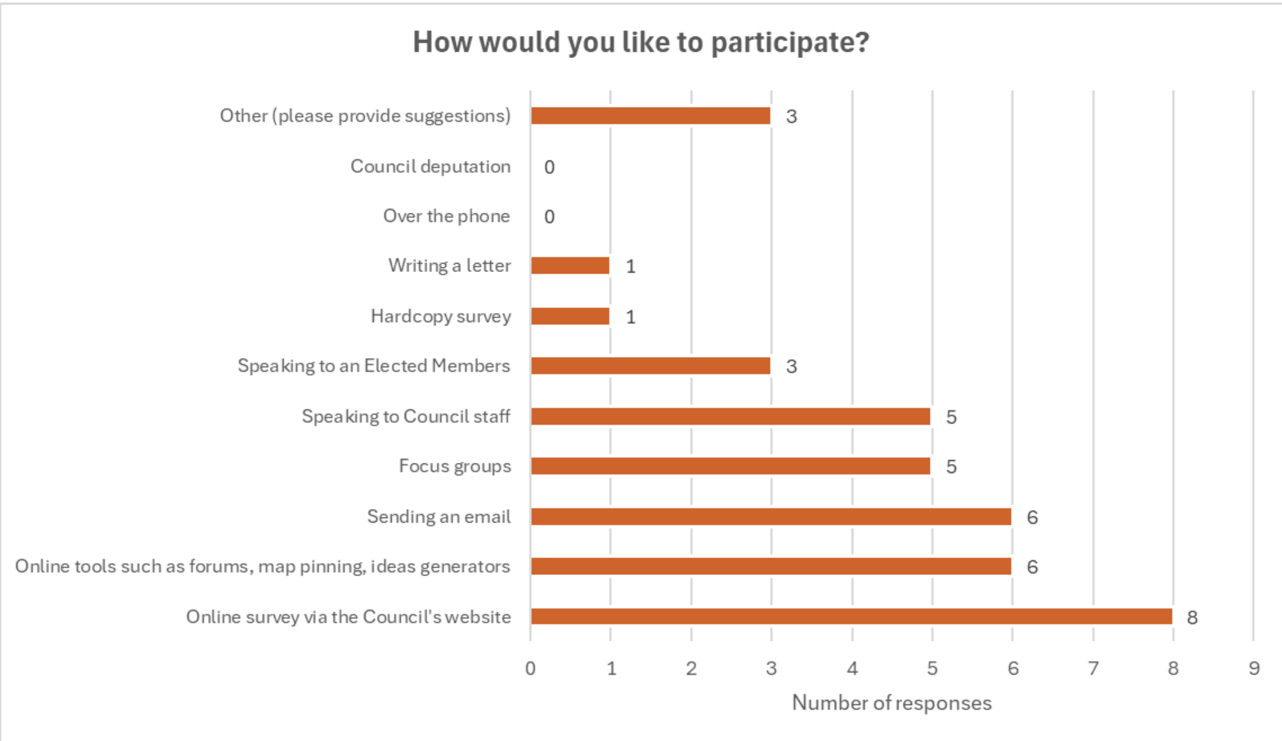
A copy of the written submission (1) that has been received is contained in **Attachment D**.

A copy of the survey/feedback form is contained in **Attachment E**.

The survey/feedback form provided the opportunity for respondents to respond to a series of questions to understand how they prefer to hear about and participate in consultations. A total of ten (10) survey/feedback forms were completed.

How Would You Like to Participate?

The first question asked respondents how they would prefer to participate in consultations that are undertaken by the Council. Responses were recorded as follows (*n*=10)



Three (3) respondents indicated other ways of participating in community engagement. Their responses read as follows:

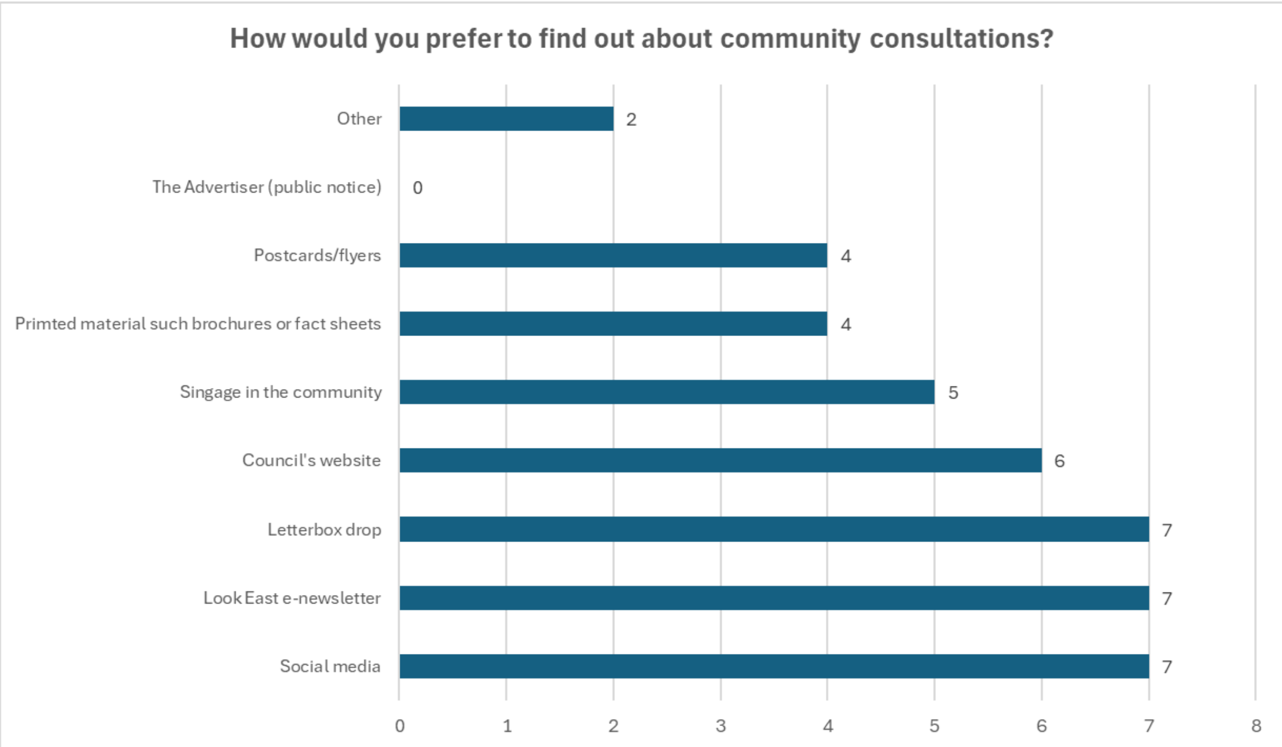
1. An important omission from the list is public meetings. It is noted that this form of engagement is included in the Local Government Act template. The omission is significant. Engagement is about more than just hearing from the community. It is about encouraging participation and giving the community the opportunity to take part in deliberative decision-making.
   The one-way traffic envisaged in the various forms of participation leaves opaque how community input is treated and the effect of that participation on actual outcomes. Deliberative public meetings are the gold standard for engagement and it is disappointing that this mechanism is not included in the list Council is surveying.

2. Public meetings that are well publicized and promoted, beyond just scant mentions in buried website pages. 'Community consultation' implies that the council is keen to have a relationship with its community members and relationships are strongest with two-way communication where both parties listen and work together forming solutions. This council currently fails to engage with the community in any constructive way and excludes any means of active participation in outcomes.

3. Community meetings.

How would you prefer to find out about community consultation?

The second question asked respondents to indicate how they would prefer to hear about opportunities to participate in consultations. Responses were recorded as follows (*n*=10)



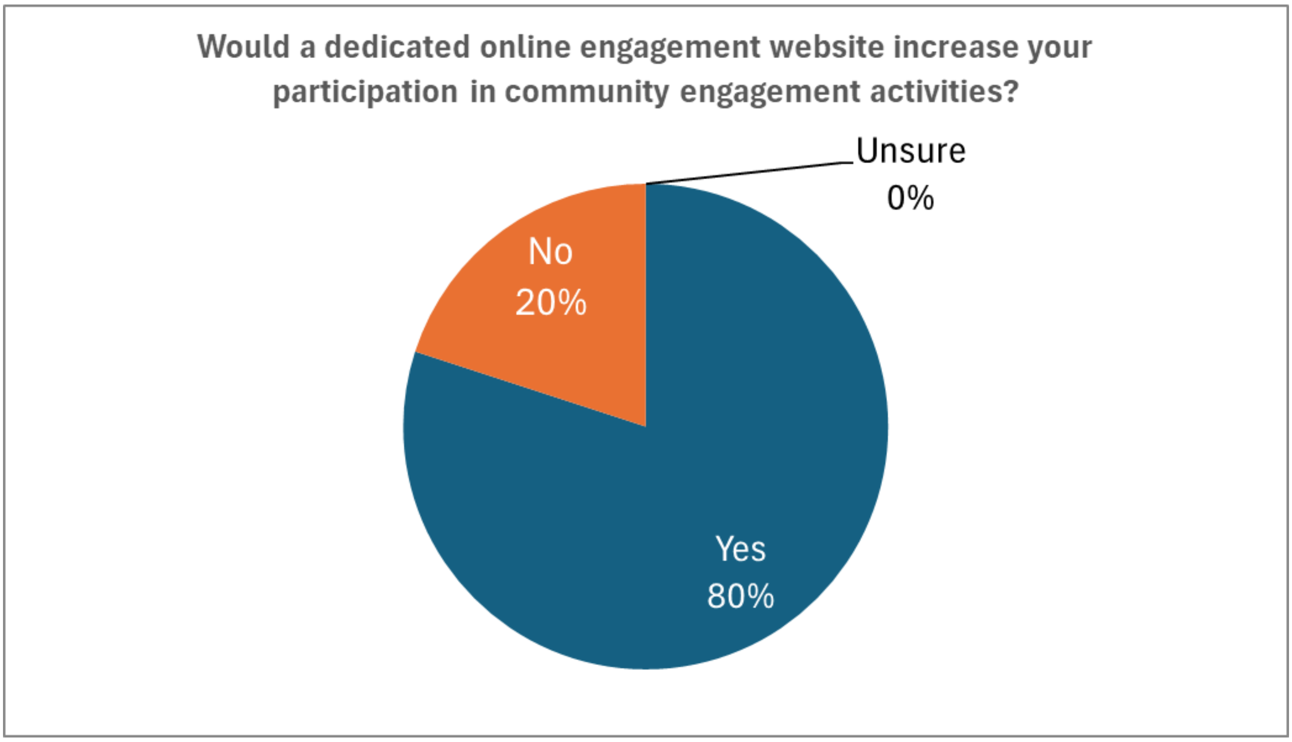
Two (2) respondents provided other options for finding out about community consultation. Their suggestions were as follows:

1. Letterbox drop should be used for very local issues perhaps and Look East, while very informative and useful is not timely enough for some consultations.

2. Printed material at supermarket checkouts, other participating retailers.

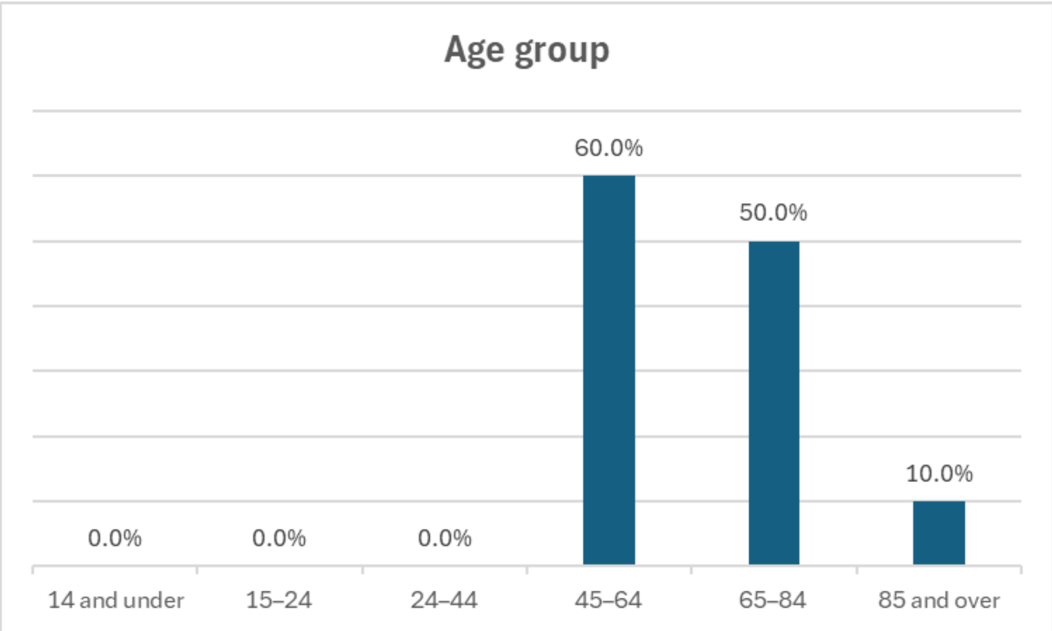
Would a dedicated online engagement website increase your participation on community engagement activities?

A third question aimed to understand the community appetite for a dedicated community engagement website. Responses were recorded as follows:



Demographic Data

Identifying demographic data was only captured for the purpose of communicating outcomes of the consultation. Age groups of respondents were represented as follows:



Summary of Written Comments and Submissions

Analysis of the feedback regarding the draft Community Engagement Policy has identified several key themes and these are set out below.

a. Some respondents have suggested that the terminology used in the draft Policy is too “bureaucratic” and may not be accessible by the broader community.
b. Feedback has suggested that the draft Policy is too closely aligned with the minimum requirements of Section 50 of the *Local Government Act 1999* (the Act) and the Local Government Association of South Australia’s model Policy.
c. Some respondents noted that more exhaustive lists of example consultations should be included and categorised, particularly as part of the ‘Significant’ category of consultation.
d. To improve inclusivity, respondents suggested improving the Council’s consultation activities in ways such as:
    - Diverse outreach: Utilising a broader range of communication tools, including billboards, social media) and newsletters from local resident associations.
    - Direct engagement: Using varied meeting times and locations, such as local cafes, to reach unrepresented groups.
e. Some respondents have raised the importance of consultation in maintaining fiscal transparency with some respondents citing the ESCOSA report suggesting that the Council should undertake “deeper” engagement regarding the scale, cost and long-term financial impacts of significant capital projects to manage expectations around debt and rates.
f. One submission raised concerns regarding the Council's use of confidentiality provisions when considering matters.
g. Some respondents have highlighted instances where consultation was not initiated for decisions that have public impacts, such as the Vernon Street Pathway access and Norwood Swimming Pool operating hours. To address this, the feedback suggests that the Policy should include firm, non-discretionary commitments to consult on matters affecting local amenities, ensuring that community input is a formal component of the decision-making process.
h. One of the submissions highlighted that “even very localised community groups struggle with how to improve and increase community engagement….”.

Response to the Comments and Submissions

A response to the key themes is set out as follows:

- Alignment of the draft Policy to the Local Government Association of South Australia’s (LGA) model Policy

  Councils must adopt a Community Engagement Policy that is consistent with the Charter.

  On this basis, the LGA’s Model Policy h*as* been prepared with the assistance of Norman Waterhouse Lawyers to assist all councils with the development of their own respective community engagement policies, to ensure compliance with the requirements of the *Local Government Act 1999*.

  The Council’s draft Policy **has therefore been** prepared on the basis of the requirements of the *Local Government Act 1999* (the Act) and the Local Government Association of South Australia’s (LGA) model Policy, to ensure the Council complies with the express intent of the *Community Engagement Charter* as gazetted by the Minister for Local Government.

  The draft Policy does not however limit the Council’s ability to consider other forms of community engagement. To this end, there are a number of decisions, activities and processes where the Act and Charter are silent in relation to community engagement.

  The Council may undertake community engagement activities for community participation in relation to other decisions, activities or processes of the Council that are not specified in the Charter at its absolute discretion. In short, it is not possible to have an exhaustive list.

The Council's approach to consultation is and has always been centred on developing a tailored or bespoke plan for each individual project or issue to ensure that engagement responds to specific projects and the unique needs of stakeholder groups.

This process is anchored by the IAP2 Spectrum (a framework for public participation), which provides the standard for shaping consultation activities across the participation spectrum.

To support this high standard of delivery, the Council maintains membership of the Engagement Institute of Australia as this organisation provides access to a vast repository of hundreds of engagement tools and activities that are designed to respond to diverse stakeholder requirements.

A recent successful application of this bespoke methodology is the George Street Upgrade Project.

The George Street Project engaged stakeholders through a variety of targeted methods, including:

- Broad informing: Providing project overviews to the general public through a variety of print, outdoor signage and digital platforms;
- Targeted engagement: Facilitating tailored face-to-face meetings with specific stakeholder groups that were invited to help shape the staged construction plan; and
- Specialist access: Hosting public drop-in sessions with project specialists to allow the community to understand all components of the project and the staged construction plan and ask any questions or seek clarity.

This project serves as a model for deliberative engagement, responding to community calls for consultation that is real and impactful.

- ESCOSA Advice

One of the recommendations set out in the ESCOSA report titled, *Local Government Advice City of Norwood Payneham & St Peters February 2026* is that the Council should:

> *undertake deeper and ongoing community consultation regarding the scale, cost escalation, and long-term financial impact of any future significant capital expenditure projects;*

The Council has and will continue to use its bespoke planning process to ensure that consultation on high-impact matters and significant capital projects, is appropriately undertaken. This aligns with ESCOSA's Advice to improve transparency and manage expectations regarding the scale and financial impact of major capital projects.

To this end, all large scale projects such as the Payneham Memorial Swimming Centre Project, The Parade Masterplan Project, various reserve upgrades, the St Peters Town Hall Complex and so on , have all been consulted on either in respect to the project itself or as part of the Annual Business plan and Budget process and when required, through the Prudential Review process.

- Use of Confidential Provisions

Section 90(1) of the *Local Government Act 1999* (the Act), provides that a meeting of a Council or Council Committee must be conducted in a place open to the public. In addition, Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013* contain a Guiding Principle that "*procedures should encourage appropriate community participation in the affairs of the Council*."

However, the Act also recognises that there are occasions when it is necessary to restrict public access to discussion and/or documents as part of the Council's decision-making processes.

Section 90(2) of the Act provides councils and committees with the discretion to exclude the public from a meeting in order to "receive, discuss or consider" information and matters of a kind listed in Section 90(3) of the Act in confidence, which includes, for example, matters such as legal advice, commercial information, tender materials and award recipients before the awards have been announced.

One submission asks the following question:

The question is why does Norwood Payneham & St Peters Council have so many items that it cannot share with the public?

The submission refers to the number of “sensitive” items the Council has considered in confidence this year (ie 15 items).

“Sensitivity” is not the test in terms of determining whether an item is considered in confidence.

The 15 items that have been considered by the Council in confidence this year have related to the following matters:

- Tenders (noting that all tenders above a $1million threshold are presented to the Council for approval and not all Councils do this);
- Commercial-in-confidence matters;
- legal matters;
- staff related matters;
- Conferring of Awards;
- a matter that required to be considered in confidence as a result of a request by the State Government.

Consideration of these matters in confidence ensured the protection of third-party commercial information, employee and members of the public personal information and ensured that the Council did not breach legal professional privilege.

It is important to note that the Council is required to report on the nature of Confidential Items that are considered by the Council each year in its Annual Report. The Council provides this information in its Annual Reports.

The test in determining if a matter is to be considered in confidence, is not based on the number of times the Council has already considered matters in confidence – the test is based on the nature of the matter to be considered and whether or not that subject matter complies (that is, meets the test) with the provisions of Section 90(3) of the Act.

- Consultation regarding the Vernon Street Access to Richards Park and the Norwood Swimming Pool Operating Hours.

  - Vernon Street Access to Richards Park.

    As Members may recall, in March 2025, the Council considered a request from the Department for Education for the Council to extinguish its Right-of-Way over the land owned by the Department for Education that is located adjacent to the Margaret Ives Community Children’s Centre (the Centre) which runs between Vernon Street and Richards Park.

    Members may also recall that community consultation was not undertaken by the Council in respect to the proposed closure of the laneway, as the Council is not the owner of the laneway and the Council is not intending to close the laneway – this decision and responsibility lies entirely with the Department for Education.

    For these reasons community consultation was not undertaken.

- Norwood Swimming Pool Operating Hours.

  At its meeting held in June 2026, the Council considered a report which included various options to improve the operating result of the Norwood Swimming Pool. One of the options was to combine a shorter season with the removal of low use weekday early morning and early evening opening hours.

  This option had the potential of improving the Councils financial sustainability (in line with the ESCOSA Advice), delivering a forecast net saving of approximately $103,000 per season.

  Elected Members will recall that the Council did not support the reduction in the operating hours at the Norwood Swimming Centre and instead resolved to maintain a 26 week swimming season.

  On the basis that no changes were made to the level of serve provided to the community in respect to the operating hours of the Norwood Swimming Pool, community consultation was not undertaken.

- The draft Policy does not comply with the Requirements of the Local Government Community Engagement Charter

  As set out above, the draft Policy does comply with the requirements of the Community Engagement Charter, as it is based on the LGA Model Policy which has been prepared in partnership with the LGA's lawyers.

- The draft Policy merely attempts (and fails) to meet minimum requirements of the Community Engagement Charter and does little to encourage greater community input.

  As set out above, the draft Policy ensures compliance with the *Local Government Act 1999* and meets the requirements of the Community Engagement Charter.

  Whilst the draft Community Engagement Policy itself cannot be materially customised, as it reflects the requirements of the legislated Community Engagement Charter, the draft Policy does not restrict any Council from taking a bespoke community engagement for a range of other matters that are not specifically referred to in the Act.

- City of Unley's draft Community Engagement Policy

  One of the submissions refers to the City of Unley's draft Community Engagement Policy and states that "*I commend the drafting adopted by the City of Unley in paragraph 6.3 of its draft Community Engagement Policy. Unley's drafting accurately captures the generic description of each category and then goes on to give a non-exhaustive list of mandated statutory examples*."

  The submission makes comparison to the City of Unley's provisions set out in paragraph 6.3 to the Council's provisions set out in paragraph 5.2 of the draft Community Engagement Policy.

  The City of Unley's provisions set out in paragraph 6.3 of its Policy, are exactly the same as the Council's provisions set out in paragraph 5.2 of the draft Community Engagement Policy and both draft Policies are based on the LGA Model Policy.

  The City of Unley have however, included an attachment to the draft Policy which lists in table format, the mandated statutory community engagement matters in legislative order, however the contents are identical to this Council's draft Policy.

  To this end, this Council's draft Policy contains all of the mandated statutory community engagement matters in paragraph 5.2.

  In other words, the City of Unley have simply duplicated the information set out in its draft Policy in paragraph 6.3 (which is the same information as set out in paragraph 5.2 of this Council's draft Policy) in a table format as an attachment to the draft Policy.

In summary, the LGA has encouraged Councils across the State to adopt the Model Policy to support consistency and compliance across the all Councils.

OPTIONS

The Council can adopt the draft Policy as recommended or it can amend the Policy as the Council sees fit.

However, the Council must adopt a Community Engagement Policy by 11 September 2026.

CONCLUSION

Effective engagement with the community assists all Councils in making informed decisions that consider a number of factors, including legislative requirements, budget constraints, strategic directions, public safety, expert advice and community views.

Consultation however is different to making a decision on a project or issue. When making decisions, in addition to the outcome of any community consultation that is undertaken, the Council must also weigh-up and balance a variety of competing factors which include social, economic, technical, environmental and cultural considerations.

The draft Community Engagement Policy ensures that the Council is meeting its legislative obligations and ensures compliance with the Community Engagement Charter.

RECOMMENDATION

1. *That the report and summary of submissions received during public consultation on the draft Community Engagement Policy be noted.*

2. *That the draft Community Engagement Policy contained within Attachment B be adopted.*

Cr Sims left the meeting at 7.29pm.
Cr Sims returned to the meeting at 7.30pm.

Cr Moorhouse moved:

1. *That the report and summary of submissions received during public consultation on the draft Community Engagement Policy be noted.*

2. *That the draft Community Engagement Policy contained within Attachment B be adopted.*

3. *That staff prepare a report for the January 2027 Council meeting, on the options that are available for the Council to have a dedicated on-line community engagement website or applications, including the cost implications.*

Seconded by Cr Excell and carried.

13.3 REVIEW OF POLICIES

REPORT AUTHOR: Manager, Governance
APPROVED BY: General Manager, Governance & Civic Affairs
ATTACHMENTS: A - J

PURPOSE OF THE REPORT

The purpose of this report is to present the Council with an update on the review of policies that has recently been undertaken.

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 in respect to various issues that arise from time-to time.

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 current, relevant and consistent with any position adopted by the Council while not creating an inconsistency with legislative requirements.

Twenty four (24) policies have been reviewed, of these six (6) have been updated and are recommended for adoption, namely:

- Order Making Policy (contained in **Attachment A**);
- Naming of Roads and Public Places Policy & Procedure (contained in **Attachment B**);
- Civic Recognition Policy (contained in **Attachment C**);
- Emergency Disaster Donations Policy (contained in **Attachment D**);
- Complaints Handling Policy & Procedure (contained in **Attachment E and F**); and
- On street Parking Guidelines (contained in **Attachment G**).

The remaining eighteen (18) policies are recommended to be revoked for the reasons outlined in this report.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

Not Applicable.

DISCUSSION

Part A - Adoption of Updated Policies

The following policies have been reviewed and are recommended for adoption.

Once adopted by the Council, the policies will be formatted with numbered paragraphs.

As the proposed changes are ostensibly of a minor nature, track changes have been used to show the proposed changes to each policy. Numbered paragraphs have not been applied in the track changes to allow the readability of the documents.

A brief description of each Policy is provided below:

Order Making Policy

The Order Making Policy is a mandatory requirement of Section 259 of the *Local Government Act 1999* (the Act).

This Policy was originally adopted by the Council in 2002 and has been regularly reviewed and updated since then.

The Policy relates to Orders that are made in respect to the following provisions of the Act:

- Section 216 – Power to order owner of private road to carry out specified roadwork;
- Section 217 - Power to order owner of infrastructure on road to carry out specified maintenance or repair work;
- Section 218 - Power to require owner of adjoining land to carry out specified work; and
- Section 254 - Power to make orders (various hazards on lands adjoining a public place and the inappropriate use of a vehicle as defined in that Section)

Section 259(5) of the Act requires that the Council must undertake public consultation before adopting amendments to the Policy unless the Council determines that the amendments are of only minor significance.

The recommended changes to the Policy are shown with track changes and are of a minor nature and only been made to meet contemporary governance and best practice requirements, including the removal of verbatim legislative references.

The updated Order Making Policy is contained in **Attachment A**.

Naming of Roads and Public Places Policy

Section 219 provides the Council with powers to assign or change a name of a road or public place and the Council must adopt a policy regarding the assigning of names to roads and public places within the City of Norwood Payneham & St Peters.

The existing Naming of Roads and Public Places Policy & Procedure, was originally adopted by the Council in 2019 and has been regularly reviewed and updated since it was first adopted.

The recommended changes to the Policy are shown with track changes and are of a minor nature, including the removal of repetition. To provide clarity and in keeping with the mandatory requirements, the reference to a procedure within the Policy has been removed.

Section 219(7) of the Act requires that public notice is required to be provided prior to adopting or altering a Policy. The requirements for the provision of public notice are contained in Section 4(1aa) of the Act, which provides that the notice must be published in the South Australian Government Gazette and on the Council's website.

The updated Naming of Roads and Public Places Policy is contained in **Attachment B**.

Civic Recognition Policy

The existing Civic Recognition Policy was adopted by the Council in 2019 and has been regularly reviewed and updated since thePolicy was first adopted.

The recommended changes to the Policy are shown with track changes and are of a minor nature.

The updated Civic Recognition Policy is contained in **Attachment C**.

Emergency Disaster Donations Policy

The existing Emergency Disaster Donations Policy was adopted by the Council in 2005 and has been regularly reviewed and updated since the Policy was first adopted.

The recommended changes to the Policy are shown with track changes and are of a minor nature to meet contemporary governance and best practice requirements, including the removal of verbatim legislative references which have been superseded.

The updated Emergency Donations Policy is contained in **Attachment D**.

Complaints Handling Policy & Procedure

Section 270(a1)(b) of the Act requires that the Council must develop and maintain policies, practices and procedures for dealing with complaints about the actions of the council, employees of the council, or other persons acting on behalf of the council.

The existing Complaints Handling Policy & Procedure was adopted by the Council in 2002 and has been regularly reviewed and updated since the Policy was first adopted.

The changes that are recommended to be made to the Complaints Handling Policy & Procedure are based on providing a clearer guide for complainants and staff and reflects current practices and contemporary governance. As a result, while the recommended changes to the Policy are not material, they are numerous and therefore a version of the Policy with track changes is provided and also a 'clean' copy where the recommended changes have been accepted, is also provided.

The updated Complaints Handling Policy & Procedure with track changes is contained in **Attachment E**, and with the track changes accepted in **Attachment F**.

On-Street Parking Guideline

As Elected Members will recall, a review of the On-Street Parking Policy was considered and endorsed by the Council at its meeting held on 7 April 2025. Since that time, Council staff have been progressively implementing the Policy.

However, several relatively minor issues with the content of the Policy have arisen that require amendments to be made to the Policy, to provide greater clarity, regarding the intent and interpretation of some of the provisions of the Policy. Some typographical errors have also been corrected.

In addition, discussions with staff have confirmed that rather than being a Policy, the document serves as a comprehensive guideline to inform the community and guide staff from a procedural perspective. To this end the document has been updated so it is more correctly referred to as a Guideline.

Aside from the above, set out below is a summary of the changes that are proposed:

Residential Permits

- The Guidelines sets out the conditions for the issuing Residential Parking Permits. One of the conditions states that Residential Permits cannot be used to park a vehicle on The Parade, Norwood.
  Whilst this condition/restriction is considered appropriate for the commercial heart of The Parade, between Portrush Road and Osmond Terrace, where it would be undesirable to allow Residential Permit parking on The Parade, the condition is considered too restrictive for The Parade, Norwood, west of Osmond Terrace.

- There may be occupants of residential properties on The Parade, west of Osmond Terrace, that could meet the criteria and be interested in obtaining a Residential Permit in the future. In such circumstances, it is considered reasonable that the occupants of residential premises (other than residents of multi-dwelling developments completed for occupation after 1 November 2021) be afforded the opportunity to park on The Parade using a Residential Permit.

- It is proposed that additional information be included in the conditions applicable to Residential Permits to reinforce the need for Permit holders to correctly display their permits when the vehicle is parked in a Resident Only Parking Zone or relevant time restricted parking area.

- It is proposed that wording in the Guidelines be amended to clarify that the Council will issue Residential Permits as well as Visitor Permits for a maximum period of twenty-four (24) months. The current wording in the Guidelines excludes Visitor Permits from being issued for up to twenty-four (24) months, which is a typographical error.

Recommended Changes

- Include additional wording to state that Residential Parking Permits cannot be used to park a vehicle on The Parade, Norwood, between Portrush Road and Osmond Terrace.

- Include the following information as a condition applicable to Residential Permits:

  - *All Permits must be displayed in the bottom passenger-side corner of the motor vehicle windscreen at all times when the vehicle is parked in a Resident Only Parking Zone or relevant time restricted parking area. Failure to display the permit will leave the vehicle owner liable for an expiation and or prosecution for illegal parking.*

- Amend the wording of the Guidelines to delete the exclusion of Visitor Permits being issued for a maximum period of up to twenty-four (24) months.

Visitor Permits

- It is proposed to include additional conditions in the Guidelines for the issuing of Visitor Permits, to ensure consistency with the wording of conditions for the issuing of Residential Parking Permits.

Recommended Changes

- Include the following information in the Visitor Permits section of the Guidelines:

  - *Visitor Permits will not be issued to residents or owners of dwellings within multi-dwelling developments that have provision of off-street parking facilities, constructed and completed for occupation after 1 November 2021. Residents living in these developments are expected to make adequate arrangements for on-site parking within their premises.*

    For the avoidance of doubt, multi-dwelling developments refer to single and multi-storey developments that include three or more dwellings and mixed-use developments that comprise a mix of residential and non-residential land uses and three or more dwellings.

  - *The provision of Visitor Permits does not guarantee an available on-street parking space. The permits can only be used in the street/s for which they are issued, which exempts the specified vehicle from any time restrictions that may be applicable.*

- *Visitor permits cannot be used to park a vehicle on The Parade, between Portrush Road and Osmond Terrace.*

- *Permits cannot be used to park a vehicle on The Parade, Norwood, between Portrush Road and Osmond Terrace.*

- *Visitor permits can only be used in the street/s for which they are issued and only in Resident Only Parking Zones or time restricted parking spaces located adjacent to the relevant property. For the avoidance of doubt, this allows the permit holder, subject to meeting other eligibility requirements, to park in any Resident Only Parking Zone or other time restricted parking areas located in a continuous arrangement within a street or section of a street, located adjacent to their property, including on the opposite side of the street.*

- *Residents who live in properties where time restricted parking areas or Resident Only Parking Zones are not located immediately in front of their property or on the opposite side of the street are not eligible for a Visitor Permit.*

<u>Temporary Permits</u>

- It is proposed to include additional conditions in the Guidelines for the issuing of Temporary Permits for tradespeople to ensure that permits will only be issued where parking for tradespeople will not unreasonably restrict the availability of parking for Residential Permit holders. For example, in streets where there are one or two on-street parking spaces available for Residential Permit holders it may not be appropriate to issue a Temporary Permit for tradespeople for an extended period. Other additional conditions of a relatively minor nature are also suggested.

<u>Recommended Changes</u>

- Include the following information in the Temporary Permits section of the Guidelines:

  - *All Permits must be displayed in the bottom passenger-side corner of the motor vehicle windscreen at all times when the vehicle is parked in a Resident Only Parking Zone or relevant time restricted parking area. Failure to display the permit will leave the vehicle owner liable for an expiation and or prosecution for illegal parking.*

  - *Temporary Permits can only be used in parking permitted areas, cannot be used in parking zones of less than one-hour duration and cannot be used in Loading Zones, No Parking Zones, Bus Zones etc.*

  - *The Council may, at its absolute discretion, request proof from the applicant, that the value of the renovation or other construction works being undertaken exceeds $50,000.*

  - *The Council may, at its absolute discretion, grant a further minor extension of time for Temporary Permits issued for tradespersons, provided that the renovation or other construction works are close to finishing and in all cases, any extension of time granted for the Permit, will be subject to the imposition of a daily fee.*

  - *A Temporary Permit for a tradesperson will only be issued where the granting of the Permit will not unreasonably restrict access to on-street parking spaces for Residential Permit Holders.*

The updated **On-Street Parking Guideline** is contained in **Attachment G**.

<u>Part B - Revocation of General Policies</u>

The following policies, which are contained in **Attachment H**, have been reviewed and are recommended for revocation for the reasons outlined below:

Contract Management Policy

The Contract Management Policy was adopted by the Council in 2021.

The Policy refers to the requirements of Section 49 of the Act which states:

(a1) A council must develop and maintain procurement policies, practices and procedures directed towards—
- *(a) obtaining value in the expenditure of public money; and*
- *(b) providing for ethical and fair treatment of participants; and*
- *(c) ensuring probity, accountability and transparency in procurement operations.*

(1) Without limiting subsection (a1), a council must prepare and adopt policies on contracts and tenders, including policies on the following:
- *(a) the contracting out of services; and*
- *(b) competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and*
- *(c) the use of local goods and services; and*
- *(d) the sale or disposal of land or other assets.*

(2) The policies must—
- *(a) identify circumstances where the council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and*
- *(b) provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and*
- *(c) provide for the recording of reasons for entering into contracts other than those resulting from a tender process; and*
- *(d) be consistent with any requirement prescribed by the regulations.*

However, the Contract Management Policy does not address the above as the prescribed matters are appropriately addressed in the Council’s Procurement Policy and Disposal of Land and Assets Policy.

In terms of contract management, this process is governed by the terms of the individual contract, legislation, common law and other applicable Council policies (eg those related to the management of the Councils corporate).

In addition, there are operational processes in place for those staff with responsibility to oversee the performance of the respective contracts.

It is therefore recommended that the Contract Management Policy be revoked.

Freedom of Information Policy

The Freedom of Information Policy was adopted by the Council in 2002.

The *Freedom of Information Act 1991* (the FOI Act) contains the legal framework for the consideration of Freedom of Information requests.

As an ‘agency’ for the purposes of the FOI Act, Section 9 and 10 of the FOI Act, prescribe the requirements for the Council to address in the ‘Freedom of Information Statement’ that is required to be reviewed annually and published in accordance with the Freedom of Information (General) Regulations 2017.

The Council is not required to have a Freedom of Information Policy and given the prescriptive nature of the FOI Act, it presents a significant risk having a policy that may be inconsistent with the legislation.

It is therefore recommended that the Freedom of Information Policy be revoked.

Events Policy

The Events Policy was adopted by the Council in 2012 but has been superseded by a more practical and appropriate approach to providing guidance to the community via general guidelines available on the Council's website.

The Policy provided more a summary of the activities of the Council's Events team which is covered by other operational requirements. In short, this Policy has no work to do.

It is therefore recommended that the Events Policy be revoked.

Asset Management Policy

The Asset Management Policy was adopted by the Council in 2012.

Section 122(1a) requires that the Council have Infrastructure and Asset Management Plans relating to the management and development of infrastructure and major assets by the Council for a period of at least ten (10) years.

These Asset Management Plans form part of the Council's suite of Strategic Management Plans and there needs to be consistency with the financial projections in both the Asset Management Plans and the Council's Long Term Financial Plan.

In addition, Section 122 of the Act prescribes the ESCOSA review process which Elected Members will be familiar with.

With the extensive legal framework in place regarding Asset Management principles and practices, at best the Asset Management Policy is superfluous and at worse its continued operation creates a risk of inconsistency with the legislative requirements.

It is therefore recommended that the Asset Management Policy be revoked.

Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy

The Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy, was adopted by the Council in 2009.

This Policy is out of date and no longer needed given it is inconsistent with the insurance framework that the Council is required to operate in.

The Council's membership to the Local Government Association Mutual Liability Scheme (LGAMLS) can not extend to include third parties.

Therefore, in respect to any community groups, individuals, artists, traders, businesses, stallholders, entertainers, food outlets etc. hiring a Council owned facility and operating activities on a regular basis, these individuals angd groups are required to have their own Public Liability insurance policy in place to cover their respective activities.

This information is clearly communicated to all users/hirers of Council owned facilities.

The Council does have a 'Broadform Liability' Insurance Policy in place which provides liability coverage to those individuals / adhoc hirer's of Council owned facilities where the hirer would not be expected to have Public Liability insurance coverage. This Insurance Policy can only afford cover in accordance with the Insurance Policy wording and Product Disclosure information.

That a 'Broadform Liability' Insurance Policy provides liability coverage only to those individuals / adhoc hirer's of Council owned facilities, for a one-off event that is low risk and only involves invited/known guests.

It does not extend to regular hirers and community groups outlined above. Examples of where the Broadform Liability' cover would apply are:

- individuals hiring a Council facility for a one-off special event (eg birthdays, etc);
- a group of people with a common interest that want to hire the Council Hall (as a 'one-off') to talk about a common interest.

If a community group does not have any Public Liability insurance cover, then information is provided to the group advising that cover needs to be arranged which it can do so through an independent authorised Insurance Broker or Agent. To further assist, staff can provide the contact details for Local Community Insurance Services which was established specifically for these types of groups.

The Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy is not needed as it is inconsistent with the insurance framework that the Council is required to operate in which may result in individuals/groups not being appropriately covered based on a false understanding that the 'Council will cover them'.

To remove confusion and ensure adequate protection to community groups hiring Council owned facilities and to ensure that the Council is compliant with its membership requirements of the LGAMLS, it is recommended that this Policy be revoked.

<u>Part C – Revocation of Finance Policies</u>

The *Statutes Amendment (Local Government Review) Act 2021,* contained extensive changes to the *Local Government Act 1999* and Regulations.

As part of the rolling commencement of many of these changes, the significant financial accountability and governance changes commenced in November 2023, that negate the need for some of the policies that the Council has in place.

In light of the above and to ensure the Council policies are not inconsistent with the extensive legislative requirements, the following policies (contained within **Attachment I**) are recommended to be revoked:

- Budget Policy and Budget Review Policy – requirements in relation to the preparation and review of the Council's budget are specifically prescribed in Section 123 of the Act and *the Local Government (Financial Management) Regulations 2011*;
- Funding Policy – the options that the Council has in terms of funding are outlined in Chapter 9 of the Act. In addition, Section 122(1a)(a)(i) of the Act requires that the Council's Long Term Financial Plan outlines the Council's approach to funding the services and infrastructure of the Council;
- Fees & Charges Policy – Section 188 of the Act prescribes the requirements for the Council in terms of fees and charges that the Council may impose. In addition, there are various statutory fees contained in other legislation that the Council administers, for example for Freedom of Information applications, property searches etc.

In addition to the above, the following finance related policies are recommended to be revoked for the reasons provided. These policies are contained in **Attachment J** and are as follows:

- Goods & Services Tax Policy – this Policy is not required as the Goods & Services Tax is governed by the *A New Tax System (Goods and Services Tax) Act 1999* (Commonwealth);
- Payments Policy, Salaries & Wages Administration Policy, Fringe Benefits Tax Policy, Petty Cash Policy and Bank Accounts Policy – these policies are redundant and superseded by processes of internal financial control in many different processes which are required to align with the *Better Practice Model - Financial Internal Controls* and the Australian Accounting Standards which form the legislated framework for all Councils;
- Rate Rebates on Council Owned Land Leased or Licensed Policy – this Policy is not required as the *Local Government Act 1999,* prescribes the processes for the consideration and application of rate rebates; and

- Financial Delegations Policy – this Policy is not required as financial delegations are part of the Council's Delegations Framework and the exercising of financial delegation must be done in accordance with the relevant policies with respect to procurement. Having a separate policy creates a significant risk of inconsistency with the Council's Procurement Policy and Guidelines. In addition, financial limits for positions is determined by the Chief Executive Officer and is based on the Council's adopted budget, service delivery and the operational needs of the organisation.

OPTIONS

The Council can resolve to adopt or not adopt the updated policies or revoke or not revoke the policies as presented in this report. It is recommended, for the reasons outlined in this report, that the amended Policies be asdopted as presented and the Policies that are recommended for revocation, be revoked as recommended.

CONCLUSION

Given the review of policies that has been undertaken, the recommendations of this report enhance the Council's Policy Framework from a contemporary governance and best practice perspective while managing the risks associated with decision-making being inconsistent with legislation.

RECOMMENDATION

1. *The Council determines that in accordance with Section 259(5) of the Local Government Act 1999, the proposed updates to the Order Making Policy, as contained in Attachment A, are of minor nature and as such, on this basis, public consultation on the proposed changes will not be undertaken.*

2. *That the following Policies be adopted, noting that the final documents will be formatted with numbered paragraphs:*
   - *2.1. Order Making Policy (as contained in Attachment A);*
   - *2.2. Naming of Roads and Public Places Policy (as contained in Attachment B);*
   - *2.3. Civic Recognition Policy (as contained in Attachment C);*
   - *2.4. Emergency Donations Policy (as contained in Attachment D);*
   - *2.5. Complaints Handling Policy & Procedure (as contained in Attachment E and F); and*
   - *2.6. On Street Parking Guidelines (as contained in Attachment G).*

3. *That the following Policies, as contained in Attachment H, be revoked:*
   - *3.1. Contract Management Policy;*
   - *3.2. Freedom of Information Policy;*
   - *3.3. Events Policy;*
   - *3.4. Asset Management Policy; and*
   - *3.5. Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy;*

4. *That the following Finance related Policies, as contained in Attachment I, be revoked:*
   - *4.1. Budget Policy;*
   - *4.2. Budget Review Policy;*
   - *4.3. Funding Policy; and*
   - *4.4. Fees & Charges Policy;*

5. *That the following Finance related Policies, as contained in Attachment J, be revoked:*
   - *5.1. Goods & Services Tax Policy;*
   - *5.2. Payments Policy;*
   - *5.3. Salaries & Wages Administration Policy*
   - *5.4. Fringe Benefits Tax Policy*
   - *5.5. Petty Cash Policy;*
   - *5.6. Bank Accounts Policy*
   - *5.7. Rate Rebates on Council Owned Land Leased or Licensed Policy; and*
   - *5.8. Financial Delegations Policy.*

Cr Robinson left the meeting at 7.47pm.

Cr Sims moved:

1. *The Council determines that in accordance with Section 259(5) of the Local Government Act 1999, the proposed updates to the Order Making Policy, as contained in Attachment A, are of minor nature and as such, on this basis, public consultation on the proposed changes will not be undertaken.*

2. *That the following Policies be adopted, noting that the final documents will be formatted with numbered paragraphs:*
   - *2.1 Order Making Policy (as contained in Attachment A);*
   - *2.2 Naming of Roads and Public Places Policy (as contained in Attachment B);*
   - *2.3 Civic Recognition Policy (as contained in Attachment C);*
   - *2.4 Emergency Donations Policy (as contained in Attachment D);*
   - *2.5 Complaints Handling Policy & Procedure (as contained in Attachment E and F); and*
   - *2.6 On Street Parking Guidelines (as contained in Attachment G).*

3. *That the following Policies, as contained in Attachment H, be revoked:*
   - *3.1 Contract Management Policy;*
   - *3.2 Freedom of Information Policy;*
   - *3.3 Events Policy;*
   - *3.4 Asset Management Policy; and*
   - *3.5 Public Liability Insurance for Community Groups when Hiring Council Owned Facilities Policy;*

4. *That the following Finance related Policies, as contained in Attachment I, be revoked:*
   - *4.1 Budget Policy;*
   - *4.2 Budget Review Policy;*
   - *4.3 Funding Policy; and*
   - *4.4 Fees & Charges Policy;*

5. *That the following Finance related Policies, as contained in Attachment J, be revoked:*
   - *5.1 Goods & Services Tax Policy;*
   - *5.2 Payments Policy;*
   - *5.3 Salaries & Wages Administration Policy*
   - *5.4 Fringe Benefits Tax Policy*
   - *5.5 Petty Cash Policy;*
   - *5.6 Bank Accounts Policy*
   - *5.7 Rate Rebates on Council Owned Land Leased or Licensed Policy; and*
   - *5.8 Financial Delegations Policy.*

Seconded by Cr Duke and carried.

Division

Cr Moorhouse called for a division and the decision was set aside.

Those in favour:
Cr Piggott, Cr Wilkinson, Cr Holfeld, Cr Duke, Cr Sims and Cr Callisto.

Those against:
Cr Excell and Cr Moorhouse.

The Mayor declared the motion carried.

Cr Robinson returned to the meeting at 7.51pm.

13.4 EXTENSION OF COUNCIL TERM TO APRIL 2027

REPORT AUTHOR: General Manager, Governance & Civic Affairs
APPROVED BY: General Manager, Governance & Civic Affairs
ATTACHMENTS: Nil

PURPOSE OF THE REPORT

The purpose of this report is for the Council to consider various matters associated with the extension of the term of the Council.

BACKGROUND

As Elected Members have been advised, on 2 July 2026, the *Local Government (Elections)(Periodic Elections) Amendment Act 2026* (the Amendment Act), officially commenced, the effect of which defers the next Local Government Elections from November 2026 to April 2027.

To this end, the key dates for the 2027 Local Government Election are as follows:

- Voters Roll closes - Monday 4 January 2027;
- Nominations open - Tuesday 26 January 2027;
- Nominations close - Tuesday 9 February 2027;
- Close of Voting (Polling Day) - 5:00pm Wednesday 7 April 2027; and
- Scrutiny and count - 9:00am Saturday, 10 April 2027.

The Amendment Act extends the current four (4) year term of office to mid-April 2027 and the next term of office April 2027 to November 2031.

The Council terms will return to a four (4) year cycle from November 2031, resulting in Local Government Elections being held in the year after the State Government Elections - a position that this Council has been advocating for.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

Elected Members

Not Applicable.

Community

Not Applicable.

Staff

Not Applicable.

Other Agencies

Guidance on the implications of the extended Council term has been provided by the Local Government Association of South Australia.

DISCUSSION

The extension of the Council term has a number of consequent implications for tall Councils. For this Council, these are outlined below.

Council Committee Appointments

<u>Business Economic & Development Advisory Committee</u>

On 20 January 2025, the Council established the Business & Economic Development Advisory Committee (BEDAC) and adopted the BEDAC Terms of Reference, which require the BEDAC to conclude at the end of the this current Council term.

In respect to the Elected Members who are appointed to this Committee, the Mayor and three (3) Councillors are Members of the BEDAC. When appointing the Elected Members to the BEDAC (Crs Piggott, Knoblauch and Holfeld), their term of appointment was to the end of the current Council term (ie, there is no specific date stated in the Terms of Reference).

As a result, there are no implications in respect to the extension of the Council term on the term of the BEDAC itself or the Elected Member appointments to the BEDAC.

However, when appointing the Specialist Independent Members to the BEDAC, these appointments were made to the specific date of 31 October 2026.

To support the continued effective operation of the BEDAC through to the end of the Council term (April 2027) and avoid the administrative process associated with calling for Expressions of Interest to seek Specialist Independent Members for a five (5) month period (ie November to April 2026), ideally the current term of the appointments will be extended.

To this end, each of the Specialist Independent Members has been asked if they are prepared to continue their appointment to the end of the Council term (April 2027) and each Member has advised that they are keen to continue beyond what would have been the end of the Council term (November 2026). It is therefore recommended that the following Specialist Independent Members be appointed to the end of the Council term (ie April 2027):

- Amanda Grocock;
- Amanda Pepe;
- Joshua Baldwin; and
- Matt Grant.

<u>Traffic Management & Road Safety Committee</u>

On 20 January 2025, the Council established the Traffic Management & Road Safety Committee (TMRSC) and adopted the TMRSC Terms of Reference, which stated that the TMRSC will wind up at the end of the Council term.

In addition, the Specialist Independent Members to the TMRSC were appointed until the TMRSC ceases operation at the end of the Council term.

The Specialist Independent Members have been contacted and been advised that the Council term has been extended. All Specialist Independent Members have advised that they are keen to continue beyond what would have been the end of the Council term (November 2026).

As a result, there are no implications associated with the extension of the Council term on the term of the TMRSC or the Specialist Independent Member appointments to the TMRSC.

However, when appointing the three (3) Elected Members to the TMRSC, (Crs Duke, Knoblauch and Holfeld), these appointments were made to the specific date of 31 October 2026.

To support the efficient operation of the TMRSC until it ceases at the end of the Council term, it is recommended that the Council extends the term of the three (3) Elected Members and their appointments to the TMRSC conclude at the end of the Council term (April 2027).

Audit & Risk Committee

As the Council is legislatively required to have an Audit & Risk Committee, the Committee will continue operation beyond the end of the Council term.

The current three (3) Independent Members on the Committee are appointed until 4 March 2028.

As a result, there are no implications associated with the extension of the Council term on the term of the Audit & Risk Committee or the Specialist Independent Members who have been appointed to the Committee.

The Audit & Risk Committee is comprised of

- Ms Cate Hart (Independent Member) (Presiding Member);
- Mayor Robert Bria;
- Cr Grant Piggott;
- Ms Tami Norman (Independent Member); and
- Mr Kym Holman (Independent Member).

However, Cr Piggott was appointed to the Audit & Risk Committee until 31 October 2026.

To support the continued effective operation of the Audit & Risk Committee to the end of the Council term, it is recommended that Cr Piggott's appointment to the Committee be extended to the end of the Council term (ie April 2027).

Council Assessment Panel

Similar to the Audit & Risk Committee, the Council is required by the legislation to have a Council Assessment Panel (CAP) and therefore, the CAP continues to operate beyond the end of the Council term.

The three (3) Specialist External Members and one (1) Deputy Specialist External Member on the CAP, were appointed until 1 May 2028.

As a result, there are no implications associated with the extension of the Council term on the term of the CAP or the Specialist External Members who have been appointed to the CAP.

However, Cr Wilkinson's appointment as a Member to the CAP and Cr Moorhouse's appointment as a Deputy Member to the CAP, will expire on 31 October 2026.

It is therefore recommended that both of these appointments are extended to the end of the Council term (April 2026) to support the continued effective operation of the CAP.

Appointments to Regional Subsidiaries

ERA Water

At its meeting held on 3 February 2025, the Council appointed Cr Piggott to the Board of ERA Water for a term of two (2) years, concluding on 3 February 2027.

To avoid the requirement for the Council to make a decision regarding the appointment of an Elected Member as a Board Member close to or during the Election Period (Caretaker) and the end of the Council term, it is recommended that Cr Piggott's term be extended to the end of the Council term (April 2026).

From an administrative perspective, it also makes sense to extend the Chief Executive Officer's appointment as Deputy Board Member to the ERA Water Board to the end of the Council term, noting this appointment is also due to expire on 3 February 2027.

Eastern Health Authority

At its meeting held on 3 February 2025, the Council appointed Crs Granozio and Moorhouse to the Board of the Eastern Health Authority (EHA), for a period of two (2) years, concluding on 3 February 2027.

To avoid the requirement for the Council to make a decision regarding the appointment of Elected Members to the EHA Board close to or during the Election Period (Caretaker) and the end of the Council term, it is recommended that the term of appointment for both Cr Granozio and Cr Moorhouse be extended to the end of the Council term (April 2027).

East Waste Management Authority and Highbury Landfill Authority

At its meeting held on 2 June 2025, the Council appointed Cr Piggott to the Board of the East Waste Management Authority (East Waste) for a period of three (3) years, concluding on 2 June 2028.

At its meeting held on 1 December 2025, the Council appointed the General Manager, Governance & Civic Affairs as a Member and Cr Robinson as a Deputy Member, to the Board of the Highbury Landfill Authority, both for a period of three (3) years, concluding on 1 December 2028.

Cr Piggott's and Cr Robinson's appointment to the East Waste Board and Highbury Landfill Authority Board respectively, can continue in the new Council term (ie beyond April 2027) subject to their re-election, and therefore there is no impact on the extended Council term in respect to these appointments.

Other Matters

Caretaker Policy

As Elected Members will recall, the Council adopted its Caretaker Policy at its meeting held on 7 April 2026. While the extension of the Council term does not mean that any changes of substance are required, the reference in the Policy to the previous date for the close of nominations (8 September 2026) will be updated to 9 February 2027.

OPTIONS

In terms of the recommendations for appointments that are set out in this report, the Council can decide not to extend the terms of the various appointments to coincide with the end of the Council term (April 2027) or it can decide to extend the various appointments as recommended.

Given the administrative processes that are required to be enacted to seek expressions of interest from Specialist Independent Members (where relevant) and the impact on the continued efficient operation of the Council's Committees and the Boards of Regional Subsidiaries, the extensions of respective appointments and terms as presented in this report, are recommended.

CONCLUSION

The extension of the Council term has necessitated a review of various matters such as Board and Committee appointments and some of which have required administrative action in relation to internal processes and the provision of information to the community.

The Council's Local Government Election Project Team, will continue to work through the implications and adjust processes as required. Importantly, the plan for the preparation of the 2027-2028 Annual Business Plan and Budget will be mapped out and provided to Elected Members prior to the commencement of these processes.

RECOMMENDATION

1. *That the term of appointment for the following Specialist Independent Members of the Councils Business Economic & Development Advisory Committee be extended to the end of the Council term:*
   - *Ms Amanda Grocock;*
   - *Ms Amanda Pepe;*
   - *Mr Joshua Baldwin; and*
   - *Mr Matt Grant.*
2. *That the term of appointment for the following Elected Members appointed to the Traffic Management & Road Safety Committee be extended to the end of the Council term:*
   - *Cr Duke;*
   - *Cr Knoblauch; and*
   - *Cr Holfeld.*
3. *That Cr Piggott's appointment to the Audit & Risk Committee be extended to the end of the Council term.*
4. *That the appointment for Cr Wilkinson as a Member and Cr Moorhouse as a Deputy Member of the Council Assessment Panel, be extended to the end of the Council term.*
5. *That Cr Piggott's appointment as a Board Member and the Chief Executive Officer's appointment as a Deputy Board Member, on the ERA Water Board, be extended to the end of the Council term.*
6. *That the appointment of Cr Granozio and Cr Moorhouse to the Eastern Health Authority Board, be extended to the end of the Council term.*

Cr Piggott moved:

1. *That the term of appointment for the following Specialist Independent Members of the Councils Business Economic & Development Advisory Committee be extended to the end of the Council term:*

    - *Ms Amanda Grocock;*
    - *Ms Amanda Pepe;*
    - *Mr Joshua Baldwin; and*
    - *Mr Matt Grant.*

2. *That the term of appointment for the following Elected Members appointed to the Traffic Management & Road Safety Committee be extended to the end of the Council term:*

    - *Cr Duke;*
    - *Cr Knoblauch; and*
    - *Cr Holfeld.*

3. *That Cr Piggott's appointment to the Audit & Risk Committee be extended to the end of the Council term.*

4. *That the appointment for Cr Wilkinson as a Member and Cr Moorhouse as a Deputy Member of the Council Assessment Panel, be extended to the end of the Council term.*

5. *That Cr Piggott's appointment as a Board Member and the Chief Executive Officer's appointment as a Deputy Board Member, on the ERA Water Board, be extended to the end of the Council term.*

6. *That the appointment of Cr Granozio and Cr Moorhouse to the Eastern Health Authority Board, be extended to the end of the Council term.*

Seconded by Cr Duke and carried unanimously.

13.5 LONG TERM FINANCIAL PLAN UPDATE

REPORT AUTHOR: Chief Financial Officer
APPROVED BY: Chief Executive Officer
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of this report is to present to the Council, the Long-Term Financial Plan which formed part of the endorsed 2026-2027 Annual Business Plan & Budget.

BACKGROUND

Pursuant to Section 122 4 a(1) of the *Local Government Act 1999*, the Council must undertake a review of its Long-Term Financial Plan (LTFP) on an annual basis as soon as practicable after adopting the Council's Annual Business Plan for a particular financial year.

To this end, a review of the LTFP financial targets, which takes into account the 2026-2027 Budget and its impact on the financial projections set out in the Long-Term Financial Plan, is provided in this report.

As Elected Members will recall, ESCOSA, in its report titled, *Local Government Advice-City of Norwood Payneham & St Peters February 2026* (the Advice), made a number of recommendations to further strengthen the Council's ongoing financial sustainability.

To this end, as Elected Members are aware, Ms Michele Bennetts of LGiQ was engaged to undertake an independent review of ESCOSA's Advice and to assist the Council with formulating a strategy to address the Advice provided by ESCOSA.

Subsequently, at its meeting held on 5 May 2026, the Council, following consideration of the report, *April 2026 Review of ESCOSA Advice* (the LGiQ Report) which has been prepared by Ms Bennetts from LGiQ, adopted the recommendations set out in the LGiQ Report.

In respect to the Long-Term Financial Plan, the LGiQ Report recommended the following in respect to the implementation of an **Improved Annual LTFP Review**:

- Undertake a comprehensive annual review of the Long-Term Financial Plan during the annual business plan development with clearly articulated assumptions, including:

  - Rate Revenue increases clearly detailing growth, CPI and other factors;
  - inflation;
  - debt levels, interest rates and debt servicing costs;
  - major projects costs and cost escalations;
  - operating results of major operating facilities such as the childcare centre and swimming centres.

  This should be supported by scenario and sensitivity modelling.

  This will improve transparency, strengthen financial decision-making and ensure alignment with long-term financial sustainability.

On this basis therefore, the annual review of the Long-Term Financial Plan was undertaken as part of the preparation, consultation and final approval of the 2026-2027 Annual Business Plan & Budget.

At its meeting held on 7 April 2026, the Council considered a report on the draft 2026-2027 Annual Business Plan and Budget that also presented eight (8) scenarios and the impacts (sensitivity) of each of those respective scenarios on the LTFP.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

The LTFP is the primary financial management document which links the Council's Strategic Management Plans, City Plan 2030, Whole-of-Life Asset Management Plans and the Annual Business Plan and Budget.

The financial projections contained within a 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 its decisions which are made, on the Council's long-term and on-going financial sustainability. To this end, reference is made each year to the LTFP when preparing the Annual Business Plan and Annual Budget, to ensure that the broad financial outcomes which the Council has set and agreed upon are continuing to be achieved based on the outcome of the Council's decision on the Rating Review.

RISK MANAGEMENT

Pursuant to Section 122 4 a (1) of the *Local Government Act 1999*, the Council must undertake a review of its Long-Term Financial Plan (LTFP) on an annual basis. To meet this legislative requirement, a review of the LTFP financial targets, which takes into account the 2026-2027 Budget, and its impact on the financial projections set out in the Long-Term Financial Plan, has been undertaken.

CONSULTATION

Elected Members

Elected Members have been involved throughout the preparation of the 2026-2027 Annual Business Plan and Budget process and have considered the various components of the 2026-2027 Annual Business Plan and Budget and its impact on the LTFP at meetings held on 3 February 2026, 7 April 2026, 5 May 2026 and 7 July 2026 and made various '*in principle*' decisions to arrive at the endorsed 2026-2027 Annual Business Plan and Budget and LTFP.

Community

In accordance with the requirements of the Act, all ratepayers and citizens had the opportunity to comment on the Draft Long Term Financial Plan, as part of the 2026-2027 Annual Business Plan & Budget process.

Staff

The review of Operating Expenditure, Operating and Capital Projects, the 2026-2027 Annual Business Plan and its impact on the Long-Term Financial Plan has been completed with the involvement of the Chief Executive Officer, the Chief Financial Officer, Executive Leadership Team and the various Responsible Officers from across the organisation.

Other Agencies

Not Applicable.

DISCUSSION

The Long-Term Financial Plan is updated annually to reflect any changes between reporting periods and to incorporate emerging risks, opportunities, and mitigation strategies.

Consistent with the recommendations arising from the ESCOSA Advice and the Council's commitment to strengthening its long-term financial position, all new capital investment projects have been removed from the 2026-2027 updated Long-Term Financial Plan. This approach places a strong emphasis on debt reduction, improving financial sustainability and prioritising the delivery of Council's existing asset renewal and service commitments.

At the Council meeting held on 7 July 2026, pursuant to and in accordance with the provisions of Section 123 of the *Local Government Act 1999* and Regulation 6 of the *Local Government (Financial Management) Regulations 2011* and having considered all submissions received in accordance with Section 123 (6) of the *Local Government Act 1999*, the 2026-2027 Annual Business Plan was endorsed by the Council with the exclusion of the Payneham Memorial Swimming Centre Gymnasium and Carpark Project.

Subsequent to and as a result of this decision, the Council’s Long-Term Financial Plan which was included as part of the 2026-2027 Annual Business Plan and Budget process, has been updated to exclude the construction of the Gymnasium and Carpark Project.

As part of Council’s ongoing commitment to sound financial governance, an annual review of the Long-Term Financial Plan (LTFP) and Asset Management Plans, has been undertaken in accordance with legislative recommendations and Council’s strategic financial management framework.

The review has incorporated the following:

- the 2025-2026 Third Budget Review;
- revising the scope and assumptions for capital and operational expenditure (mainly rescoping of The Parade Masterplan);
- the Operational Model for the Payneham Memorial Swimming Centre Operations Management by an external manager;
- exclusion of the Gymnasium (in line with the final decision on the Gymnasium made by the Council at its meeting held on 7 July 2026 at which the Budget was adopted);
- interest rates and other key assumptions forecast;
- inclusion of any additional services and initiatives as approved by the Council during 2025-2026; and
- updated Renewal Program to incorporate revised asset valuations (in line with the approved Asset Management Plans)

The update of the Long-Term Financial Plan is based on providing a realistic “point of time” and forward-looking view of the Council’s financial position, based on a set of key assumptions that reflect current economic conditions, known commitments and the endorsed strategic priorities.

These assumptions have been informed by a combination of external benchmarks, including inflation and wage indices and internal factors such as service delivery requirements, asset management needs and the approved Capital Program.

Given the inherent uncertainty of long-term forecasting, particularly over a ten (10) year horizon, the Long-Term Financial Plan update incorporates a structured approach to identifying and assessing risks and opportunities that may impact financial outcomes.

Key areas of sensitivity include inflation and cost escalation, wages growth, interest rates, availability of external funding and the scale and timing of capital investment (Capital Projects).

	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
Inflation	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Population Growth	1.4%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Capital Investments	3.5%	3.0%	2.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Rate Revenue	**7.9%**	**6.5%**	**6.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**
Wages	3.5%	3.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Income & Expenses	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Interest rate - Loans	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%
Cash Advance (CAD)	5.6%	6.2%	6.1%	6.1%	6.1%	6.3%	6.5%	6.6%	6.9%	7.0%

This approach ensures that the LTFP remains responsive to the current economic environment and continues to guide sustainable decision-making. The updated projections confirm that the Council remains financially sustainable over the forecast period, with a number of strategies already in place as well as development of new strategies to manage cost pressures, maintain service delivery and supports investment in key infrastructure renewal.

A copy of the updated Long-Term Financial Plan is contained in **Attachment A**.

While the Long-Term Financial Plan will be updated as part of the 2027–2028 Annual Business Plan and Budget process for adoption by the Council in July 2027, it is important to note that a comprehensive review of the LTFP will commence following the April 2026 Local Government Election and prior to consideration and adoption of the Annual Business Plan and Budget. This approach aligns with the requirements of the *Local Government Act 1999*, which requires councils to undertake a comprehensive review of the LTFP within two (2) years following each general election and provides the newly elected Council with the opportunity to actively participate in shaping Council's long-term financial direction.

The review will include a reassessment of the assumptions, level of required operational and capital investments in the Long-Term Financial Plan and Asset Management Plans, capital projects, supported by community consultation, to ensure Council's long-term financial and asset management strategies remain aligned with its strategic priorities, financial sustainability objectives and future service delivery requirements.

OPTIONS

Not Applicable.

This report is provided for information purposes only as the LTFP is simply being updated to reflect the adopted 2026-2027 Annual Business Plan and Budget.

CONCLUSION

Not Applicable.

RECOMMENDATION

That the Long-Term Financial Plan as contained in Attachment A be endorsed.

Cr Sims moved:

That the Long-Term Financial Plan as contained in Attachment A be endorsed.

Seconded by Cr Callisto and carried.

13.6 ST PETERS CHILD CARE CENTRE & PRE-SCHOOL

REPORT AUTHOR: Chief Executive Officer
APPROVED BY: Not Applicable
ATTACHMENTS: A - B

PURPOSE OF THE REPORT

The purpose of this report is to provide the Council with an update on the establishment of a Parents/Carers Committee.

BACKGROUND

Elected Members will recall that at its meeting held on 2 June 2026, the Council considered a confidential report that provided an update on the Emergency Action Notice that was issued by the Educational Standards Board (ESB).

In addition to advising on the actions that have been taken in response to the Notice, the Council was advised that as part of the ongoing objective to retain the status of MEETING the respective National Quality Standards and aiming to achieve the rating of EXCEEDING the National Quality Standards, in addition to the considerable work which has been undertaken to improve communications with parents and carers (noting that the current communication framework has been well received by parents and carers), it was proposed to establish a Committee of Parents and/or Carers, that focuses specifically on the care of children at the Centre, including education and training.

A copy of the National Quality Standard is contained in **Attachment A**.

As recommended in the report and as resolved by the Council, the Council noted that a Parents/Carers Committee would be established and that a report on the Committee would be provided to the Council at the Council meeting to be held in August 2026.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

There are no financial and/or budget implications associated with establishment of the Committee.

RISK MANAGEMENT

The proposed Committee will not be established under the provisions of Section 41 of the *Local Government Act 1999*. The Committee will however, operate under the Terms of Reference (as contained in **Attachment B**) and will essentially be informal rather than formal.

CONSULTATION

Elected Members

The Council was advised of the establishment of this Committee at its meeting held on 2 June 2026.

Community

Not Applicable.

Staff

Manager, Chief Executive's Office.

Other Agencies

Not Applicable.

DISCUSSION

As advised in the report that was considered by the Council at its meeting held on 2 June 2026, in addition to meeting the requirements of the legislation, the Centre is required to also meet the National Quality Framework and the National Quality Standard (NQS) for early childhood education and care services.

In respect to the National Quality Standard and as previously advised, a "mock" self-assessment was undertaken in 2023. The findings of the self-assessment were then used to identify priority improvement areas, particularly in governance, documentation, communication and leadership practice.

Internal self-assessment against the National Quality Standard is now embedded as a routine management tool under the leadership of the Centre's Director.

In March 2025, following the results of a partial assessment that was undertaken by the Education Standards Board, it was confirmed that the Centre's overall rating was MEETING the National Quality Standard – noting that the categories of assessment are EXCEEDING, MEETING and NOT MEETING.

As previously advised, the assessment by the Education Standards Board identified some minor matters such as placement of evacuation plans and these matters were addressed immediately and did not impact on the overall assessment.

The assessment also highlighted the Centre's strength in educational programming and partnerships with families and carers, indicating that the work that has been undertaken since 2023, has continued to have a positive impact on practices and family engagement.

Notwithstanding this, a number of actions are being progressively implemented to support the objective of progressing towards the rating of EXCEEDING to standards.

To this end, as advised in the report that was considered by the Council at its meeting held on 2 June 2026, it is proposed to establish a Parents/Carers Committee, that focusses on the care of the children at the Centre, including education, learning and nutrition as well as communication with parents/carers and family engagement activities. In short, the Committee provides an interface between the Centre and Parents and Carers.

The Committee is proposed to comprise of seven (7) and the Terms of Reference are contained in **Attachment B**.

The role of the Committee does not extend to issues relating to staffing and HR matters, budget or Council expenditure, licensing, accreditation or National Quality Framework compliance or operational matters or risk management. These matters will remain the responsibility of the Director, the Manager, Chief Executive's Office, the Chief Executive Officer and the Council's Aduit & Risk Committee, depending on the particular issue.

To this end, in addition to establishing the Committee, it was also recommended and endorsed by the Council, that performance reports (dealing with budgets and overall performance of the Centre) will be provided to the Council's Audit & Risk Committee on a quarterly basis, commencing with the September Quarter and quarterly thereafter. This will ensure that the Council, through its Audit & Risk Committee, has visibility on the performance of the Centre.

To this end, as Elected Members will recall, as identified in the ESCOSA Advice, as one of the Council's commercial business units (similar to the Norwood Concert Hall and the Council's Swimming Centres), quarterly performance of these business units will be provided to the Council's Audit & Risk Committee.

Recruitment of Parents and Carers will be undertaken, with a view to having the Committee in place by the end of September 2026.

OPTIONS

Establishment of this Committee will continue to progress the many improvements that have and are continuing to be implemented

CONCLUSION

Nil

RECOMMENDATION

That the Council notes that a Parents/Carers Committee for the St Peters Child Care Centre & Pre-School will be established in accordance with the National Quality Standard Quality Area 6.

Cr Robinson moved:

That the Council notes that a Parents/Carers Committee for the St Peters Child Care Centre & Pre-School will be established in accordance with the National Quality Standard Quality Area 6.

Seconded by Cr Callisto and carried unanimously.

13.7 EAST WASTE - RE-APPOINTMENT OF INDEPENDENT BOARD CHAIR

REPORT AUTHOR: Executive Assistant, Chief Executive's Office
APPROVED BY: Chief Executive Officer
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of this report is to seek the Council's endorsement to re-appoint Mr Fraser Bell as the Independent Chairperson of the Eastern Waste Management Authority (East Waste) Board of Management.

BACKGROUND

The Eastern Waste Management Authority Incorporated (East Waste) is a Regional Subsidiary, established under Section 43 of the *Local Government Act 1999*, to provide at-cost kerbside waste collection services to its Constituent Councils. The membership base of East Waste comprises the Corporation of the Town of Walkerville, the City of Burnside, the City of Norwood Payneham & St Peters, the Campbelltown City Council, the City of Mitcham, the City of Prospect, the Adelaide Hills Council and the City of Unley.

East Waste is governed by a Board of Management which comprises Members appointed by each of the Constituent Councils and an Independent Chair. The Independent Chair is Fraser Bell.

Cr Piggott is the Council's appointee to the East waste Board.

At its meeting held in June 2025, the Board of Management resolved to approve Mr Fraser's reappointment as Independent Chair of the Board for a further three (3) year term.

On this basis, the General Manager, East Waste has forwarded a letter dated 10 July 2026, to the Council regarding the reappointment of Mr Fraser Bell to the position of Independent Chairperson for a further three (3) year term.

A copy of a letter dated 10 July 2026, from East Waste which sets out the process and seeks the approval of the re-appointment of Mr Fraser Bell as the Independent Chairperson of East Waste, is contained in **Attachment A**.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

There are no direct financial and budget implications resulting from the re-appointment of Mr Fraser Bell as the Independent Chairperson of East Waste.

DISCUSSION

Mr Bell was first appointed as the Independent Chairperson in February 2020. Mr Bell, a practising lawyer, has extensive experience in the waste management industry.

Pursuant to Clause 21 of the Charter, Mr Bell is eligible for re-appointment as the Independent Chairperson and to this end, is seeking to be re-appointed for a further three (3) year term.

Subsequent to the decision that has been made by the East Waste Board to re-appoint Mr Bell for a further three (3) year term, the re-appointment of Mr Bell has now been referred to the Constituent Councils for consideration and endorsement.

RECOMMENDATION

That the re-appointment of Mr Fraser Bell as the Independent Chairperson of the Eastern Waste Management Authority (East Waste) Board of Management for a three (3) year term, commencing in January 2027, be endorsed.

Cr Holfeld left the meeting at 8.16pm.
Cr Sims left the meeting at 8.16pm.

Cr Wilkinson moved:

That the re-appointment of Mr Fraser Bell as the Independent Chairperson of the Eastern Waste Management Authority (East Waste) Board of Management for a three (3) year term, commencing in January 2027, be endorsed.

Seconded by Cr Duke and carried unanimously.

13.8 NOMINATIONS FOR MEMBERS OF THE LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA GREATER ADELAIDE REGION OF COUNCILS (GAROC)

REPORT AUTHOR: General Manager, Governance & Civic Affairs
APPROVED BY: Chief Executive Officer
ATTACHMENTS: A - B

PURPOSE OF THE REPORT

The purpose of this report is to advise the Council of the call for nominations by the Local Government Association of South Australia (LGA), for Members of the Greater Adelaide Regional Organisation of Council (GAROC) and to invite the Council to submit a nomination.

BACKGROUND

The Local Government Association of South Australia (LGA) has written to the Council, inviting nominations for appointment to the Greater Region of Adelaide Organisation of Council (GAROC).

A copy of the letter from the LGA dated 9 July 2026, is contained in **Attachment A**.

The terms of the current members of the GAROC Committee will expire on 4 December 2026 (ie, at the 2026 LGA Annual General Meeting (AGM)).

The LGA's Constitution, sets put the process associated with the nominations for appointment to the GAROC.

The GAROC represents the greater Adelaide region (ie, metropolitan), based on North, South, East, West groupings of Councils and the City of Adelaide and the South Australian Regional Organisation of Councils (SAROC) is based on the existing regional areas and areas outside the Adelaide metropolitan area.

This Council and the following Councils are members of the GAROC:

- City of Adelaide;
- Adelaide Hills Council;
- City of Burnside;
- Campbelltown City Council;
- City of Charles Sturt;
- Town of Gawler;
- City of Holdfast Bay;
- City of Marion;
- City of Mitcham;
- City of Onkaparinga;
- City of Playford;
- City of Port Adelaide Enfield;
- City of Prospect;
- City of Salisbury;
- City of Tea Tree Gully;
- City of Unley;
- Town of Walkerville; and
- City of West Torrens.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

DISCUSSION

The Terms of Reference for the GAROC stipulate that the role of GAROC is to provide regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

An extract from the GAROC Terms of Reference is contained within **Attachment A**.

The Lord Mayor of the City of Adelaide, (or nominee), is a standing member of GAROC.

The Council is a member of the East Regional Grouping and therefore the Council is able to nominate one (1) member for appointment to GAROC from the East Regional Grouping, which comprises the following Councils:

- Adelaide Hills Council;
- City of Burnside;
- Campbelltown City Council;
- City of Norwood Payneham & St Peters;
- City of Prospect;
- City of Unley; and
- Town of Walkerville.

The current representatives on GAROC for the East Regional Grouping are Mayor Anne Monceaux, City of Burnside and Mayor Michael Hewitson, City of Unley.

The term of office is for a two (2) year period, commencing at the conclusion of the LGA AGM to be held on 4 December 2026, and concluding at the 2028 AGM.

Whilst a Council may nominate a person from another Council it is important to note that the Nomination Form requires that person to accept the nomination and sign the form. It is therefore incumbent on the Council to ensure that, if it does intend to nominate a person from another Council, the nominee is aware of the proposed nomination and is prepared to accept the nomination.

Nominations are to be received by the Returning Officer, LGA no later than 5.00pm on Tuesday, 1 September 2026.

All nominations must be forwarded to the LGA via the LGA's Nomination Form. A copy of the Nomination Form is contained within **Attachment B**.

RECOMMENDATION

That the report be received and noted and the invitation to submit a nomination to the Local Government Association for the Local Government Association Board as a Member representing the Greater Region of Adelaide (GAROC) be declined.

or

The Council nominates _________________ to the Local Government Association for the Local Government Association Board as a Member representing the Greater Region of Adelaide (GAROC).

Cr Sims returned to the meeting at 8.17pm.
Cr Holfeld returned to the meeting at 8.18pm.

Cr Piggott moved:

That the report be received and noted and the invitation to submit a nomination to the Local Government Association for the Local Government Association Board as a Member representing the Greater Region of Adelaide (GAROC) be declined.

Seconded by Cr Callisto and carried.

13.9 MANAGEMENT OF LEGAL ADVICE - CORRESPONDENCE FROM THE SOUTH AUSTRALIAN OMBUDSMAN

REPORT AUTHOR: General Manager, Governance & Civic Affairs
APPROVED BY: Chief Executive Officer
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of this report is to formally present to the Council, correspondence that has been received from the South Australian Ombudsman (the Ombudsman) regarding the management of Council legal advice.

BACKGROUND

On 1 July 2026, the Ombudsman forwarded a letter to all South Australian Councils expressing concerns regarding the management of legal advice that has been provided to Elected Members.

In the letter, the Ombudsman has advised that her office has received a number of complaints alleging that some Elected Members who have been provided with legal advice by Council staff, via email, have either forwarded via email the legal advice or shared the contents of the legal advice.

The sharing of the Council legal advice has included sharing the legal advice to a member of the public and to an Elected Member's private solicitor.

The Ombudsman has requested that a copy of the letter be formally tabled at a Council meeting and that her office receives written confirmation that the letter has been tabled as requested.

A copy of the letter dated 1 July 2026 is contained in **Attachment A**.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

Elected Members have an obligation as set out in the *Local Government Act 1999* (the Act) in respect to the management of legal advice.

DISCUSSION

The Ombudsman, via the letter dated 1 July 2026, has effectively issued a "reminder" to all Elected Members of their obligations under Section 62(4a) of the Act which sets out the following:

(4a) A member or former member of a council must not disclose information or a document—

> *(a) in relation to which there is an order of a council or council committee in effect under section 90 or 91(7) requiring the information or document to be treated confidentially; or*
>
> *(b) that the member or former member knows, or ought reasonably to know, is information or a document that is otherwise required to be treated confidentially.*

Whilst the Ombudsman has determined not to investigate the previous complaints which have been received to date, the Ombudsman has advised that in the event that complaints regarding alleged breaches of Section 62(4a) of the Act, are received in the future regarding the sharing of legal advice, she "*will take this reminder into account in assessing whether it is appropriate to investigate the matter*".

The Ombudsman, has also reminded Council staff to be aware of how legal advice is shared with Elected Members and to ensure that it is made clear to Elected Members that they are receiving confidential legal advice that has been provided to the Council and that disclosure of the legal advice may amount to a breach of the Act.

The Ombudsman has also recommended that Councils should determine if a policy in respect to legal advice is required to address the matters as set out in the letter.

In this respect, this Council's *Elected Member Access to Legal Advice Policy* (the Policy), has in fact, been in place for a number of years, however, whilst the Policy contains provisions regarding legal professional privilege and confidentiality, the Policy does not explicitly address the "sharing" of legal advice.

As a result, in light of the situation that has been highlighted by the Ombudsman, review of the Policy will be now be undertaken and the Policy will be updated to reflect the Ombudsman's recommendations where relevant.

The updated Policy will be presented to the Council for adoption following the review of the Policy.

OPTIONS

Not Applicable.

CONCLUSION

The Ombudsman SA has brought this matter to the attention of all Councils in South Australia, as a reminder of the obligations of both Elected Members and staff in respect to the treatment of legal advice.

Recommendations from the Ombudsman provide Councils with an opportunity to review and improve their practises and processes and, as such, the recommendations will be considered as part of the Council's approach to the management of legal advice.

RECOMMENDATION

1. *That the Council notes the correspondence dated 1 July 2026, from Ms Emily Strickland, Ombudsman SA, regarding the management of legal advice.*

2. *That the Council notes that a letter will be forwarded to Ms Strickland confirming that the correspondence dated 1 July 2026 has been tabled at the Council Meeting held on 4 August 2026 and that Elected Members have been made aware of the matters raised by Ms Strickland.*

3. *That the Council notes that a review of the Council's Elected Member Access to Legal Advice Policy will now be undertaken to address the issue that has been raised by the Ombudsman SA and presented to the Council for approval.*

Cr Robinson moved:

1. *That the Council notes the correspondence dated 1 July 2026, from Ms Emily Strickland, Ombudsman SA, regarding the management of legal advice.*

2. *That the Council notes that a letter will be forwarded to Ms Strickland confirming that the correspondence dated 1 July 2026 has been tabled at the Council Meeting held on 4 August 2026 and that Elected Members have been made aware of the matters raised by Ms Strickland.*

3. *That the Council notes that a review of the Council's Elected Member Access to Legal Advice Policy will now be undertaken to address the issue that has been raised by the Ombudsman SA and presented to the Council for approval.*

Seconded by Cr Piggott and carried unanimously.

13.10 REPORT OF THE AUDIT & RISK COMMITTEE

REPORT AUTHOR: Manager, Governance
APPROVED BY: General Manager, Governance & Civic Affairs
ATTACHMENTS: A - H

PURPOSE OF THE REPORT

The purpose of this report is to present the Council with a report and Minutes of the meeting of the Council's Audit & Risk Committee that was held on 13 July 2026.

BACKGROUND

Section 126(8)(a) of the *Local Government Act 1999* (the Act) requires that a Council Audit & Risk Committee must:

'provide a report to the council after each meeting summarising the work of the committee during the period preceding the meeting and the outcomes of the meeting'.

To implement the above requirement and noting that the Council's Audit & Risk Committee (the Committee) undertakes its work during its meetings, the Committee resolved that the Committee's Work Plan will form the basis for such reports to the Council.

In addition to the above, this report also presents the Committee Meeting Minutes to the Council for noting and provides the opportunity for Council decisions based on recommendations from the Committee, where the matter has not been dealt with by way of a separate report to the Council.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

The provision of this report to the Council, ensures compliance with the Council's legislative obligations.

Supporting the Committee to meet its legislated purpose, functions and activities will provide the required independent assurance and advice to the Council.

CONSULTATION

Elected Members

Elected Members receive the Agenda and Minutes of the Audit & Risk Committee and consider recommendations made by the Committee to the Council at Council meetings.

Community

Meetings of the Committee are open to the public to attend in accordance with legislative provisions.

Staff

The preparation of the Work Plan which informs this report and the Committee Meeting agenda (with reports) is informed by collaboration between the Council's Governance and Finance Units.

Other Agencies

Not Applicable.

DISCUSSION

a. General Report

The current Work Plan of the Committee is contained within **Attachment A**.

A summary of the items that were considered by the Committee at its meeting held on 13 July 2026, is provided below.

Several of the items considered at the Meeting held on 13 July 2026, relate to Committee's role as prescribed in Section 126(4)(f) of the Act, which prescribes that one of the functions of the Committee is:

'*reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis'*.

To this end, the Committee received and noted the *City of Norwood Payneham & St Peters Financial Controls Review Report* (the Financial Controls Review Report) and the *2025-2026 Interim Management Letter*, prepared as part of the Council's External Audit.

In response to one of the findings contained in the Financial Controls Review Report, the Committee requested that an update on the progress of the preparation of the Council's Procurement Policy Guidelines be provided to the next meeting of the Committee.

In addition to the above, six (6) finance related policies that have been reviewed by staff, were presented to the Committee for review prior to consideration and adoption by the Council. The policies considered by the Committee are as follows:

- Treasury Management Policy;
- Bad Debt Write Off – General Debts Policy;
- Assets Capitalisation & Depreciation Policy;
- Credit Cards Policy;
- Financial Hardship Policy and;
- Receivables & Debt Recovery Policy.

The Committee resolved to recommend to the Council that the above policies be adopted.

Minor typographical updates raised during the discussion at the meeting have been made and the updated policies are attached to this report for the Council's consideration and adoption. Once the Policies are adopted by the Council, the Policies will be updated with numbered paragraphs.

As the Policies are presented with track changes, the numbered paragraphs have not been applied as yet to assist with reviewing proposed changes to the content of the Policies.

In addition to the above, the Committee also received and noted a progress report provided to the Local Government Finance Authority in relation to the Payneham Memorial Swimming Centre (PMSC) Redevelopment Project. As Elected Members will recall, this report was previously presented to the Council at its Meeting held on 7 July 2026.

Section 126(4)(b) of the Act prescribes that one of the functions of the Committee is to propose and provide information relevant to, a review of the Council's strategic management plans.

In support of this function, the Committee received and noted a progress update on the implementation of the various recommendations made by the Essential Services Commission of SA (ESCOSA) Local Government Advice.

Section 126(4)(h) of the Act prescribes that one of the functions of the Committee is as follows:

'reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis.

To this end, the Committee received and noted a report on the residual High and Extreme risks associated with the PMSC Redevelopment Project, as well as an update on the Council's progress on the Councils Local Government Risk Services (LGRS) Strategic Risk Services Program.

As part of the consideration of the update on the LGRS Strategic Risk Services Program, the Committee received the Council's current Strategic Risk Register and a summary of the progress made in relation to the Council's operational risks.

In addition, the Committee received and noted a status report in relation to the St Peters Child Care Centre & Preschool and the Notice that was issued earlier this year by the Education Standards Board. This report was presented as a Confidential report to the Committee and as Elected Members will recall was previously presented to the Council at its meeting held on 2 June 2026.

In accordance with the requirements of Section 99(ib) of the Act, the Committee received the *Annual Report of Internal Audit Processes* and endorsed the Council's updated *2025-2027 Internal Audit Plan*.

As required by Section 126(8)(b) of the Act, the draft *2025-2026 Annual Report of the Audit & Risk Committee* (the Annual Report) was presented to the Committee for approval. The Committee approved the Annual Report with minor editorial amendments and noted that the Annual Report will be included in the Council's 2025-2026 Annual Report.

b. Minutes of the Audit & Risk Committee Meeting

The Minutes of the Committee Meeting held on 13 July 2026, including the reports presented are contained in **Attachment B**.

c. Recommendations to the Council

At its meeting held on 13 July 2026, the Committee made a recommendation to the Council in respect to the adoption of the updated Finance related policies that were presented, considered and reviewed by the Committee.

The Committee's recommendation is included for the Council's consideration in the recommendation set out below.

RECOMMENDATION

1. *That the report be received and noted.*

2. *That the following policies be adopted, noting that numbered paragraphs will be applied to each Policy following adoption of the Policies by the Council:*

   2.1 *Bad Debt Write Off – General Debts Policy (Attachment C);*
   2.2 *Assets Capitalisation & Depreciation Policy (Attachment D);*
   2.3 *Credit Cards Policy (Attachment E);*
   2.4 *Financial Hardship Policy (Attachment F);*
   2.5 *Receivables & Debt Recovery Policy (Attachment G); and*
   2.6 *Treasury Management Policy (Attachment H).*

Cr Callisto left the meeting at 8.22pm.
Cr Callisto returned to the meeting at 8.24pm.
Cr Wilkinson left the meeting at 8.24pm.
Cr Wilkinson returned to the meeting at 8.24pm.

Cr Piggott moved:

1. *That the report be received and noted.*

2. *That the following policies be adopted, noting that numbered paragraphs will be applied to each Policy following adoption of the Policies by the Council:*

   2.1 *Bad Debt Write Off – General Debts Policy (Attachment C);*
   2.2 *Assets Capitalisation & Depreciation Policy (Attachment D);*
   2.3 *Credit Cards Policy (Attachment E);*
   2.4 *Financial Hardship Policy (Attachment F);*
   2.5 *Receivables & Debt Recovery Policy (Attachment G); and*
   2.6 *Treasury Management Policy (Attachment H).*

Seconded by Cr Excell and carried unanimously.

14 COMMITTEE REPORTS & RECOMMENDATIONS

14.1 COMMITTEE REPORTS & RECOMMENDATIONS

REPORT AUTHOR: General Manager, Governance & Civic Affairs
APPROVED BY: Chief Executive Officer
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of the report is to present to the Council the Minutes of the following Committee Meeting for the Council's consideration and adoption of the recommendations contained within the Minutes:

- Traffic Management & Road Safety Committee – 14 July 2026
  (A copy of the minutes of the Traffic Management & Road Safety Committee meeting is included as **Attachment A**.)

ADOPTION OF COMMITTEE RECOMMENDATIONS

- **Traffic Management & Road Safety Committee**

  Cr Holfeld moved that the Minutes of the meeting of the Traffic Management & Road Safety Committee held on 14 July 2026, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Callisto and carried unanimously.

15 OTHER BUSINESS

Nil

16 CONFIDENTIAL REPORTS

16.1 NOTICE OF MOTION - RESCISSION OF MOTION - FINANCIAL MATTER

SUBMITTED BY: Cr Duke
ATTACHMENTS: Nil

Cr Callisto moved:

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 [Chief Executive Officer; General Manager, Governance & Civic Affairs; General Manager, Urban Planning & Environment; General Manager, Infrastructure & Major Projects; Acting General Manager, Community Development; Chief Financial Officer; Manager, Governance; Manager, Strategic Communications & Advocacy and Governance Officer], 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.

Seconded by Cr Excell and carried unanimously.

Pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the following Notice of Motion has been submitted by Cr Duke.

NOTICE OF MOTION

That the decision made at the Council meeting held on 7 July 2026, to retain the matter regarding Cr Sims' outstanding debt to the Council in confidence as follows:

> *Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential for a period of five (5) years.*

be rescinded.

REASONS IN SUPPORT OF MOTION

It is important for the Council, as a public democratically elected body, to be accountable and transparent to our ratepayers and residents. This means that we, the Elected Members of the Council, should not hide under the blanket of confidentiality with regard to any Elected Member. This is crucial for us in maintaining our individual personal integrities, as Public Office bearers, as well as maintaining public confidence.

On this basis, when this matter was first considered by the Council in September 2022, it was not dealt with as a Confidential Item and all decisions regarding this matter were made in public.

STAFF COMMENT
PREPARED BY GENERAL MANAGER, GOVERNANCE & CIVIC AFFAIRS

Nil.

Cr Sims declared a Material Conflict of Interest in this Item as he is the subject of this matter and left the meeting at 8.33pm.

Cr Duke moved:

That the decision made at the Council meeting held on 7 July 2026, to retain the matter regarding Cr Sims' outstanding debt to the Council in confidence as follows:

> *Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential for a period of five (5) years.*

be rescinded.

Seconded by Cr Robinson and the vote was tied.

The Mayor used his casting vote in favour of the motion and declared the motion carried.

Cr Sims returned to the meeting at 8.52pm.
Cr Sims left the meeting at 8.53pm and did not return.

16.2 STAFF RELATED MATTER

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.

Cr Duke moved:

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 [General Manager, Governance & Civic Affairs and Governance Officer], 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.

Seconded by Cr Piggott and carried unanimously.

Cr Callisto moved

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential for a period of five (5) years, after which time the order will be reviewed.

Seconded by Cr Wilkinson and carried unanimously.

17 CLOSURE

There being no further business, the Mayor declared the meeting closed at 9.42pm.

____

Mayor Robert Bria

Minutes Confirmed on ______________________________
(date)