

Council Meeting Agenda & Reports

1 September 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.*

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City of
Norwood
Payneham
& St Peters

To all Members of the Council

NOTICE OF MEETING

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

Tuesday 1 September 2026, commencing at 7:00 pm.

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

Yours faithfully



Mario Barone PSM
CHIEF EXECUTIVE OFFICER

27 August 2026

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175 The Parade, Norwood SA 5067

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City of
**Norwood
Payneham
& St Peters**

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PRESENT

Council Members

Mayor Robert Bria
Cr Kester Moorhouse
Cr Rita Excell
Cr Garry Knoblauch
Cr Hugh Holfeld
Cr Josh Robinson
Cr Kevin Duke
Cr Connie Granozio
Cr Victoria McFarlane
Cr Scott Sims
Cr Grant Piggott
Cr Sandy Wilkinson
Cr John Callisto
Cr Christel Mex

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)
Andrew Hamilton (General Manager, Community Development)
Natalia Axenova (Chief Financial Officer)
Jenny McFeat (Manager, Governance)
Allison Kane (Manager, Strategic Communications & Advocacy)

APOLOGIES

1 KAURNA ACKNOWLEDGEMENT

2 OPENING PRAYER

3 CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD ON 4 AUGUST 2026

That the Minutes of the Council Meeting held on 4 August 2026, be taken as read and confirmed.

4 MAYOR'S COMMUNICATION

5 DELEGATES COMMUNICATION

6 ELECTED MEMBER DECLARATION OF INTEREST

7 ADJOURNED ITEMS

Nil

8 QUESTIONS WITHOUT NOTICE

9 QUESTIONS WITH NOTICE

Nil

10 DEPUTATIONS

Nil

11 PETITIONS

Nil

12 NOTICES OF MOTION

12.1 2027-2028 ANNUAL BUSINESS PLAN - INFRASTRUCTURE MANAGEMENT AND GOVERNANCE, COMMUNICATIONS & ADMINISTRATION

SUBMITTED BY: Cr Piggott
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 Piggott.

NOTICE OF MOTION

That, prior to the end of January 2027, Administration present a Workshop and a subsequent Report to Council providing detail of the expenditure within the following categories:

- 1. Infrastructure Management, listed as \$39.64 of every \$100 paid in rates in the 2026-2027 Annual Business Plan; and*
- 2. Governance, Communications & Administration, listed as \$15.29 of every \$100 paid in rates in the 2026-2027 Annual Business Plan.*

REASONS IN SUPPORT OF MOTION

The delay in the scheduling of the Local Government elections to April 2027 results in the rare situation of next year's Annual Business Plan being drafted by this Council but needs to be reviewed and approved by the next.

Two budget categories of the Operating budget – *Infrastructure Management* and *Governance Communications & Administration* account for almost \$54.93 of every \$100.00 paid by Norwood Payneham & St Peters' ratepayers.

The public discussion of these major expense categories will provide detailed information for Elected Members in preparation for the Council's drafting of the 2027-2028 Annual Business Plan and the next Council's review of it when they need to resolve its final approval.

STAFF COMMENT PREPARED BY CHIEF FINANCIAL OFFICER

An Information Session can be scheduled and a report provided to the Council as requested in the Motion.

12.2 2027-2028 ANNUAL BUSINESS PLAN - IMPROVEMENT STRATEGIES FOR THE COUNCIL GALLERY

SUBMITTED BY: Cr Piggott
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 Piggott.

NOTICE OF MOTION

That Administration present a Report to the Council ahead of the drafting of the 2027-2028 Annual Business Plan which outlines strategies which may be available to achieve the following:

- 1. Improved quality and capacity of Gallery seating within the Chamber during Council meetings;*
- 2. Improved ability for Gallery members to hear debate and read Motions under discussion; and*
- 3. Prior scheduling for significant Council issues to be debated and communication of this schedule to ratepayers and residents ahead of the release of agendas.*

REASONS IN SUPPORT OF MOTION

Local Government benefits when ratepayers and residents are engaged with the operation of the Council, including attendance at monthly Council Meetings.

Attendees at Council Meetings report that the ability to hear debate and read the screen requires improvement. There is also limited capacity for Gallery members within the Chamber. At times, visitors are required to sit in the adjacent Mayor's Parlour.

The Representation review has resulted in two (2) less Council Members in the next Council. This provides an opportunity for the operation of the Chamber to be reviewed to identify areas of improvement which may be achieved in respect to the quality of the Gallery experience when attending meetings of the incoming Council.

This Report is requested to inform the 2027-2028 Annual Business Plan should effective strategies be identified and budget allocation be required in the next financial year.

STAFF COMMENT

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

13 STAFF REPORTS

13.1 COUNCIL ASSESSMENT PANEL ANNUAL PERFORMANCE REPORT

REPORT AUTHOR: Acting Manager, Development Assessment & Regulatory Services
APPROVED BY: General Manager, Urban Planning & Environment
ATTACHMENTS: A – B

PURPOSE OF THE REPORT

The purpose of this report is to advise the Council of the Council Assessment Panel's activities and performance for the period 1 July 2025 to 30 June 2026.

BACKGROUND

On 1 August 2017, the provisions of the *Planning, Development and Infrastructure Act (PDI Act) 2016* relating to Council Assessment Panels commenced operation. As a result, all Councils were required to replace Development Assessment Panels with Council Assessment Panels comprising up to five Members, one (1) of whom may be an Elected Member.

The current membership of the Council Assessment Panel comprises:

- Mr Stephen Smith (Presiding Member)
- Mr Mark Adcock (Independent Member)
- Mr Julian Rutt (Independent Member)
- Mr Paul Mickan (Deputy Independent Member)
- *Vacant (Independent Member)*
- Cr Sandy Wilkinson (Elected Member)
- Cr Kester Moorhouse (Deputy Elected Member)

Mr Ross Bateup (Independent Member) served on the Panel during the reporting period from 1 May 2024 to 3 March 2026. As resolved by the Council at its meeting held on 3 March 2026, Mr Bateup was not reappointed to the Panel.

The current Independent Members were appointed to the Council Assessment Panel by the Council at its meeting held on 3 March 2026, and their respective terms expire on 1 May 2028.

An Expression of Interest was advertised for the vacant Independent Member position from 7 July 2026 to 21 July 2026, which received several high-quality applications. A separate report has been prepared for the Council's consideration, regarding the appointment of a new Independent Panel Member to fill this vacancy that has been created through Mr Bateup not being re-appointed.

The Council has endorsed Terms of Reference for the operation of the Council Assessment Panel, a copy of which is contained in **Attachment A**.

In addition, the Council Assessment Panel has established its own Meeting Procedures, a copy of which are contained in **Attachment B**.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Outcome 2: Cultural Vitality

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

Objective 2.4: Pleasant, well designed, and sustainable neighbourhoods.

Strategy 2.4.1: Encourage sustainable and quality developments and urban design outcomes.

Strategy 2.4.2: Facilitate a mix of land uses in appropriate locations in balance with amenity and character.

FINANCIAL AND BUDGET IMPLICATIONS

Independent Members of the Panel receive a sitting fee of \$450 per scheduled Panel meeting and the Presiding Member receives a sitting fee of \$550 per meeting. The Council has also resolved that Elected Members who are appointed to the Panel, will also receive a sitting fee of \$450.

In this context, the cost of providing sitting fees to all Panel Members is currently \$2,350 per meeting.

A review of sitting fees for Council Assessment Panel Members has been undertaken for similar sized Councils and the comparable sitting fees are set out in Table 1 below.

TABLE 1: COUNCIL ASSESSMENT PANEL MEMBER FEES – APRIL 2026

Council	Sitting Fees Independent Members	Sitting Fees Elected Members
City of Norwood Payneham & St Peters	\$550 Presiding Member \$450 Independent Members	\$450
City of Burnside	\$625 Presiding Member \$450 Independent Members	\$250
Campbelltown City Council	\$500 Presiding Member \$400 Independent Members	\$400
City of Unley	\$600 Presiding Member \$475 Independent Members	\$450
City of Prospect	\$550 Presiding Member \$475 Independent Members	Nil
City of Holdfast Bay	\$610 Presiding Member \$515 Independent Members	\$515

The comparison of sitting fees shows that the sitting fees currently offered by the Council are reasonably competitive. However, to ensure that the Council continues to attract and retain high quality candidates and Members, it is recommended that the sitting fees be increased to \$600 per ordinary meeting for the Presiding Member and \$500 for Independent Members of the Panel. In considering this recommendation, it should be noted that the average sitting fee for the Presiding Members of all Council Assessment Panels (including Regional Panels) in South Australia is \$582 and \$457 for Independent Members, as at April 2026.

It is also recommended that the sitting fee for Elected Members on the Panel be increased to \$500 on the basis that the Elected Members on the Panel perform the same role as the Independent Members on the Panel and therefore should be remunerated accordingly. The average sitting fee for Elected Members who sit on all Council Assessment Panels (including Regional Panels) in South Australia and receive a sitting fee, is \$424 as at April 2026. Ten (10) councils, including two Regional Assessment Panels in South Australia currently do not pay Elected Members a sitting fee on their Council Assessment Panels.

If the Council endorses the recommended sitting fee increases, the cost per ordinary meeting, would increase from \$2,350 to \$2,600.

RISK MANAGEMENT

A *Code of Conduct for Assessment Panel Members* commenced operation on 1 October 2017. The Code of Conduct imposes Conflict of Interest provisions which are similar to those which existed previously under the *Development Act 1993*. The Code of Conduct prohibits Panel Members from:

1. engaging in consultation outside of the panel process with any party on a proposed Development Application that is likely to be heard by the Panel;
2. giving advice to an Applicant or other third party on a Development Application after it has been lodged outside of a panel meeting;
3. speaking at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a Development Application unless required by the *Act*;
4. expressing an opinion on a Development Application or a proposed development outside of a panel meeting; and
5. engaging in any other act or omission which may give rise to a reasonable presumption that they have prejudged a development proposal or Application.

All Code of Conduct complaints concerning CAP Members are required to be made to and addressed by the State Planning Commission. Unlike the previous requirement under the *Development Act 1993*, Councils are not required to have a Public Officer for a Council Assessment Panel.

In addition to the *Code of Conduct*, several other measures are in place to effectively manage and where possible, mitigate risks associated with membership of, and the activities undertaken by, Council Assessment Panel members, including:

- Accredited Professionals Scheme – All Specialist External Members are required to be accredited at Level 2. The accreditation requirements impose ongoing professional development obligations. A *Code of Conduct* is also applicable to Accredited Professionals;
- Training – Training is regularly scheduled and available for Panel Members. Independent training providers offer relevant training courses, and generally, during each two (2) year Membership term, the Council will provide a tailored training session to Council Assessment Panel Members through Council's solicitors;
- Terms of Reference and Meeting Procedures – The Terms of Reference for the Council Assessment Panel were reviewed and updated in the 2023 calendar year, and the Meeting Procedures were reviewed and updated in February 2025, together providing an updated and detailed framework for Panel conduct and decision making.

CONSULTATION

Elected Members

Not Applicable.

Community

Not Applicable.

Staff

General Manager, Urban Planning & Environment.

Other Agencies

Not Applicable.

DISCUSSION

The Panel's Activities and Performance

The Panel met on fifteen (15) occasions between 1 July 2025 and 30 June 2026.

All twelve (12) scheduled Ordinary Meetings were held. Two (2) Special Meetings were held in January and June 2026 and the Ordinary Meeting of July 2025 was separated into two (2) separate meetings due to the high number of applications required to be considered by the Panel.

During the twelve (12) month reporting period, nine hundred and thirty-five (935) Development Applications were lodged for development within the City of Norwood Payneham & St Peters, totalling a development value of approximately \$158m.

The Panel considered thirty-seven (37) items during the reporting period (twenty-seven (27) of which were "new" Development Applications), which equates to approximately 4% of all Development Applications that were lodged. All other Development Applications were determined by the Assessment Manager as the relevant authority (and staff under delegation) or by the Assessment Manager (and staff under delegation) acting under the delegation of the Council Assessment Panel. A small number of applications were also determined by the State Commission Assessment Panel or private accredited professionals.

It is also important to note that eight (8) of the items considered by the Panel related to Environment Resources & Development Court Appeals and two (2) Reviews of Decisions in respect to decisions that were made by the Councils Assessment Manager.

The Panel considered four (4) Development Applications for new mixed-use developments, four (4) Development Applications for new commercial developments and nineteen (19) Development Applications for new residential developments.

Some of the larger scale and/or more complex Development Applications that were considered by the Panel during the reporting period, included the following:

- a mixed-use, four (4) storey development at 80-82 Fullarton Rd, Norwood;
- a mixed-use, four (4) storey development at 52 The Parade, Norwood;
- the redevelopment of the Adelaide Caravan Park site at 24-46 Richmond Road, Hackney, which involved, among other things, the construction of a six-storey serviced apartments building, the creation of forty-seven (47) new residential allotments and the creation of three (3) new public roads, footpaths and a shared use path; and
- the demolition of a Local Heritage Place at 69 High St, Kensington.

Of the twenty-seven (27) new Development Applications that were considered by the Panel during the reporting period, four (4) Applications were refused by the Panel. Of the four (4) Applications which were refused, two (2) were recommended for refusal and two (2) were recommended for Planning Consent to be granted by the respective Assessing Planners.

Of the twenty-three (23) new Applications that were approved by the Panel, twenty-one (21) were determined in accordance with the recommendations made by the Assessing Planner.

Overall, 14.8% of decisions made by the Panel, were contrary to staff recommendations. Accordingly, the vast majority of decisions made by the Panel are consistent with staff recommendations, which demonstrates a close alignment between the way in which staff and the Panel are interpreting and applying the provisions of the *Planning & Design Code*. This alignment has remained consistent for several years.

Over the reporting period, the Panel considered two (2) Reviews of the decisions made by the Assessment Manager. In one case, the Panel determined to affirm the decision of the Assessment Manager (to refuse the Application) and in respect to the other matter, the Panel set aside the decision of the Assessment Manager (to refuse the Application) and approved the Application. The process of reviewing the decisions of an Assessment Manager (where it is requested by an Applicant and allowed for under the *Planning, Development & Infrastructure Act 2016*) is considered to be functioning well, with Applicants receiving a fair hearing and sound decision-making being conducted by the Council Assessment Panel.

In October 2024, the Panel resolved to adopt an updated Policy to guide the process for reviews of a decision that are made by the Assessment Manager. Accordingly, the Panel no longer deliberates these matters “in camera” without the Assessment Manager and the Applicant being present when the matter is being considered by the Panel and both the Applicant (and / or their representative) and the Assessment Manager, are now afforded the opportunity to be heard. These process improvements have been beneficial and have enhanced the transparency of the Panel’s decision-making process.

Four (4) of the decisions that were made by the Panel during the reporting period, were appealed to the Environment Resources & Development (ERD) Court, including the Review of Assessment Manager decision which was affirmed by the Panel. The Panel also considered a fifth appeal that related to a decision of the Panel during the previous reporting period. All five (5) appeals were resolved via compromise. One (1) involved the Panel Members undertaking a site visit with the Assessment Manager, before agreeing to the compromise and another appeal was resolved following the third compromise attempt.

Review of Delegations

The most recent review of delegations was considered by the Panel at its meeting held on 21 July 2025. The delegations from the Panel to the Assessment Manager had not been reviewed since initial implementation of the delegations in February 2021 and accordingly, a review was considered necessary and timely.

The Panel is the relevant authority for Development Applications that require public notification. However, the Panel is able to delegate authority to determine applications that require public notification to the Assessment Manager, in such circumstances as the Panel sees fit.

Prior to the most recent review, the Panel delegated decisions on all Applications for which it was the relevant authority, to the Assessment Manager, other than where valid representations are received and which are do not support the Development Application.

Following the review, the Panel determined to delegate authority to the Assessment Manager, to determine applications for which it is the relevant authority, in circumstances where:

1. no valid representations are received;
2. all valid representations are withdrawn (prior to the publication of the agenda);
3. no Representor who has lodged a valid representation wishes to be heard (prior to the publication of the agenda);
4. a deemed consent notice has been served on the Panel under Section 125(2) of the Act;
5. the applicant has not agreed to extend the statutory timeframe within which the Panel must determine the development application pursuant to Regulation 53 of the Regulations and that timeframe will expire before the next meeting of the Panel is scheduled to occur.

In addition and for the avoidance of any doubt, the Panel also noted that the Assessment Manager can not exercise the power pursuant to Section 102(1)(a) of the Act (i.e. to grant Planning Consent) where the following apply:

- the Application is proposed by the City of Norwood Payneham & St Peters unless it is contextually minor in nature such as street tree removals, reserve works, building alterations / additions, street and park furniture, signage, public toilets or other associated infrastructure works;
- the Application is made by an Elected Member or Staff Member of the City of Norwood Payneham & St Peters and is, in the opinion of the Assessment Manager, for a significant form development (such as dwelling additions, a new dwelling or other more major forms of development);
- where the Assessment Manager determines that the nature of the application is best determined by the Panel, having regard to the type of application, the public interest, and the extent to which the proposed application meets the provisions of the Planning & Design Code.

It is considered that the above-mentioned delegations have been working well over the year since being introduced and continue to maintain an effective decision-making framework. The delegations will continue to be reviewed periodically to ensure that the delegations remain “fit for purpose”.

Procedural Issues and Meeting Efficiency

The Meeting Procedures for the Panel were reviewed in 2025.

An amended version of the Meeting Procedures was endorsed by the Panel at its meeting held on 17 February 2025.

The updated Meeting Procedures provided for minor changes only.

There were no significant procedural issues identified during the reporting period.

Planning Policy Issues / Trends

The Council Assessment Panel, as a relevant authority under the *Planning, Development & Infrastructure Act 2016*, is charged with undertaking assessments and making decisions in respect to Development Applications presented to it. Accordingly, the Panel is in an ideal position to consider trends or issues with planning policy which may need to be presented to the Council for its consideration in respect to the relevant planning policy.

The Panel did encounter several anomalies in the planning policy that is applicable to its assessment activities, but none of such significance that would warrant immediate attention. However, there were several general observations about the relevant planning policy and the planning system that are worthy of consideration. Some of these are consistent with the observations and reporting of previous years and others are more recent observations:

Lack of Policy in Areas Susceptible to Landslip/Erosion

The Panel observed that there is a dearth of useful policies to assess development that has the potential to increase the risk of landslip and/or erosion, particularly for developments close to the banks of the River Torrens and the St Peters Billabong.

In fact, the only relevant policy is PO 8.5 of the Design in Urban Areas module of the general development policies, which states:

Development does not occur on land at risk of landslip or increase the potential for landslip or land surface instability.

In response to the Panel's comments on this matter, the Council's Chief Executive Officer has written to the Minister for Planning requesting that the Planning & Design Code be strengthened with better policies that seek to effectively identify and manage landslip and land stability risks.

Planning for Context

As a result of a more generalised policy framework that now exists following the introduction of the Planning & design Code, the concept of "planning for context" has arisen during some of the Panel's deliberations.

That is, the importance of considering the Performance Outcomes in the Planning & Design Code in the context of the subject land and the nature of the locality within which the development is proposed to be undertaken, has informed the Panel's decisions.

For example, a Performance Outcome may suggest that "development should be compatible with the surrounding built form". Whether that Performance Outcome will be achieved could be different depending on where the development is proposed and potentially different outcomes could result between two separate sites even if both are within the same zone.

To a certain extent, "planning for context" has always been required as part of development assessment, but the nature of the generalised policy framework now make this more critical. The level of uncertainty this can create has done little in respect to achieving a "simplified planning system" as envisaged by one of the objectives of the Expert Panel on Planning Reform in 2013.

Deferrals

As part of the planning system applicable under the *Development Act 1993*, it was not uncommon for the Panel to defer items for further information, or to enable reconsideration or negotiation of particular elements of the proposal, before the proposal was put back before a future meeting of the Panel.

This was often done to address a problematic element in a proposal and in many cases, resulted in an enhanced development outcome. The Panel was unable to “re-design” a proposal, but the deferral process could be used effectively to address problematic issues.

The introduction of Deemed Consents in the new planning system that has been established under the *Planning, Development & Infrastructure Act 2016*, has unfortunately now meant that the Panel is generally unable to defer a matter – as doing so will often result in the exceeding the legislated timeframe and in turn result in the potential for a deemed consent to be issued.

Accordingly, where Applicants previously may have been afforded an opportunity through a deferral to provide additional information / amendments, that opportunity now rarely exists and Development Applications are instead being refused.

To that end, it is notable that the only Applications that were deferred by the Panel for further consideration during the reporting period, relate to appeals, which do not carry a risk of a deemed consent being issued.

Demolition and Heritage

During the reporting period, the Panel was tasked with making decisions on several Development Applications which proposed the demolition of dwellings / buildings within the Historic Area Overlay.

There are numerous Performance Outcomes (PO) in the Planning & Design Code against which such proposals are assessed, but PO 7.1 of the Historic Area Overlay is particularly relevant, which states:

Buildings and structures, or features thereof, that demonstrate the historic characteristics as expressed in the Historic Area Statement are not demolished, unless:

- (a) The front elevation of the building has been substantially altered and cannot be reasonably restored in a manner consistent with the building's original style or*
- (b) The structural integrity or safe condition of the original building is beyond reasonable repair.*

The words “*beyond reasonable repair*” (and in the context of the Local Heritage Place Overlay – “*irredeemably beyond repair*”) continue to be the subject of considerable debate. Applicants and Council staff often source structural engineering reports and provide relevant recent case law, to assist the Panel in its deliberations.

The Panel has refused several Development Applications involving demolition in the Historic Area Overlay, including the demolition of one (1) Local Heritage Place that was later approved for demolition via compromise through the Environment Resources & Development Court.

Multi-Storey, Mixed-Use Development

The Council Assessment Panel considered two (2) new Development Applications for multi-storey, mixed-use developments.

The assessment of these proposals by the Panel has been comprehensive, with sensitive elements such as building height, interface impacts and car parking being carefully considered. It is likely the Panel will continue to consider proposals for such developments into the future.

Historic and Character Area Statements

The Panel was tasked with numerous assessments of developments against the Historic and Character Area Overlay where Historic and Character Area Statements are applicable. These Statements apply to a specific portion of the Overlays and are intended to describe the attributes that create and contribute to the unique heritage or character value of an area.

The Statements themselves are supported as a useful tool in the Code, but the Statements often lack detail making applicability of the Statements in the development assessment process more complex.

The Panel noted that a greater level of detail and clarity in the Statements would be ideal and would likely enhance the quality of future development outcomes, as well as providing clearer guidance to the development industry. In that context it is worth noting that the Council is already in the process of reviewing its Historic Area and Character Area Statements via a Code Amendment.

OPTIONS

The Council can determine to increase the sitting fees as recommended or not.

CONCLUSION

The Council Assessment Panel has discharged its responsibilities well, with meetings running efficiently and with a high level of professionalism.

The Panel determined a vast majority of Development Applications in accordance with the staff recommendation, reflecting a continued high degree of consistency and alignment between staff and Panel in respect to assessment approaches, recommendations and final decisions.

Overall, the Council can be justifiably satisfied with the results that have been achieved and the Panel's operation during the reporting period.

RECOMMENDATION

1. *That the report on the activities and performance of the Council Assessment Panel for the period 1 July 2025 to 30 June 2026, be received and noted.*
2. *That the sitting fee for the Presiding Member of the Council Assessment Panel be increased from \$550 to \$600 for each meeting of the Panel.*
3. *That the sitting fee for Independent Members of the Council Assessment Panel and Elected Members who are appointed by the Council to the Panel, be increased from \$450 to \$500 for each meeting of the Panel.*



City of
Norwood
Payneham
& St Peters

COUNCIL ASSESSMENT PANEL

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The City of Norwood Payneham & St Peters Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the City of Norwood Payneham & St Peters (**the Council**) on 4 September 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.
- 1.3 These Terms of Reference were adopted by the Council on 1 May 2023.

2. MEMBERSHIP OF COUNCIL ASSESSMENT PANEL

Appointment of Members

- 2.1 The CAP will be constituted of 5 Members (**CAP Members**), to be appointed by the Council, comprising:
 - 2.1.1 one (1) Member of the Council (**Council Member**); and
 - 2.1.2 four (4) Independent Members (**Independent Members**), not being Members of the Council or State Parliament.
- 2.2 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3 When appointing CAP Members, the Council may have regard to the following:
 - 2.3.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
 - 2.3.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP and their accreditation status;
 - 2.3.3 in relation to the Council Member, the candidate's experience in local government;
 - 2.3.4 that a balance of qualifications and experience among CAP Members is desirable;
 - 2.3.5 that gender diversity among CAP Members is desirable; and
 - 2.3.6 such other matters as the Council considers relevant.

Council Assessment Panel Terms of Reference

Appointment of Deputy Members

- 2.4 The Council may appoint one or more Deputy Members to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5 Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.
- 2.6 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7 Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 2.8 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.3, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 2.9 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

Expression of Interest

- 2.10 The Council will call for expressions of interest for appointment of CAP Independent Members (unless the Council resolves to re-appoint the existing members for a further term). The nature and extent of the call for expressions of interest may change from time to time at the discretion of the Assessment Manager.
- 2.11 The Council will call for nominations of interest from Council Members for the appointment of the CAP Council Member and the Deputy Council Member.

Presiding Member and Acting Presiding Member

- 2.12 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.13 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.14 In the event that the Presiding Member is not present at a meeting (or part thereof) an Independent Member will be appointed as Acting Presiding Member by those CAP Members who are present at the meeting.
- 2.15 The role of the Presiding Member will include, but not be limited to:
 - 2.15.1 Ensuring that the business of the CAP at meetings, including hearings, is conducted in a reasonable and appropriate manner and that any unreasonable, unruly or inappropriate behaviour is addressed;
 - 2.15.2 Ensuring that the CAP operates in accordance with the Terms of Reference and Meeting Procedures.
- 2.16 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as Presiding Member as determined by the Council.
- 2.17 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

Council Assessment Panel Terms of Reference

Term of Appointment

- 2.18 Subject to clause 5, Independent Members and Deputy Independent Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.
- 2.19 Subject to clause 5, the Council Member and Deputy Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.
- 2.20 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term as determined by the Council.
- 2.21 A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.
- 2.22 In accordance with clause 2.3.2 the Council may have regard to the accreditation status of an Independent CAP Member.
- 2.23 Independent CAP Members are responsible for seeking and maintaining their accreditation at level 2 under the Accredited Professionals Scheme.
- 2.24 Independent CAP Members are responsible for the costs of obtaining and maintaining their accreditation.
- 2.25 Independent CAP Members must provide a copy of their current, up-to-date accreditation certificate within 3 business days of the Member obtaining / receiving it.
- 2.26 Should an Independent CAP Member not be able to obtain or renew their accreditation, or should their accreditation lapse or be revoked for any reason, they must advise the Assessment Manager within 3 business days of such circumstance occurring.
- 2.27 Independent CAP Members are responsible for ensuring they undertake the required amount of professional development (and keep the associated records) necessary to achieve their accreditation.
- 2.28 For the sake of clarity, the accreditation requirements under the Accredited Professionals Scheme do not apply to Council Members or Deputy Council Members.

3. VACANCY IN MEMBERSHIP

- 3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.
- 3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.
- 3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.3 or 2.8 as the case requires.
- 3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

4. CONDITIONS OF APPOINTMENT

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings and training if agreed to by the Assessment Manager at his or her absolute discretion.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Council Member, the Presiding Member and Deputy Members.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:
 - 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
 - 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

5. REMOVAL FROM OFFICE

- 5.1 A CAP Member will automatically lose office where:
 - 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
 - 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
 - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
 - 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
 - 5.2.2 misconduct;
 - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
 - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
 - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
 - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
 - 5.2.7 inability to carry out satisfactorily the duties of his or her office.
 - 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
 - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
 - 5.2.10 for any other reason the Council considers appropriate.

Council Assessment Panel Terms of Reference

- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
 - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
 - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2 or reason the Council considers it appropriate to remove the CAP Member,not less than 7 days before the meeting of the Council at which the matter is to be considered;
 - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
 - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

6. DELEGATIONS

- 6.1 The Council Assessment Panel is responsible for assessing Development Applications lodged prior to 19 March 2021 in accordance with the delegations conferred by the Council pursuant to Section 34(23) of the *Development Act 1993*.
- 6.2 The Council Assessment Panel is responsible for assessing Development Applications lodged on or after 19 March 2021 in accordance with Section 93 of the *Planning, Development and Infrastructure Act 2016* and the delegations conferred by the Council Assessment Panel to the Assessment Manager pursuant to Section 100 of the *Planning, Development and Infrastructure Act 2016*.



City of
Norwood
Payneham
& St Peters

COUNCIL ASSESSMENT PANEL MEETING PROCEDURES

Adopted 17 February 2025

These Meeting Procedures should be read in conjunction with:

- The meeting procedures contained within the *Planning, Development and Infrastructure (General) Regulations 2017 (Regulations)*; and
- The Council Assessment Panel's Policy for the Review of a Decision of an Assessment Manager.

All meetings of the Council Assessment Panel (CAP) will be held in public except for that portion of the meeting where the CAP resolves to exclude the public in accordance with the provisions of Regulation 13(2).

1. COUNCIL ASSESSMENT PANEL MEETINGS

Ordinary Meetings

- 1.1 The business and meetings of the CAP will be coordinated by the Assessment Manager, in consultation with the Presiding Member.
- 1.2 Subject to clause 1.3, ordinary meetings of the City of Norwood Payneham & St Peters CAP will be held at such times and places as determined by the CAP.
- 1.3 The time and place of the first meeting of the CAP following its establishment will be determined by the Assessment Manager. The Assessment Manager must give notice of the first CAP meeting to the CAP and the public in accordance with clauses 1.5 and 1.6.
- 1.4 Notice of an ordinary meeting will be given to all CAP Members by the Assessment Manager not less than 3 clear days prior to the holding of the meeting in accordance with clause 1.5.
- 1.5 Notice of a meeting of the CAP must:
 - 1.5.1 be in writing;
 - 1.5.2 set out the date, time and place of the meeting;
 - 1.5.3 be signed by the Assessment Manager;
 - 1.5.4 contain or be accompanied by the agenda and any documents and/or reports that are to be considered at the meeting (in so far as practicable); and
 - 1.5.5 be given to a CAP Member personally, by post to a place authorised in writing by the Member or by other means authorised by the Member as being an available means of giving notice;
 - 1.5.6 where attendance at the meetings is able to occur by electronic means (in whole or in part), include details of how to connect to the meeting; and
 - 1.5.7 where the meeting is to be live streamed for viewing by members of the public, include details of how to access and/or connect to the live stream.

Council Assessment Panel Meeting Procedures

- 1.6 A notice that is not given in accordance with clause 1.5 is taken to have been validly given if the Assessment Manager considers it impracticable to give the notice in accordance with that clause and takes action the Assessment Manager considers reasonably practicable in the circumstances to bring the notice to the attention of the Member.
- 1.7 A copy of the agenda (including the attachments to the reports) for all meetings of the CAP will be available for viewing by the public on the Council's website and at the Council's offices as soon as practicable after the time that notice of the meeting has been given to CAP Members.
- 1.8 The Assessment Manager may, with leave or at the request of the Presiding Member, include in the agenda an item to be considered at the meeting to which the agenda relates after notice of the meeting has been given to CAP Members. In such instance, the Assessment Manager shall provide an updated agenda and any documents and/or reports relating to that item to be considered at the meeting to Members as soon as practicable. The Assessment Manager will also make an updated agenda available to the public.
- 1.9 Members are encouraged to provide any questions or requested amendments to recommendations to the Assessment Manager prior to the commencement of the meeting.
- 1.10 The Presiding Member may adjourn a CAP Meeting to a future date and time, unless the CAP resolves to continue the meeting.
- 1.11 Meetings of the Panel shall conclude at 11.00pm. In the event that matters are outstanding the meeting will be adjourned to reconvene on the fourth Monday of the month or as determined by the Council's Assessment Manager in consultation with the Presiding Member. However, the Presiding Member may use his/her discretion to extend the meeting by 15 minutes, provided that all Panel Members are in agreement to extend the meeting and provided that, in the opinion of the Presiding Member, there is a reasonable chance that the Panel's business will be concluded by 11.15pm. Any decision to conclude the meeting is subject to consideration of the assessment timeframes that may be applicable and should be made in conjunction with the Assessment Manager.

Special Meetings

- 1.12 The Presiding Member, or two or more CAP Members, may by delivering a written request to the Assessment Manager require a special meeting of the CAP to be held. The written request must be accompanied by the agenda for the special meeting.
- 1.13 On receipt of a request pursuant to clause 1.12, the Assessment Manager must determine the date, time and place of the special meeting and give notice to all CAP members at least 4 hours before the commencement of the special meeting.
- 1.14 The Assessment Manager may, in consultation with the Presiding Member, require a special meeting of the CAP to be held to consider such urgent or important business that may warrant such a meeting.

2. DEPUTY MEMBERS

- 2.1 If a CAP Member is unable or unwilling to attend a meeting or part of a meeting, he or she must use his or her best endeavours to notify the Presiding Member or Assessment Manager at his or her earliest opportunity.
- 2.2 If notification pursuant to clause 8.1 is given, the Assessment Manager/Presiding Member may request a Deputy Member attend the meeting in place of the CAP Member for the meeting or part of the meeting.
- 2.3 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Member.

Council Assessment Panel Meeting Procedures

3. ELECTRONIC MEETINGS

- 3.1 One or more CAP Members may attend a meeting via electronic means.
- 3.2 A CAP Member attending a meeting via electronic means is taken to be present at the meeting provided that the CAP Member:
 - 3.2.1 can hear all other CAP Members who are present at the meeting;
 - 3.2.2 can hear all representors (or their representatives) and applicants (or their representatives) who speak at the meeting;
 - 3.2.3 can be heard by all other CAP Member present at the meeting;
 - 3.2.4 can be heard by the person recording the minutes of the meeting.
- 3.3 Where an entire meeting occurs via electronic means, it will (to the extent that the public is not able to physically attend the meeting, and subject to technological capability) be live streamed.
- 3.4 Where a meeting is being live streamed, the live stream must be disconnected only during those parts of the meeting during which the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations.
- 3.5 Where the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations, the Assessment Manager or a person nominated by the Assessment Manager must ensure that all parties except for the CAP Member disconnect from, or are disconnected from, the meeting.

4. COMMENCEMENT OF MEETINGS

- 4.1 Subject to a quorum being present, a meeting of the CAP will commence as soon as possible after the time specified in the notice of a meeting. A quorum is three (3) members for a CAP of five (5) members.
- 4.2 If the number of apologies received by the Assessment Manager or Presiding Member indicates that a quorum will not be present at a meeting, the Presiding Member may adjourn the meeting to a specified day and time.
- 4.3 If at the expiration of thirty minutes from the commencement time specified in the notice of the meeting a meeting a quorum is not present, the Presiding Member may adjourn the meeting to a specified date and time.
- 4.4 In the event that the Presiding Member is absent from a meeting, the Assessment Manager, or such other person as nominated by the Assessment Manager, will preside at the meeting until such time as the meeting appoints an Acting Presiding Member.

5. ASSESSMENT OF DEVELOPMENT APPLICATIONS

The procedures in Part 5 of these Meeting Procedures relate only to the CAP's assessment of development applications under Part 7 of the Act and Part 4 of the Development Act NB: The procedures for determining an application for review of an Assessment Manager's decision are contained in the Assessment Manager Review Policy.

- 5.1 The Assessment Manager/Presiding Member may in his or her discretion exclude:
 - 5.1.1 a representation or response to representation(s) which is received out of time;
 - 5.1.2 a representation in relation to Category 2 development from a person who was not entitled to be given notice of the application; or

Council Assessment Panel Meeting Procedures

- 5.1.3 a representation or response to representation(s) which is otherwise invalid.
- 5.2 The Assessment Manager/Presiding Member may in his or her discretion accept and allow to be considered by the CAP any new or additional material submitted by a representor or applicant. The CAP may defer consideration of the application to enable full and proper assessment of the further information.
- 5.3 Any material to be considered by the CAP pursuant to clause 5.2 must be provided to the applicant and/or representor(s) (as the case may be) in a manner directed by the Assessment Manager and those parties be provided with an opportunity to respond, either in writing or verbally, at the discretion of the Presiding Member.
- 5.4 In relation to each application it considers, the CAP must:
 - 5.4.1 determine whether the proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant) and provide reasons for its determination; and
 - 5.4.2 provide reasons for refusing development authorisation (if relevant).
- 5.5 If the CAP determines that a proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant), it must refuse Development Plan consent to the application.
- 5.6 In relation to each application to be considered and determined by the CAP:
 - 5.6.1 a person who has lodged a representation in relation to a Category 2 or 3 application under the Development Act or an application for which notice must be given under the Act, which has not been excluded pursuant to clause 5.1 and who has indicated that they wish to be heard on their representation is entitled to appear before the CAP and be heard in support of their representation, in person or by an agent;
 - 5.6.2 where one or more representors are heard by the CAP, the applicant is entitled to appear before the CAP to respond to any relevant matter raised by a representor, in person or by an agent;
 - 5.6.3 The CAP will hear representors in support of their representations first, and then the applicant's response to the representations;
 - 5.6.4 where no representors appear at the meeting, the Presiding Member may, in his or her discretion, allow an applicant to address the CAP, for the purpose of answering any questions that the CAP may have;
 - 5.6.5 representors and applicants will be allowed five minutes each to address the CAP. The Presiding Member may allow a party additional time at his or her discretion. Where a person is nominated to speak on behalf of a group of people, a maximum of 10 minutes will be granted. In such circumstances the applicant will be granted the same amount of time as the group to respond;
 - 5.6.6 all persons presenting to the CAP shall adhere to the *Guidelines and Protocols for Council Assessment Panel Meetings* and the *Presentation Procedures* as outlined in Attachments A and B;
 - 5.6.7 representors and applicants must avoid raising new material that has not been raised in their written submissions when appearing before the CAP. In rare circumstances where it is necessary for new information to be presented it should be forwarded to the Assessment Manager at least 5 business days prior to the meeting to allow distribution to relevant parties and CAP Members;
 - 5.6.8 at the discretion of the Presiding Member and in consultation with CAP Members and the Assessment Manager, any new information presented by any party at the CAP meeting may or may not be considered. The decision of the Presiding Member is final in this regard;

Council Assessment Panel Meeting Procedures

- 5.6.9 CAP members may question and seek clarification from a representor or applicant who has addressed the CAP at the conclusion of their address; and ask questions of planning staff;
- 5.6.10 representors will not be allowed a further opportunity to address the CAP once the applicant has concluded their response;
- 5.6.11 following addresses from representors and the applicant, the Presiding Member will invite all Members to speak on any matter relevant to the application;
- 5.6.12 at the conclusion of the CAP discussion, should the CAP defer a decision on the development, when the development is considered at a subsequent CAP meeting the applicant and representors will not be heard again by the CAP unless the application has been re-advertised and a new hearing of representations is to be held. However, the Presiding Member may allow CAP Members to ask questions of the applicant or representor, who must limit their response to the question raised;
- 5.6.13 Clause 5.6.1 to 5.6.4 are satisfied is a representor or applicant or their agent (as the case may be) appears via electronic means. The Presiding Member may require that such appearance be via electronic means.

6. DECISION MAKING

- 6.1 Each Member present at a meeting of the CAP, including a Deputy Member who has been requested to attend the meeting or part of the meeting in place of a Member who is unable or unwilling to attend the meeting, is entitled to one vote on any matter arising for decision. If the votes are equal, the Presiding Member is entitled to a second or casting vote. Additional Members appointed to the CAP to provide expert advice and assistance are not entitled to vote.
- 6.2 Subject to a Member of the CAP having a direct or indirect personal or pecuniary interest, each Member present at a meeting of the CAP must vote on a question arising for decision.
- 6.3 Matters arising for decision at a meeting of the CAP will be decided by a majority of the votes cast by Members present at the meeting and entitled to vote.
- 6.4 The Presiding Member may adjourn a meeting in the event of a disruption or disturbance by any person (including a CAP Member, applicant, representor or other member of the public) to a specified date and time.
- 6.5 The Presiding Member may ask a member of the public (including an applicant, representor or other member of the public) to leave a meeting where he or she is, in the opinion of the Presiding Member:
 - 6.5.1 behaving in a disorderly manner; or
 - 6.5.2 causing an interruption or disruption to the meeting.
- 6.6 Where the Assessment Manager Review Policy so allows, and where a person is entitled or has been requested to appear before the CAP in relation to an application for review of an Assessment Manager's decision (including the Assessment Manager or delegate), the person may appear via electronic means. The Presiding Member may require that any such appearance be via electronic means.
- 6.7 Prior to calling for a motion, the Presiding Member in facilitating comment/discussion, will utilise his/her discretion, to allow discussion of any matter and to conclude the opportunity for discussion/comment only after each Panel Member present at the meeting, has been provided with the opportunity to speak.
- 6.8 An outcome to comment or discussion must be given effect by and shall only be valid when presented as a motion by a mover and seconder.

Council Assessment Panel Meeting Procedures

6.9 A motion will lapse if it not seconded at the appropriate time.

7. MINUTES AND REPORTING

7.1 The CAP must ensure that accurate minutes are kept of all meetings.

7.2 The Assessment Manager, or a person nominated by the Assessment Manager, will take minutes of all meetings.

7.3 The minutes will record:

7.3.1 the names of all Members present;

7.3.2 the names of all Members from whom apologies have been received;

7.3.3 the name and time that a Member enters or leaves the meeting;

7.3.4 the name of every person who makes a representation in relation to a development application;

7.3.5 methods of attendance by all Members present and by every person who makes or responds to a representation;

7.3.6 the name of every person who appears in relation to an application for review of any Assessment Manager decision (including the Assessment Manager or delegate);

7.3.7 in relation to each development application:

7.3.7.1 the determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and

7.3.7.2 the reasons for refusing development authorisation (if relevant); and

7.3.8 in relation to each application for review of an Assessment Manager decision:

7.3.8.1 the determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and

7.3.8.2 the reasons for the CAP's decision under Section 203(4) of the Act; and

7.3.9 where a decision is made by majority vote, the decision and its mover and seconder, but not each Member's vote;

7.3.10 where a decision is by the casting vote of the Presiding Member, it shall be recorded as *Carried on the casting vote of the Presiding Member*;

7.3.11 if an application is not determined by the CAP, the deferral of the application and the reasons for the deferral;

7.3.12 a decision to exclude the public from attendance pursuant to the Regulations;

7.3.13 any disclosure of a direct or indirect pecuniary interest in any aspect of a development or anybody associated with any aspect of a development made by a Member in accordance with Section 83(1)(g) of the Act, and the nature of the interest;

7.3.14 any disclosure of a conflict of interest made by a Member pursuant to the Code of Conduct adopted by the Minister under Clause 1(1)(c) of Schedule 3 of the Act (**Code of Conduct**), and the nature of the interest; and

7.3.15 if a meeting is adjourned by the Presiding Member, the reason for the adjournment and the date and time to which the meeting is adjourned.

Council Assessment Panel Meeting Procedures

- 7.4 All minutes must be confirmed by the Assessment Manager in conjunction with the Presiding Member as being accurate prior to, or at the commencement of, the following CAP meeting.

8. ADDITIONAL PROCEDURES

- 8.1 Insofar as any procedure to be followed by the CAP is not prescribed by the Act and Regulations (and, during the transition to the Act and Regulations, the Development Act and *Development Regulations 2008*), the CAP's Terms of Reference, the Code of Conduct or these Meeting Procedures - the CAP may by resolution determine the procedure for itself. Any such determination may be added to these Meeting Procedures.
- 8.2 The CAP may call for and consider such professional assistance from the Assessment Manager and, in consultation with the Assessment Manager, other professional advisors as it deems necessary and appropriate from time to time.
- 8.3 Members of the media and public are not permitted to use a recording device to record any part of the meeting process unless authority is provided from the Assessment Manager and Presiding Member. A request to use a recording device to record deliberations of any part of a CAP meeting shall be made to the Assessment Manager and Presiding Member prior to or at the commencement of, the meeting. The Presiding Member may ask for a resolution or comments from CAP members to assist him or her in their decision.
- 8.4 An applicant may not defer a development application from the meeting agenda after the agenda has been sent to CAP Members, unless the deferral is agreed to by the Assessment Manager in consultation with the Presiding Member. The applicant must make this request in writing to the Assessment Manager with reason(s) for their request for deferral prior to the meeting.
- 8.5 Should a CAP Member receive by post, email, or other means information in relation to a development application being assessed by Council development assessment staff which may be referred for decision to CAP at a future time, then the CAP Member should immediately forward the information received to the Assessment Manager. The CAP Member should not acknowledge receipt of the information not enter into discussion with the sender about the information received.
- 8.6 A CAP Member may, where they feel circumstances warrant such, request a site inspection for the Panel of a particular site. The request should be made in writing to the Assessment Manager a minimum of 3 days prior to the meeting, and the decision to conduct a site inspection will be made by the Presiding Member in consultation with the Assessment Manager.
- Nothing in these Procedures limits the opportunity for a CAP Member to inspect a site for a proposed development that forms part of an upcoming agenda in isolation ahead of a CAP Meeting, provided they do not engage in discussion with any person about the matter and they only view the site from the public realm.
- 8.7 By lodging a development application or submitting a representation, representors and/or applicants acknowledge that the documentation they submit may form part of the published CAP agenda and will be available for viewing by the general public.
- 8.8 The CAP has delegated many of the functions and powers associated with matters/applications for which it is the relevant authority. The CAP is entitled to make a decision on a matter/application before it on the presumption that the matter/application has been processed correctly. Any allegation of incorrect processing associated with a matter/application should be directed to the Assessment Manager. Nothing in this clause however prevents CAP from making a decision to defer a matter/application should the CAP deem that course of action appropriate.
- 8.9 The CAP will exclude the public from attendance and meet in camera when receiving, discussing or considering potential compromises in respect to appeals which are before the Environment Resources and Development Court.

Council Assessment Panel Meeting Procedures

- 8.10 Where the CAP excludes the public from attendance pursuant to clause 8.9, the Presiding Member may, in his or her discretion, allow an applicant to address the CAP prior to being excluded from attendance, for the purpose of answering any questions that the CAP may have.

9. AUTHORISATIONS

- 9.1 The CAP authorises the Assessment Manager or his or her delegate to attend to the conduct of all administrative tasks associated with appeals to the Environment Resources and Development Court, including but not limited to appearing on behalf of the CAP at conferences and directions hearings in the Court and engaging legal representation and experts to represent the Panel.

10. DEFINITIONS

The following definitions apply in relation to these Meeting Procedures:

- 10.1 *connect* means able to hear and/or see the meeting by electronic means, including via a live stream;
- 10.2 *disconnect* means to remove the connection so as to be unable to hear and see the meeting;
- 10.3 *electronic* means includes a telephone, computer or other electronic device used for communication;
- 10.4 *live stream* means the transmission of audio and/or video from a meeting at the time the meeting is occurring.

10. ATTACHMENT A

Guidelines & Protocols for Council Assessment Panel Meetings

The Council, pursuant to Section 83 of Planning Development and Infrastructure Act 2016 has established a Council Assessment Panel known as the Norwood Payneham and St Peters Council Assessment Panel (hereafter referred to as “the CAP”). The CAP functions as a relevant authority.

Where the CAP hears representors and/or the applicant

- (1) This should not be a debate but an opportunity for persons to summarise and/or respond to representations and to answer any questions that the CAP may have. The purpose of such representations and submissions is to ensure that the CAP is informed about any relevant planning issues with respect to any particular matter. The Presiding Member will restrict submissions and questions to the planning/relevant issues related to a particular matter.
- (2) Representors to the CAP, or their nominated spokesperson, will speak first followed by the applicant who will be invited to respond to the points made by the representors. Either party may speak on their own behalf or seek assistance from other persons such as lawyers, planning consultants or other advisors/persons. Representations are to be limited to a maximum of 5 minutes per party but the Presiding Member has discretion to extend this.

Where a person is nominated to speak on behalf of a recognised group of people (e.g. a resident's association or community group), then the Presiding Member shall upon request from such a group, have the ability to grant such a person more time as deemed appropriate (a maximum of 15 minutes) to speak in support of their representation. In such an instance the applicant shall be granted the same amount of time as the group to respond to representations.

- (3) Members of the CAP may ask the representors or applicant questions to clarify points of a planning nature only. Members of the CAP acknowledge that they should not use 'leading questions'. Questions will only be initiated through the Presiding Member.
- (4) If all information is before the CAP, a decision will usually be made at the time the matter is considered. However, on occasions the CAP may defer the matter for whatever reason (e.g. to enable a site visit to occur or to seek further information to be obtained to fully address matters raised during consideration of the proposal). The development assessment staff may also require further time to complete the assessment where further information is sought. Assessment timeframes will be a relevant consideration.
- (5) The CAP will then deliberate on each item in public (unless it is a confidential matter pursuant to the provisions of Regulation 13(2) of the Planning Development and Infrastructure (General) Regulations 2017).
- (6) At the conclusion of the Hearing of Representations and the applicant's address, the CAP may either resolve to approve, refuse or for whatever reason, defer a decision on the application. When the application has been deferred and then brought back before the CAP for consideration, the applicant and representor(s) will not again be heard by the CAP unless the application has been readvertised and a new Hearing of Representations is to be held. However, the Presiding Member may allow CAP Members to ask questions of the applicant or the representor who must limit their response to the question raised.
- (7) Where notice is given to representors in accordance with the requirements of the PDI General Regulations 2017 and the representor is not present at the scheduled meeting when the matter is to be considered, the CAP will not defer consideration of the matter to enable the representor to be present. Further, in the event the matter is deferred as contemplated in point (6) above, then the representor shall not have a right to be heard at the meeting where the matter is further considered.
- (8) Each matter of development assessment, whether it be an application for consent or the imposition or variation of conditions should be considered and determined individually upon its own merits.

Council Assessment Panel Meeting Procedures

- (9) The role of the CAP is not one of mediator or arbitrator for parties expressing divergent views but is as a decision maker charged with the responsibility of assessing each proposal (as presented) against the relevant Planning Rules or Development Plan provisions. It is a role that is inquisitorial rather than adversarial and may explore reasonable solutions to issues related to the proposal that affect other interested parties or third parties. However, the does not extend to redesigning or redefining a proposal or, finding alternative locations for a development. The CAP does not therefore have a role as a mediator or arbitrator at its meetings or otherwise between an applicant and representors.
- (10) Where a representor/applicant has questions following a decision of the CAP, such questions should be directed to Council's administration the following business day.

11. ATTACHMENT B

Presentation Procedures

All persons presenting to the CAP shall adhere to the following Presentation Procedures when addressing the Council Assessment Panel (CAP):

- (1) Persons addressing the CAP shall, upon request, give their full name, location of their property in relation to the applicant's property, and an indication as to whether they are speaking on their own behalf or for another person or a group. When responding to questions or providing information to the CAP, persons should address the Presiding Member and confine their response to the question.
- (2) The order of presentations will be as follows:
 - (a) The Presiding Member will introduce the item;
 - (b) The representors to the application or their nominee will make their submissions followed by questions from the CAP;
 - (c) The applicant or their nominee will make his/her submission, followed by questions from the CAP.
- (3) The representors and applicant are permitted a maximum of 5 minutes each for their presentations (although the Presiding Member may allow additional time at his or her absolute discretion), and should allow time for questions from the CAP. Persons presenting to the CAP shall be succinct, avoid repetition and focus on key points remembering the members of the CAP have a copy of their submission. The applicant will then be given an opportunity to respond to the representations made to the CAP. Where a person is nominated to speak on behalf of a recognised group of people (e.g. a resident's association or community group), then the Presiding Member shall upon request from such a group, have the ability to grant such a person more time as deemed appropriate (maximum of 15 minutes) to speak in support of their representations. In such an instance the applicant shall be granted the same amount of time as the group to respond to such representations.
- (4) The CAP will then deliberate on the matter and make its determination to approve, refuse or for whatever reason defer a decision on the application.
- (5) It should be noted that the CAP will not tolerate any inflammatory, derogatory or racist comments and persons presenting to the CAP are requested to restrict their submissions to planning matters only.
- (6) It should also be noted that a petition cannot be accepted by the CAP, and should be submitted to the Council for consideration at its next available ordinary meeting.
- (7) The use of slides, maps, videos, in addition to written and verbal submissions is permitted (subject to technological capability). It should be noted by persons presenting to the CAP that a copy of any information, photos, maps, plans, videos etc. presented to the CAP on the night is required for Council records. Persons requiring the use of audio-visual equipment shall advise staff at least three (3) days before the scheduled meeting of their audio-visual requirements in order to facilitate the provision of these resources (subject to technological capability).
- (8) Representors are provided with only one opportunity to address the CAP. If a decision on a proposal is deferred by the CAP after the hearing of representations, advice of the new meeting date will be provided in writing but no further opportunity to address the CAP is available.

13.2 2025-2026 AND 2026-2027 BUILDING ASSETS RENEWAL PROGRAMS AND PROPOSED BUILDING ASSETS STRATEGY

REPORT AUTHOR: Manager Assets & Projects
APPROVED BY: General Manager, Infrastructure & Major Projects
Chief Executive Officer
ATTACHMENTS: Nil

PURPOSE OF THE REPORT

The purpose of this report is to provide the details of building renewal and maintenance works proposed for the 2026-2027 financial year.

BACKGROUND

At its meeting held on 4 August 2026, Council considered a Motion on Notice and resolved the following:

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.*

In response to this resolution and to provide context, the information contained in this report also provides an overview of the following:

- the Council's building assets by building category/use;
- the building capital renewal projects that were delivered in the 2025-2026 financial year;
- the building capital renewal projects that are scheduled for the 2026-2027 financial year; and
- buildings that are currently closed, in whole or part, due to the condition of the building.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Outcome 1: Social Equity - *An inclusive, connected, accessible and friendly community.*

Objective 1.1: Convenient and accessible services, information and facilities.

Strategy 1.1.2: Ensure Council places, services, facilities, information and activities are inclusive and accessible to people of all abilities.

Strategy 1.1.3 Design and provide safe, high-quality facilities and spaces for all people.

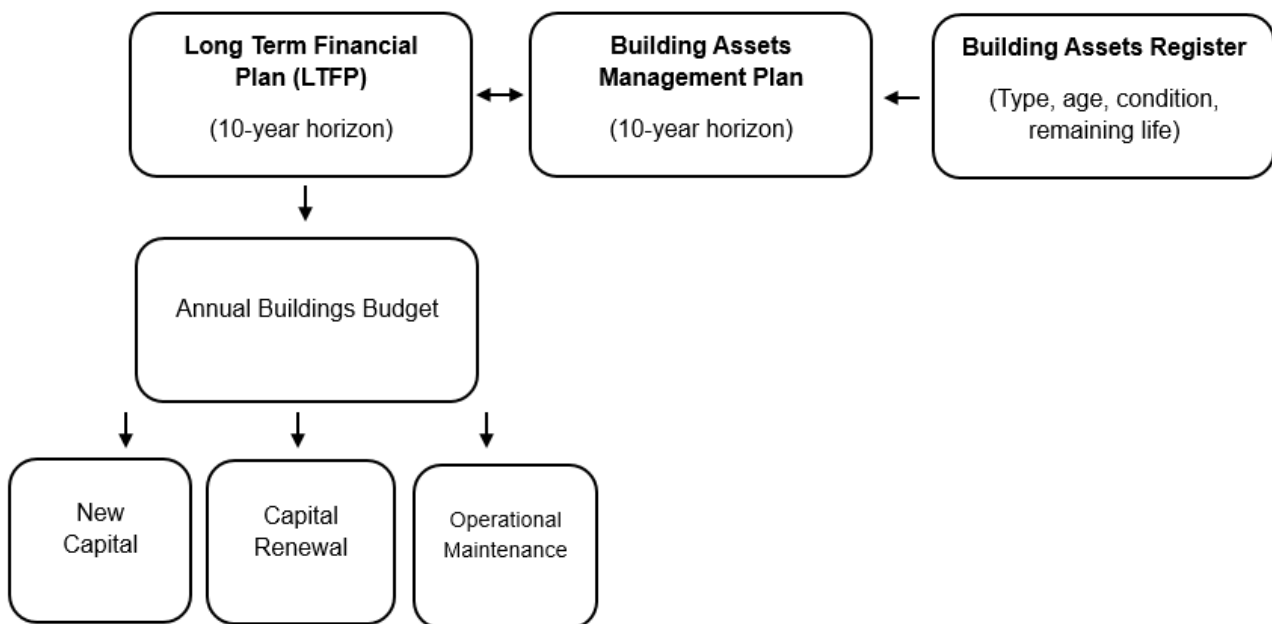
ASSET MANAGEMENT APPROACH

From a first principles perspective, the Council owns buildings that are used to support the delivery of services to the community (such as Libraries, Swimming Centres, etc), through to community facilities that are available for hire and sports and recreation facilities.

All Council owned buildings are located on Community Land and hence the use of these assets must be managed in line with the relevant Community Land Management Plan.

The Council's asset and financial management framework for buildings is shown conceptually in **Figure 1**.

FIGURE 1: BUILDING ASSET AND FINANCIAL MANAGEMENT FRAMEWORK



Information on the age, condition, value and capital (renewal) and maintenance (operating) expenditure requirements for each asset class is contained in Council's Asset Registers. This information is the major source of data that is used to inform the Council's **Buildings Asset Management Plan**, which forecasts expenditure for a ten (10) year horizon. In turn, this financial information is a key input into Council's **Long Term Financial Plan (LTFP)**, to ensure that the Council is forecasting and budgeting the required funds to sustain its asset portfolio over the same ten (10) year horizon.

Capital expenditure on Council buildings includes both capital (asset) renewal and new capital.

Asset renewal is defined as replacing or substantially refurbishing an existing asset or component, because it has reached the end of its useful life, generally restoring the existing level of service. Examples of building asset renewal include replacing an entire roof, an aged air conditioning system, obsolete electrical switchboards, worn floor coverings, outdated kitchen and bathroom fittings and fixtures.

Whilst renewal is typically replacing an asset "like-for-like", it does include investment that is required to ensure the replacement asset reflects current standards and/or levels of compliance. For example, it is proposed to replace the existing gas-powered air conditioner at St Peters Town Hall Complex with an electric powered unit and existing incandescent and fluorescents lighting with light emitting diode (LED) lighting.

Conversely, **new capital** is defined as creating a new asset or materially increasing the capacity, functionality or service potential of an existing asset. If a new building is constructed, or an existing building is extended or significantly renovated, new capital expenditure is required. External funding is often obtained for new capital building projects, for example, the construction of changeroom facilities at the Payneham Oval in 2020-2021.

Where an existing building is demolished at the end of its useful life and a new building is built that increases its service level (i.e. capacity and/or functionality), a mix of asset renewal and new capital expenditure is appropriate. Project examples include the new clubroom and toilets at Cruickshank Reserve in 2023-2024 and the Payneham Memorial Swimming Centre Redevelopment in 2024-2026.

Maintenance work necessary to keep an existing asset safe, functional and in its current condition. Building maintenance examples include repairing a leaking tap, fixing a broken door, patching a damaged wall, touch-up painting, repairing roof leaks, replacing broken tiles, servicing air conditioning, electrical repairs, replacing light fittings, repairing gutters and downpipes, repairing damaged flooring, etc.

All buildings undergo planned maintenance at various levels. Building services (e.g. electrical, plumbing, air conditioning, fire protection and lifts) are primarily maintained by contractors, which provide periodic servicing and inspections to ensure that assets are maintained and compliance is achieved. When there are service failures, unplanned maintenance (rectification works) is undertaken.

In line with the Council's resolution, this report provides information on the buildings that are scheduled for maintenance or renewal as part of the 2026-2027 Annual Business Plan. The identification of annual building renewal and maintenance requirements is informed by multiple sources including the following:

- **Building asset condition assessments** - these assessments are undertaken every five (5) years and reviewed annually. Assets that are scheduled for renewal are identified in Council's asset condition database.
- **Priorities and directions of Council approved strategies and action plans** - for example, the Councils Three Library Strategy, the Access & Inclusion Strategy, the Corporate Emissions Reduction Plan, the Norwood Concert Hall Business Plan, etc), which can inform the timing of any planned renewal works.
- **Building maintenance inspections** - these are undertaken by Council staff (e.g. cleaning, roofs and gutters, crack repairs, painting) and service contractors (e.g. air conditioning, electrical, plumbing, etc.)
- **Stakeholder input** - obtained from staff who manage the facilities (e.g. Community Services staff), Lessees and users (e.g. community groups and sporting clubs).

FINANCE AND BUDGET IMPLICATIONS

In 2025-2026, approximately \$2.66 million was expended on building capital renewal and \$1.45 million on operational building maintenance.

In 2026-2027 approximately \$2.795 million has been allocated to building capital renewal and \$1.45 million on operational building maintenance. In line with the ESCOSA recommendations, the Council has not allocated funding for any new capital building projects in 2026-2027. However, State and Federal government funding has been secured for the construction of new women's changeroom facilities at the Norwood Oval and new public toilets at Twelftree Reserve.

RISK MANAGEMENT

Council owned buildings and systems (e.g. external and internal fabric, air conditioning, electrical, plumbing, fire, etc.) are maintained to ensure facilities are safe, functional, and accessible for staff and the community. In doing so, staff monitor and ensure compliance with health, safety, building codes and environmental standards.

CONSULTATION

Elected Members

The Council requested this report at its meeting held on 4 August 2026.

Community

Not Applicable.

Staff

- General Manager, Infrastructure & Major Projects.
- Building Assets Manager
- Building Operations Officer
- Building Maintenance Officer

Other Agencies

Not Applicable.

DISCUSSION

Overview of Council's Buildings Portfolio

The Council's building portfolio is made up of approximately 45 buildings (inclusive of 15 toilet facilities) with a combined asset replacement value of approximately \$165 million. The buildings are listed by category in **Table 1**, noting the categories are emergent.

TABLE 2: BUILDINGS BY TYPE

Category	Number	Building
Principal Offices	1	Norwood Town Hall (including Council Chambers, Administration offices, Don Pyatt Hall, Norwood Concert Hall and commercial tenancy- House of Health)
Council Depot	1	Council Works Depot
Libraries	3	Norwood Library Payneham Library Complex (including Payneham Community Facilities that are available for hire) St Peters Library Complex (including Cultural Heritage Centre, The Gallery, St Peters Banquet Hall and tenancies 3D Radio and Eastern Health Authority)
Swimming Centres	2	Payneham Memorial Swimming Centre Norwood Swimming Centre
Major Sport Facility	1	Norwood Oval
Child Care Centre	1	St Peters Child Care Centre & Pre-School
Stand alone "Venues for Hire"	3	Payneham Community Centre Beulah Road Hall St Peters Youth Centre
Community Sport & Recreation Facilities	9	Payneham Youth Centre (Gymnastics) Patterson Sportsground Clubrooms (Baseball and lacrosse) Payneham Oval Clubrooms (football, cricket and tennis) Cruikshank Reserve Clubrooms (Tennis and netball) Buttery Sportsground Clubrooms (Tennis and croquet) John Horrocks Memorial Green Clubrooms (Tennis) Syd Jones Reserve Clubrooms (Table Tennis) Trinity Gardens Tennis Clubrooms (Tennis) Trinity Gardens Bowling Clubrooms (Lawn Bowls)

Category	Number	Building
Other Community Facilities	8	Adey Reserve Building Borthwick House (Vacant) Norwood RSL Building Payneham Senior Citizens Building St Peters Rotary Club Shed Stepney Cottages (x3) 64 Nelson Street (Lessee: Women's Community Centre) 66 Nelson Street (Lessee: No Strings Attached) 68 Nelson Street (Commercial tenant)
Public Toilets	15	Adey Reserve, Burchell Reserve, Cruickshank Reserve, Drage Reserve, Dunstan Adventure Playground, Felixstow Reserve, Joslin Reserve, Koster Park, Linde Reserve, Payneham Community Centre – External Toilet, Payneham Oval, Richards Park, St Morris Reserve, St Peters River Park, Syd Jones Reserve
Multi deck car park	1	Webbe Street Car Park

As set out above, a number of buildings comprise multiple spaces/uses that perform different functions. For Example:

- **St Peters Town Hall Complex:** St Peters Library, St Peters Banquet Hall, The Gallery, Cultural Heritage Centre and commercial tenancies (Eastern Health Alliance and 3D Radio);
- **Norwood Town Hall:** Council offices and Council Chambers, Norwood Concert Hall, Don Pyatt Hall, commercial tenancy (House of Health); and
- **Payneham Library & Community Facilities:** Library and a separate wing comprising three community rooms/spaces for hire.

The Council also owns a number of minor buildings/structures in reserves such as garden sheds at Linde Community Garden, Borthwick Park (Kensington Residents Association) and River Park (Friends of the Billabong), the brick chimney at Chimney Park and the brick kiln at Koster Park.

The information below provides an overview of the following:

- building capital renewal projects that were delivered in the 2025-2026 financial year; and
- building capital renewal projects that are scheduled in the 2026-2027 financial year.

NORWOOD TOWN HALL (Citizen Services & Administration Offices)

Norwood Town Hall is the Council's Principal Office and accommodates the majority of Council's staff.

Year	Renewal and Maintenance Works
2025-2026	• Reconfiguration of ground floor offices and workstations. • Scoping for renewal of the existing air conditioning system as it needs to be replaced.
2026-2027	• Scoping and initiation of façade cleaning, repairs, painting, replacement of downpipes and repairs to window frames. • Reconfiguration of first floor offices and workstations. • Replacement of floor coverings on mezzanine and first floor. • Detailed design and procurement for replacement of air conditioning system.. • Audit of window frames to establish extent of required repair works.

COUNCIL WORKS DEPOT

Council's Works Depot at Glynde accommodates the Council's Field staff (City Services Unit) and renewal and maintenance works focus on ensuring an efficient and safe working environment.

Year	Renewal and Maintenance Works
2025-2026	• Renewal of carpets, blinds and lockers. • Detailed design and specification of renewal of external storage/waste bays. • Detailed design for chemical store room.
2026-2027	• Replacement of floor coverings. • Renewal (construction) of storage/waste bays. • Renewal (construction) of chemical store.

LIBRARIES

Planning for the renewal of our Library buildings is guided by service delivery directions as per the Council approved Three Library Strategy.

Norwood Library (Norwood Institute Building)

Year	Renewal and Maintenance Works
2025-2026	• Replacement of fire indicator panel. • Replacement of roof gutters.
2026-2027	• Comprehensive building condition audit to inform future renewal & maintenance planning. • Replacement of window sashes replacement (Completed) • Commissioning of a report on salt damp. • Condition audit of window frames.

Payneham Library & Community Facilities

A functional assessment of the Payneham Library has identified that the functional design does not support the delivery of contemporary library services or administration. Opportunities to change functionality in response to asset renewal requirements will be explored.

Year	Renewal and Maintenance Works
2025-2026	• Replacement of a hot water unit
2026-2027	• Replacement of fire indicator panel. • Planning, scoping and designing of internal changes to administration and public areas.

St Peters Town Hall Complex

The St Peters Town Hall complex comprises several separate spaces, with renewal and maintenance work focused on heritage protection, functionality, safety and environmental sustainability.

Year	Renewal and Maintenance Works
2025-2026	• Salt damp repairs (external). • Replacement of carpet. • Design of lighting renewal for multiple spaces. • Replacement of lights in Banquet Hall to LED. • Replacement of reading stools in Library. • Remedial works to roof access ladder. • Replacement of lights in The Gallery to LED.
2026-2027	• Replacement of lights in Library. • Replacement of carpet in Cultural Heritage Centre. • Replacement of air conditioning system – Detailed design and specification and procurement. • Installation of solar panels and battery. • Condition audit of window frames.

NORWOOD TOWN HALL- NORWOOD CONCERT HALL

Prioritised renewal works will support achievement of the outcomes of the Norwood Concert Hall Business Plan which was approved by Council on 7 April 2026.

The refurbishment (renewal) of the main foyer will be undertaken in 2026-2027, together with activation of the Don Pyatt Hall to support the operations of the Norwood Concert Hall and improve the experience for patrons and hirers.

Detailed design and specification of a good lift will be progressed during 2026-2027.

Year	Renewal and Maintenance Works
2025-2026	- Dressing Room - Vinyl floor replacement, lighting renewal (LEDs), repainting, replacement of furniture and benches. - Replacement of mirror benches in dressing rooms. - Replacement of custom drape, platform for stage and microphone. - Replacement of trestle tables and trolleys. - Replacement of air conditioning system in the Don Pyatt Hall. - Development of design concepts for refurbishment of main foyer. - Stage lighting: Procurement. - Replacement of chairs (moveable/stackable). - Detailed design and specification for renewal of external canopy to entrance.
2026-2027	- Replacement of stage lighting (completed). - Replacement of stage rigging (underway). - Renewal works to external entrance canopy to George Street. Scope to be confirmed given renewal focus. - Main foyer refurbishment (carpets, painting, acoustic treatments, lighting). Scope to be confirmed given renewal focus. - Carpet renewal to first floor foyer and areas adjacent Council Chamber and Mayor's Parlour. - Detailed design and specification of goods lift to be accessed from George Street. - Detailed design and specification for future replacement of Concert Hall floor.

NORWOOD SWIMMING CENTRE

In line with the Council decision, Bluefit have been contracted to manage the Norwood Swimming Centre on behalf of the Council. In preparation for the upcoming season, following Council's consideration of a report into operating hours, various renewal works are being carried out in readiness for the 2026-27 swimming season.

As advised in previous reports, the assets are aging and the ongoing maintenance and renewal burden of the facility is increasing.

Year	Renewal and Maintenance Works
2025-2026	General maintenance to pools, buildings and grounds.
2026-2027	- Localised replacement of tiles to pools. - New external and internal cladding and internal fitout of lunchroom. - Replacement of cladding to plant room. - Conversion of chlorine gas and soda ash system to a dry acid dosing system - Exterior painting of office and changerooms. - Maintenance of paved entrance area. - Installation of new barbeque. - Scoping, design and specification of renewal works required to 50 metre and toddler pools.

NORWOOD OVAL

Norwood Oval is leased to the Norwood Football Club, however Council retains the responsibility for the funding and deliver of the asset renewal works.

Year	Renewal and Maintenance Works
2025-2026	- Western Grandstand – Replacement of media platform. - Replacement of interchange benches and canopies including drain covers under the interchange benches. - Sir Edwin Smith and Western Grandstands – installation of handrails to aisle to improve accessibility. - Western Grandstand roof replacement – Design and approvals.
2026-2027	- Western Grandstand roof replacement. - Retaining wall renewal (two locations). - Replacement of fencing.

ST PETERS CHILD CARE CENTRE & PRE-SCHOOL

Since March 2026, an extensive internal and external refurbishment of the facility has been undertaken. This was in addition to the kitchen renewal.

Year	Renewal and Maintenance Works
2025-2026	- New shade sail to external play area. - Possum Room kitchen renewal. - Internal painting. - Replacement of majority of furniture. - Replacement of external spaces (including playground area) to improve quality and manage risk. - Replacement of staff lockers. - Design for playground renewal. - Replacement of all pinboards.
2026-2027	- Installation of new dishwasher (completed). - Replacement of playground in the rear yard. - Installation of new kitchen oven. - Replacement of Staff kitchen. - Installation of new bathroom cabinets. (Possum Room) - Replacement of change table. - Replacement of side boundary. - Installation of screening (waste storage area).

VENUES FOR HIRE

The Council owns and operates five (5) venues for hire.

The Payneham Community Centre is the largest of these venues, with multiple spaces for hire and the hire level of utilisation of all the facilities at the Centre.

As endorsed by the Council, there has been a focus on transitioning the Beulah Road Community Hall from a “leased” facility to a community hall for hire.

Year	Renewal and Maintenance Works
2025-2026	- St Peters Banquet Room – Lighting replacement, refixing of all acoustic wall panels - Beulah Road Community Hall – Removal of stage rigging - Beulah Road Community Hall – Replacement of lights (LED) - Payneham Community Centre – Replacement of electric striker to the rear door - Payneham Community Centre – Replacement of floor coverings to various spaces
2026-2027	- Payneham Community Centre – Replacement of floor coverings to various spaces (completed) - Payneham Community Centre – Investigations into removal of gas heaters. - Payneham Community Facilities – Touch-up painting - Beulah Road Community Hall – Repainting, resealing of main hall floor, wall and ceiling patching, acoustic panels replacement, ceiling tiles replacement - St Peters Youth Centre – Replacement of lights (LED) (completed) - St Peters Youth Centre – Service Painting - St Peters Youth Centre – Ceiling replacement to male toilets (completed)

COMMUNITY SPORTS & RECREATION

Council owns a total of nine (9) community sport and recreation buildings which are leased or licenced to the relevant club or community group who facilitate activities for the community.

Year	Renewal and Maintenance Works
2025-2026	- Trinity Gardens Bowling Club – Replacement of carpet tiles - Trinity Gardens Bowling Club – Replacement of lighting (LED) - Trinity Gardens Tennis Club – Replacement of double sliding doors - Payneham Youth Centre – Replacement of lighting (LED) (Gym Area) - Buttery Sportsground – Norwood Croquet Club – replacement of veranda ceiling - Buttery Sportsground – Replacement of lighting (LED) - Holmesdale Memorial Tennis Club – DDA Audit
2026-2027	- Patterson Reserve Clubrooms (Baseball/Lacrosse) – Internal painting and replacement of carpet. - Replacement of lights (LED) – Patterson Reserve Clubrooms (completed), Payneham Oval Clubrooms (Tennis, Gym), Syd Jones Reserve Clubrooms (Table Tennis) and Holmesdale Tennis Club. - Holmesdale Tennis Club – Design for DDA access to clubrooms and toilets. - Patterson Reserve Clubrooms & Payneham Youth Centre – Scoping of options and concept plans/design for renewal of both facilities

Whilst building renewals are the focus of this report, the following recreation and open space infrastructure renewals are proposed in 2026-2027, or a subsequent year, and subject to grant funding and reaching funding agreements with the respective clubs:

- renewal of Cruikshank Reserve tennis/netball courts (x4) and lighting; and
- replacement of Payneham Oval lights.

OTHER COMMUNITY FACILITIES

The Council owns a total of eight (8) other community facilities which are leased or licenced to the relevant club or community group who facilitate activities for the community.

Year	Renewal and Maintenance Works
2025-2026	• Pottery Hut (adjacent Payneham Community Centre) – Repainting, external and internal lighting replacement (LED), replacement of meter box, replacement of roof cladding (incl gutters and downpipes), replacement of windows. • St Peters Rotary Club Shed – Investigations into renewal of power supply and upgrade (with secured grants funds) to 3-phase power, • Borthwick House – replacement of building eaves and fascias, removal of all items stored in the building and painting. • Payneham Senior Citizens Centre – Replacement of blinds
2026-2027	• Payneham Senior Citizens Centre – Replacement of lighting (LED) (completed) and replacement of oven/cooktop • St Peters Rotary Club Shed– Renewal of site power supply and upgrade (with grants funds) to 3-phase power, replacement of gutters • Adey Reserve – replacement of damaged eaves and ceilings. • 68 Nelson Street (commercial tenancy)– Repairing internal crack and repainting, replacement of carpet, replacement of lighting (LED), external wall patching and window repairs, replacement of water tank, replacement of some sections of gutters.

ASSETS WITH EXPIRED USEFUL LIFE

The underground public toilets on the eastern side of the Norwood Oval have been closed for a number of years due primarily to access and safety concerns and to the condition of the facilities. As there are other toilet facilities at the Oval, replacement of this toilet facility is not a priority.

As part of the Building Assets Strategy that is being undertaken, assessment of each of the Councils building assets will be undertaken.

BUILDING ASSETS STRATEGY

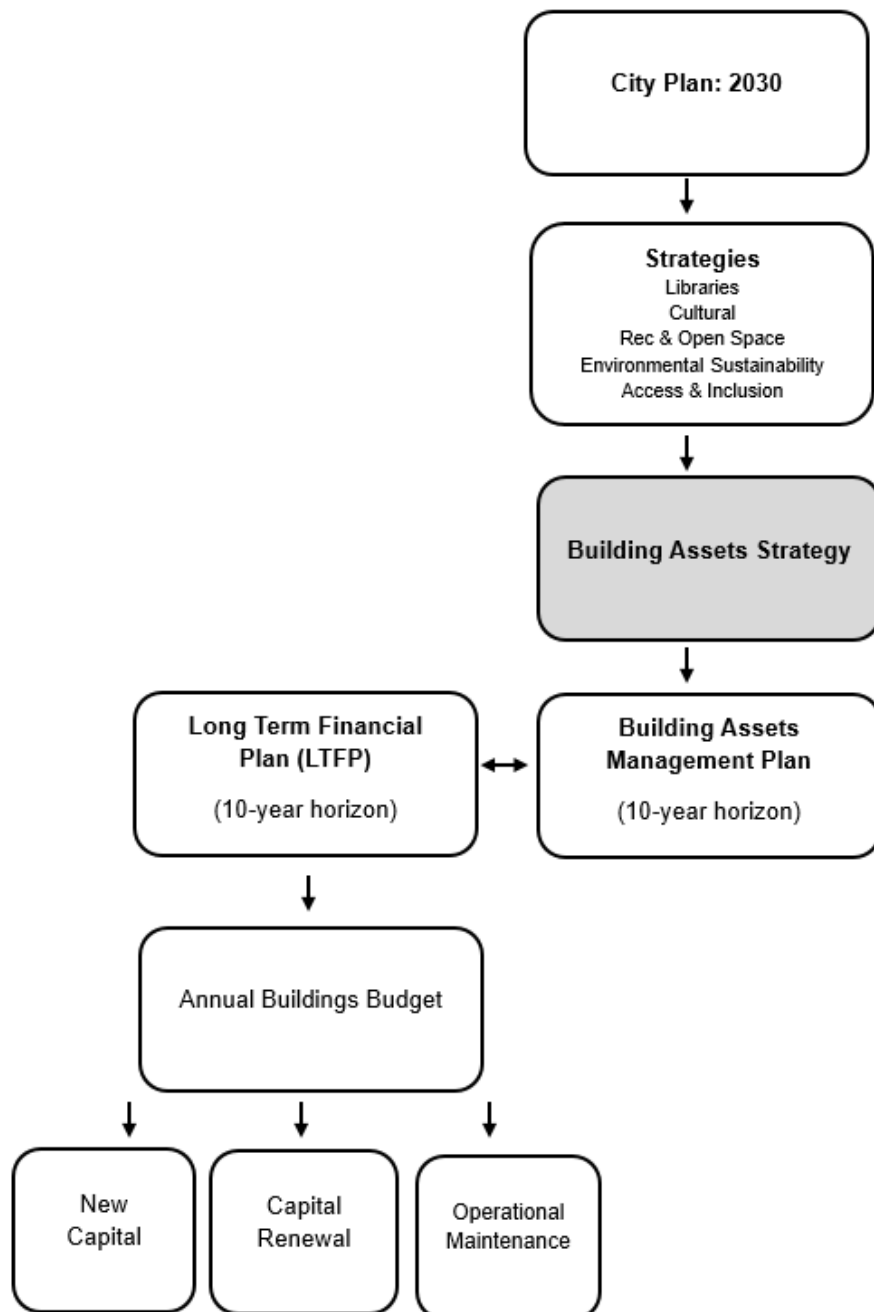
As discussed earlier in this report, the current investment in asset renewal and maintenance is primarily driven by condition and compliance. It is largely “science” driven, not “strategy”.

The Building Assets Strategy will guide where, how, and to what extent the Council invests in its building portfolio, including both renewal and new capital works, to support the service delivery aspirations outlined in the City Plan and associated strategies.

As shown in **Figure 2**, the Building Assets Strategy provides the link between Council's strategic objectives and long-term asset planning, ensuring building assets are continued to be managed in a coordinated manner and that the Building Assets Management Plan reflects the timing and scale of future investment requirements.

The development of the Building Assets Strategy is a priority strategic planning project to be progressed over the next twelve (12) months.

FIGURE 2: STRATEGIC BUILDINGS ASSET MANAGEMENT FRAMEWORK



The scope of the Building Assets Strategy relates to the optimisation of the Council's building assets and includes the review of all Council owned buildings to develop an overall strategy. A Project Scope and Brief is currently being prepared and an Elected Members Information Briefing will be organised shortly to present the Project Scope and Project Brief.

OPTIONS

Not applicable as this report is provided for information purposes.

CONCLUSION

The Council applies its asset and financial management framework to inform investment in its building assets portfolio on both a long term and annual basis. As is detailed in the report, an extensive program of asset renewal was delivered across the building assets portfolio in 2025-2026 and further investment is scheduled in 2026-2027

The Building Asset Strategy will guide where, how and to what extent the Council invests in its building portfolio, including both renewal and new capital works, to support the service delivery aspirations outlined in the City Plan and associated strategies.

RECOMMENDATION

That the 2026-2027 Building Assets Renewal Program, as set out in this report, be noted.

13.3 COMMUNITY LAND MANAGEMENT PLAN UPDATE

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

PURPOSE OF THE REPORT

The purpose of this report is to seek approval for a minor change to the Council's *Civic & Community Facilities Community Land Management Plan*, to progress a lease arrangement for the use of the Pottery Hut, located adjacent to the Payneham Community Centre.

BACKGROUND

Section 196 of the *Local Government Act 1999* (the Act) requires that the Council must prepare and adopt a Management Plan for the Council's Community Land.

The Council's *Civic & Community Facilities Community Land Management Plan* (CLMP), covers Council-owned buildings that operate to provide a civic and community purposes for the City.

The CLMP was adopted by the Council on 1 November 2021.

Following a request that was received from the Adelaide Potters Club, the Pottery Hut is proposed to be leased for a five (5) year period.

In order to progress a lease for this building, a minor update to the CLMP is required.

A copy of the current CLMP is contained in **Attachment A**.

STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

Elected Members

Not Applicable.

Community

Not Applicable.

In accordance with the Act, as the proposed change to the CLMP is of minor significance and the lease is for a five (5) year period, community consultation is not required.

Staff

Not Applicable.

Other Agencies

Not Applicable.

DISCUSSION

The Pottery Hut, located adjacent to the Payneham Community Centre, has recently been refreshed and is being used by the Adelaide Potter's Club (the Club) to host demonstrations and showcase the Club's products as part of the South Australian Living Artists (SALA) Festival which concludes on 31 August 2026.

Through its use of the Pottery Hut for the SALA Festival, the Club expressed an interest in leasing the Pottery Hut as a base for its activities.

The Club is 76 years old and is a 'not for profit' incorporated body and provides instruction and practice of ceramic arts. The Club was previously a tenant of the City of Unley for 25 years with the lease being terminated due to the expansion of the Unley Museum.

The Club proposes to use the Pottery Hut as a space for:

- members to meet, create, and participate in the making of pottery;
- conduct pottery classes; and
- participate in community events such as open studio days, pottery sales and 'come and try' classes.

The lease term proposed is five (5) years and the rent has been calculated based on the Council's Policy for rent that is payable by community groups leasing Council's properties, namely 20% of the market rent. The valuation that has been obtained has determined that the Annual Market Rental Value of the Pottery Hut is \$15,000 and therefore, the rent payable by the Club will be \$3,000 per annum, which the Club is comfortable with.

To enable this lease arrangement to be progressed, the minor update that is required to be made to the current CLMP relates to the table on page seven (7) of the CLMP. In summary, the amendment seeks to include the Payneham Community Centre and Potter's Hut in the land that can be leased for up to five (5) years.

The use of the Pottery Hut by the Club under a lease arrangement is consistent with the purpose of the land as outlined in the CLMP particularly as the lease arrangement:

- provides opportunities for social interaction and connection, relaxation and physical activity; and
- protects, enhances and promotes the cultural and built heritage within the City.

The proposed lease is also consistent with the Key Management Objectives set out in the CLMP, namely:

- providing a range of services and facilities that benefit the City and cater to a variety of community needs (for ratepayers, residents and visitors);
- identifying and pursuing opportunities for more efficient, equitable and innovative use of Council land and facilities, taking into account changing community needs over time.

The reason why the update to the CLMP is required is to make it clear in the CLMP that such a lease is 'authorised' given when the current CLMP was prepared and adopted, leasing of the Pottery Hut was not envisaged and as such, no mention specific provision to that effect was included in the CLMP.

In this respect, the current text in the table for 'Leases Up to five years', is set out below:

The following land may be leased: Beulah Road Community Hall, Norwood Institute Building (excluding the Norwood Library), Payneham Senior Citizens Centre, Payneham Youth Centre, St Peters Civic Centre Complex (units 3 and 4), St Peters Rotary Club Shed and the Norwood Town Hall Civic Centre (49 George Street premises), for any use consistent with the Purpose of the Land set out in this Plan.

Units 3 and 4 within the St Peters Civic Centre Complex and the 49 George Street premises at the Norwood Town Hall Civic Centre may be leased on a commercial basis, for any use consistent with the Purpose of the land set out in this Plan.

The above wording is proposed to be amended by including reference to the Payneham Community Centre and Pottery Hut as shown in red font below:

The following land may be leased: Beulah Road Community Hall, Norwood Institute Building (excluding the Norwood Library), Payneham Senior Citizens Centre, Payneham Youth Centre, Payneham Community Centre (Pottery Hut), St Peters Civic Centre Complex (units 3 and 4), St Peters Rotary Club Shed and the Norwood Town Hall Civic Centre, (49 George Street premises), for any use consistent with the Purpose of the Land set out in this Plan.

Units 3 and 4 within the St Peters Civic Centre Complex and the 49 George Street premises at the Norwood Town Hall Civic Centre, may be leased on a commercial basis, for any use consistent with the Purpose of the land set out in this Plan.

OPTIONS

If the Council does not approve the update to the CLMP the lease with the Club cannot proceed.

CONCLUSION

The occupation of the Pottery Hut by the Club provides an effective use of an otherwise vacant space. The Adelaide Potter's Club are keen to use the Pottery Hut as its base and will provide another community focused activity in the Payneham Community Centre precinct.

RECOMMENDATION

1. *That the proposed amendment to the Leasing and Licensing table on page 7 of the current Civic & Community Facilities Community Land Management Plan (as contained in Attachment A) be approved to allow for the Payneham Community Centre - Pottery Hut to be leased for a period up to five (5) years.*
2. *The Council notes that the lease will be finalised under delegation in accordance with the approach contained in this report.*



Civic & Community Facilities

Community Land Management Plan

Updated November 2021



City of
Norwood
Payneham
& St Peters

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Adoption and Review

The Civic & Community Facilities Community Land Management Plan was adopted by the Council on 1 June 2020.

The Council will review this Plan within three years of the adoption date, or otherwise as required from time-to-time.

Cover: Norwood Town Hall
Right: Jazz in the Park, Linde Reserve



Civic & Community Facilities

This Community Land Management Plan has been prepared pursuant to Section 196 of the *Local Government Act 1999* (the Act).

Background

Civic and community facilities play a vital role in enabling the Council to conduct its day-to-day administrative operations and provide services to the community. They provide a meeting place for community groups, a space to learn new skills and connect with others, and face-to-face contact with Council staff. They are some of the most well-known and utilised Council facilities, including the Norwood Town Hall, the St Peters Civic Centre Complex and the Payneham Community Centre.

The Council has a total of 11 civic and community facilities throughout the City.

Many of these facilities have a long history and contribute to the rich cultural and built heritage of our City. Increasingly, community buildings are being reimagined and redesigned as modern and inclusive community hubs that provide access to multi-purpose spaces and interactive technology.

Central to the role of the Council, the Council’s Customer Service Centre operates out of the Norwood Town Hall located at 175 The Parade, Norwood, and provides a range of services to members of the community every day — from payment of rates and dog registration, to permit applications, to taking enquiries and providing information about the full range of Council services.

The Council also has three Libraries located within the City — the Norwood Library, the St Peters Library and the Payneham Library — reflective of the history and location of the three former Councils that amalgamated to form the City of Norwood Payneham & St Peters.

The Council’s Works Depot, located in Glynde and the Council owned and operated St Peters Child Care Centre, located in Stepney, are also included within this category of Community Land.

What land does this include?

An excerpt from the Council’s Community Land Register listing all civic and community facilities is contained within **Appendix A**.

Description

Civic and community facilities are Council-owned buildings which operate to provide a civic or community purpose for the City, including activities such as Council administration, provision of community services and activities, and public meeting spaces.

These facilities include community halls and centres, library complexes, child care centres and administrative buildings for Council staff.

Some of these facilities are operated by the Council and made available for casual hire by members of the community (for instance, the Payneham Community Centre), and some are operated by community groups under lease agreements.

Civic and Community
Facilities Map



Legend

1	Beulah Road Community Hall
2	Norwood Institute Building (includes Norwood Library)
3	Norwood Town Hall Civic Centre
4	Payneham Community Centre
5	Payneham Library and Community Facilities Complex
6	Payneham Senior Citizens Centre
7	Payneham Youth Centre
8	St Peters Child Care Centre
9	St Peters Civic Centre Complex (includes St Peters Library)
10	St Peters Rotary Club Shed
11	Works Depot

Purpose of the Land

In general terms, Community Land comprising civic and community facilities is held by the Council for one or more of the following purposes:

- to facilitate the provision of community, health, recreational, educational, cultural and tourism facilities, services and activities across the City;
- to provide opportunities for social interaction and connection, relaxation and physical activity;
- to protect and enhance the lifestyle, amenity and 'sense of place' in the City;
- to protect, enhance and promote cultural and built heritage within the City; and
- to facilitate the provision of civic, operational and administrative functions by the Council.

Key Management Objectives

The Council will seek to manage all Community Land in accordance with all applicable legislative requirements and all relevant Council policies, strategies and management plans (including the Council's Strategic Management Plan *CityPlan 2030*), as introduced or amended from time-to-time.

In addition, the Council will seek to manage all Community Land in accordance with the following Key Management Objectives to:

- protect, enhance and expand public open space;
- maintain the quality and useability of open space over time;
- provide a range of services and facilities that benefit the City and cater to a variety of community needs (for ratepayers, residents and visitors);
- provide convenient and accessible public spaces for people of all ages, backgrounds and abilities;
- permit a broad range of land uses and activities in appropriate locations to promote dynamic community life within the City;
- protect and enhance the natural environment and promote sustainable and efficient management practices; and
- identify and pursue opportunities for more efficient, equitable and innovative use of Council land and facilities, taking into account changing community needs over time.

A Management Strategies table that contains the Council's specific objectives, strategies, performance targets and measures for management of civic and community facilities (as required by Section 196(3) of the Act) is contained within **Appendix B**.

The categories included in the Management Strategies apply only to the extent that they are relevant to each parcel of land (for instance, the management objectives, strategies and targets relating to playgrounds will not apply to all civic and community facilities, and specific management provisions relate to the St Peters Child Care Centre).

Strategic Management Proposals

The Council intends to undertake the following proposals for the civic and community facilities listed below (and otherwise in accordance with the Council's *2018–2028 Long-Term Financial Plan*):

Facility	Management Proposal	Objective
Norwood Institute Building	Feasability study and Masterplan*	Redevelopment of the Norwood Library in its present location or relocation to the Norwood Town Hall Civic Centre.
Norwood Town Hall Civic Centre	Feasability study and Masterplan*	Refurbishment of the Norwood Concert Hall, dependent upon the Council's decision on the location of the Norwood Library.
Payneham Library and Community Facilities Complex	Masterplan*	High-level vision for the upgrade of existing facilities including the playground and car park.
Payneham Youth Centre	Masterplan*	High-level vision for the upgrade of existing facilities.

**A Masterplan / Concept Plan is a long-term plan which sets out at a conceptual level the proposed vision for the Council facility. It includes future development and redevelopment proposals.*

Trusts, Dedications and Other Restrictions

Where Community Land is subject to a trust, dedication, reservation or other restriction that controls the use or management of that land, this information is included in the Community Land Register in **Appendix A**.



Leasing and Licensing

Pursuant to Section 202 of the Act, the following leasing and licensing arrangements are authorised for all Community Land comprising civic and community facilities:

Type of Arrangement	Length of Term	Authorised Uses
Leases (exclusive use)	Up to five years	The following land may be leased: Beulah Road Community Hall, Norwood Institute Building (excluding the Norwood Library), Payneham Senior Citizens Centre, Payneham Youth Centre, St Peters Civic Centre Complex (units 3 and 4), St Peters Rotary Club Shed and the Norwood Town Hall Civic Centre (49 George Street premises), for any use consistent with the Purpose of the Land set out in this Plan. Units 3 and 4 within the St Peters Civic Centre Complex and the 49 George Street premises at the Norwood Town Hall Civic Centre may be leased on a commercial basis, for any use consistent with the Purpose of the land set out in this Plan.
	Up to 15 years (Five + five + five)	Car parks on any of the land included in this Plan may be used on a commercial basis for the provision of publicly accessible electric vehicle charging stations.
Licences (non-exclusive use)	Six months – one year	The following land may be licensed: Beulah Road Community Hall, Norwood Institute Building (excluding the Norwood Library), Payneham Senior Citizens Centre, Payneham Youth Centre, St Peters Civic Centre Complex (units 3 and 4), St Peters Rotary Club Shed and the Norwood Town Hall Civic Centre (49 George Street premises), for any use consistent with the Purpose of the Land set out in this Plan. Use of the land for a business purpose may be granted where it occurs on a single occasion or on a short-term basis (up to the maximum term length), subject to approval.
Casual Hire (non-exclusive use)	Up to six months	Any land excluding the St Peters Child Care Centre and the Works Depot may be hired. Any use consistent with the Purpose of the Land set out in this Plan. Use of the land for a business purpose may be granted where it occurs on a single occasion or on a short-term basis (up to the maximum term length), subject to approval. For any hire of the Payneham Community Centre, any use that comprises the operation of a commercial business from the Centre as the sole or primary location of that business on an ongoing basis, is not authorised.

Notes:

- All existing leases, licences and casual hire arrangements in place with respect to Community Land comprising civic and community facilities at the time of adoption of this Plan, are taken to be authorised for the purposes of this Plan.
- The Council can approve the use of Community Land for a business purpose in accordance with the provisions of this Community Land Management Plan, pursuant to Section 200 of the Act.
- Where a lease or licence is proposed to be granted for a term of more than five years, or where a use of Community Land outside the Authorised Uses is proposed, this will be at the Council’s discretion in all respects, and the Council is required to comply with its public consultation policy pursuant to Section 202(3) of the Act.

Appendix A

Community Land Register

Civic and Community Facilities

#	Name of Land	Address of Land	Certificate of Title	Plan and Parcel	Notes	Lease / Licence*	Land area (approximate m²)
1	Beulah Road Community Hall	31 Beulah Road, Norwood SA 5067	5752/340	D14768 A1		Lease	556
2	Norwood Institute Building	110 The Parade, Norwood SA 5067	5079/779	F100064 A51	Includes Norwood Library	Leases	531
3	Norwood Town Hall Civic Centre	Lot 1 The Parade, Norwood SA 5067 161–169 The Parade, Norwood SA 5067	6037/165 6083/292 6083/293	D69685 A1 26507F110 C26507F111	Includes 49 George Street premises, Norwood Concert Hall and Don Pyatt Hall	Lease	3,447
4	Payneham Community Centre	374 Payneham Road, Payneham and 2 Arthur Street, Payneham SA 5070	5464/648 5530/477	F13004 A101 F13004 A102	Includes playground	Licences	6,352
5	Payneham Library and Community Facilities Complex	2 Turner Street, Felixstow SA 5070	6233/72 5744/454 Pt 5744/453 Pt 5386/506	D122244 A10 F40075 A15 F40075 A16 D42573 Q23			5,400
6	Payneham Senior Citizens Centre	54–58 Coorara Avenue, Payneham South 5070	5807/541 5816/66 5839/300	D1793 A70 D1793 A71 D1793 A72		Lease	3,404
7	Payneham Youth Centre	24 Turner Street, Felixstow SA 5070	5828/683 Pt 5386/506	F40075 A18 D42573 Q23	Adjacent to Patterson Sportsground	Lease	3,430
8	St Peters Child Care Centre	42–46 Henry Street, Stepney SA 5069	5554/194 Pt 5729/969	F212439 A132, A133 F211841 A245	Adjacent to Linde Reserve		2,137
9	St Peters Civic Centre Complex	101 Payneham Road, St Peters SA 5069	5847/278 5847/279 5827/303 5830/817	F136449 A98 F136450 A99 F136451 A100 F136452 A1	Includes St Peters Library and Units 3 and 4	Leases	4,573
10	St Peters Rotary Club Shed	46A Henry Street, Stepney SA 5069	5729/969	F211841 A245	Adjacent to Linde Reserve and St Peters Child Care Centre	Lease	837
11	Works Depot	30 Davis Road, Glynde SA 5070	5630/933	D50583 A53			5,937

Notes:
*For further details relating to a Lease or Licence, see the Council's Lease & Licence Register, available at: www.nps.sa.gov.au
The information provided in this Register was correct at the time of publication.

Appendix B

Management Strategies
Civic and Community Facilities

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
1	Public Access and Mobility	Provide reserves, facilities and spaces that are fit-for-purpose, safe, well-maintained and accessible for people of all ages, backgrounds and abilities*	Design and provide safe, high quality facilities and spaces for all people Provide safe and accessible movement for all people	Achieve a resident perception rating higher than the average from the previous four Council Community Surveys for the level of community satisfaction with the access to services and facilities. All upgrades and redevelopments are compliant with relevant legislation, strategies and standards relating to public access (<i>including, e.g., Disability Discrimination Act 1992 (Cth), National Disability Strategy, Building Code of Australia, Australian Standards</i>)	Community Survey (undertaken every two (2) years) – level of resident satisfaction Audit of upgrades and redevelopments once completed
			Implement the Council's Access & Inclusion Strategy and Access & Inclusion Policy (as amended from time-to-time)	Citizens of all ages and abilities have equitable access to building, open space and services available in the City	Annual reporting on Access & Inclusion Strategy
			Identify opportunities for accessible and inclusive elements in all Masterplans for upgrades and redevelopments of Council reserves, facilities and public places	All upgrades and redevelopments include accessible or inclusive elements	Review of Masterplans prior to Council endorsement
		Improve smart mobility options/ outcomes in Council reserves, facilities and public places	Explore opportunities to improve city parking with smart technology Facilitate smart mobility options (e.g. micro-mobility, active travel, green transport)	Consider and incorporate smart technology and smart mobility options in upgrades of Council reserves, facilities and public place upgrades (where practicable) Targets otherwise as outlined in the Council's Smart City Implementation Strategy and Smart City Action Plan (as amended from time-to-time)	Performance measures as per the Council's Smart City Implementation Strategy and Smart City Action Plan (as amended from time-to-time)
			Facilitate uptake of electric vehicles (EV) and roll-out of EV charging infrastructure	Enter into arrangements with up to two (2) private sector proponents to install a maximum of 16 publicly accessible electric vehicle (EV) charging stations at key locations across the City over the period 2021-2036, with a minimum of two (2) charging stations installed within the period 2021-2023.	Number of EV charging stations installed in 2021-2023 and 2021-2036

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
2	Cultural Vitality	Dynamic community life in public places and precincts*	Facilitate a mix of land uses and activities in appropriate locations in balance with amenity and character Create and provide interesting and vibrant public spaces to encourage interaction and gatherings	Undertake the design or upgrade of at least one public space per annum	The number of designs or upgrades undertaken to community spaces by the Council
			Host and facilitate community events and activities	Hold a minimum of six major community events per year	The number of community events held
		Value and promote the City's rich cultural and built heritage*	Protect and enhance places, streetscapes, precincts and landmarks which reflect the built and cultural history of our City	Achieve a resident perception rating higher than the average from the previous four Council community surveys for the level of community satisfaction with cultural heritage programs provided by the Council	Community Survey undertaken by the Council every two years
3	Economic Development	Cosmopolitan business precincts contributing to the prosperity of the City*	Promote use of Council re-serves, facilities and public places to activate the surrounding precinct Promote the City as a visitor destination	Year-on-year increase in the number of business promotional initiatives held	The number of promotional initiatives undertaken by the Council

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
4	Environmental Sustainability	Sustainable and efficient management of resources*	Investigate and implement innovative waste reduction and education initiatives	Year-on-year increase in community recycling and green waste diverted from landfill across the City	Tonnes of community recycling and green waste diverted from landfill as a percentage of the total waste collected, measured each financial year
				Install recycling and/or food and garden organics bins at Council reserves, facilities and public places where practicable	Number of recycling and food and garden organics bins installed per year
			Incorporate “zero waste” or low waste principles into community event planning	All community events held by the Council are “zero waste”	Number of “zero waste” community events held by Council each year
			Prioritise the purchase of recycled products and materials in the replacement or upgrade of Council assets in reserves, facilities and public places, for all relevant product types	Year-on-year increase in corporate purchases of products of materials that contain recycled content	The weight (tonnes) of recycled content purchased by the Council, as reported under the LGA Circular Procurement Pilot Project
			Mitigating and adapting to the impacts of climate change*	Undertake climate change ad-aptation initiatives for our as-sets, public spaces, services and operations	Achieve a resident perception rating higher than the average from the previous four Council Community Surveys for the level of community satisfaction with the Council's response to climate change
		Implement actions from the Resilient East Action Plan 2020-2025	Refer to timeframes for actions in the Action Plan	Resilient East reporting on Action Plan each financial year	

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
5	Public Amenity	All Council reserves and facilities maintained as smoke-free facilities	Educating the community about the Council's <i>Smoke-Free Policy</i>	No smoking in smoke-free areas	Review of the number of complaints received regarding smoking in smoke-free areas annually
		Improve the usage and amenity of public and green spaces	Integrate digital technology into parks and green spaces to improve amenity, sustainability and safety Leverage smart data collection to improve planning and management of parks and public space Investigate the usage of smart sensors to enhance the collection and activation of data to improve public asset management	Consider and incorporate digital and smart technology in upgrades of Council reserves, facilities and public place upgrades (where practicable) Targets otherwise as outlined in the Council's Smart City Implementation Strategy and Smart City Action Plan (as amended from time-to-time) Performance measures as per the Council's Smart City Implementation Strategy and Smart City Action Plan (as amended from time-to-time)	Performance measures as per the Council's Smart City Implementation Strategy and Smart City Action Plan (as amended from time-to-time)
6	Leasing, Licensing and Casual Hire	Public and private use of Council reserves and facilities is managed in an equitable, efficient and consistent manner	New leases and licences are assessed against a leasing and licensing strategy Maintenance of a Lease and Licence Register Community Land Management Plans regulate unauthorised uses and tenure for leasing and licensing of public open space and facilities. Regular inspections of leased / licensed / hired reserves and facilities to ensure compliance by users	Development of a leasing and licensing policy framework for the City All leases, licences and hire arrangements are up-to-date and compliant with relevant legislative requirements Leased / licensed / hired facilities are used in accordance with the terms of their lease / licence / hire arrangement	Adoption of a leasing and licensing policy framework by the Council Review of Lease & Licence Register annually Inspection records for properties
		Increased, varied and shared use of Council reserves and facilities through suitable occupancy arrangements	Explore opportunities for increased and varied use of Council reserves and facilities (both short-term and long-term)	Highest and best usage of all Council reserves and facilities Development of a leasing and licensing strategy for all Council owned properties	Annual review to determine usage and occupancy of Council reserves and facilities Adoption of a leasing and licensing strategy by the Council

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
7	Urban Design	Pleasant, well designed and sustainable urban environments*	Encourage sustainable and quality urban design outcomes in all Council reserves and facilities Maximise the extent of green landscaping provided in new development and in the public realm	Undertake the design or upgrade of at least one public space per annum	The number of designs or upgrades undertaken to community spaces by the Council
		Sustainable streets and open spaces*	Protect, enhance and expand public open space Integrate green infrastructure into streetscapes and public spaces	All upgrades and redevelopments of Council reserves, facilities and public places incorporate landscaping and/or green infrastructure elements	Audit of upgrades and redevelopments once completed
8	Public Art	To create an artistic, creative, cultural and visually interesting City*	Facilitate public arts projects through the Council's Public Art Program, in accordance with the Council's <i>Public Art Policy</i> Include funding for development and design of public artwork in all major Council projects	Public artwork included in all major Council projects, where practicable	Number of major projects incorporating public artwork each year
			Continued implementation of the Council's Quadrennial Public Art Program	Commission a major public artwork every four years	Major public artwork installed every four years

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
9	Graffiti, Vandalism and Litter	Council reserves, facilities and public places are maintained free from graffiti, vandalism and litter in the interests of public amenity and safety	Provision of public waste bins at all Council reserves and facilities Public waste bins are emptied in accordance with the Council's service standard (frequency dependent upon location) Community education regarding waste management and reporting of incidents of littering, graffiti and/or vandalism	No complaints regarding litter and provision of / access to public waste bins	Review of CRMs relating to litter and provision of/access to public waste bins
			General inspection and monitoring of reserves for graffiti, vandalism and litter	Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
			CRMs in relation to graffiti, vandalism and litter are investigated and action taken where practicable (including reporting to the Police where required)	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Volunteer Graffiti Removal Program across the City (priority removal for offensive content)	Continued implementation of the Volunteer Graffiti Removal Program	Records of Graffiti Removal Program
			Explore opportunities for urban design to reduce risk of graffiti and/or vandalism in upgrades or redevelopments of Council reserves, facilities and public places	All Masterplans for Council reserves, facilities and public places incorporate urban design that seeks to reduce the risk of graffiti and/or vandalism (where relevant)	Review of Masterplans prior to Council endorsement
10	Animal Management	Animal management in Council reserves, facilities and public places is conducted in accordance with the objectives set out in the Council's <i>2019–2024 Dog & Cat Management Plan</i>	As set out in the <i>2019–2024 Dog & Cat Management Plan</i> (as amended from time-to-time)	As set out in the <i>2019–2024 Dog & Cat Management Plan</i> (as amended from time-to-time)	As set out in the <i>2019–2024 Dog & Cat Management Plan</i> (as amended from time-to-time)

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
11	Pest Control	To maintain public safety and amenity in Council reserves, facilities and public places	General inspection and monitoring of reserves for pest control	Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
			Annual termite inspections of Council buildings		
			Treatment of pest infestations and animal management issues if and when they arise (eg, bees, ant, cockroach, rodents, possums, pigeons, fruit fly)		
12	Vegetation and Landscaping	To conduct pest control in an environmentally sustainable manner where practicable	CRMs in relation to pest control are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Utilisation of environmentally sustainable pest control measures where practicable	Relocation of up to 50% of bee infestations at Council reserves, facilities and public places	Review of CRMs relating to bee infestations and action taken
			Regular vegetation maintenance program at all Council reserves, facilities and public places (including, e.g., pruning, fertilising, irrigation, mulching, plant replacement) (frequency dependent upon type of vegetation)	Delivery of maintenance program Development of maintenance plans for all Council reserves and facilities upon completion of reserve upgrade or redevelopment	Inspection and maintenance records Number of maintenance plans developed
		Vegetation, landscaping and grassed areas at Council reserves, facilities and public places are fit-for-purpose, safe and well-maintained	General inspection and monitoring of reserves for vegetation and landscaping	Inspection of approximately five reserves per month, and otherwise as required	
			CRMs in relation to vegetation and landscaping are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
		Sustainable streets and open spaces*	Protect, diversify and increase green cover	Plant a minimum of 500 new trees per year in streets and/or public spaces.	The number of new trees planted by the Council (LiDAR Analysis – Mapping Data)
			Establish a network of linked open spaces for wildlife habitat		

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
		Thriving and healthy habitats for native flora and fauna*	Identify and protect existing native vegetation and enhance habitat quality	Undertake at least two initiatives to promote the value of native flora and fauna per year	Number of initiatives to promote and educate the community about the value of native flora and fauna, per year
			Revegetate designated areas with local native species where appropriate		
			Facilitate community participation in revegetation programs and gardening programs, where appropriate		
		Trees at Council reserves, facilities and public places are healthy, structurally sound and well-maintained	Site management and maintenance of the St Peters Billabong to be conducted in accordance with any specific management plan for the Billabong, in connection with Green Adelaide (or other relevant body), as amended from time-to-time	St Peters Billabong is maintained in accordance with applicable management plan (if any)	Review of management and maintenance as required under plan (if any)
			Tree management program for selected trees in specified locations (including, e.g., adjacent high-usage Council facilities), with annual inspection and monitoring	Continued implementation of tree management program and general inspection and monitoring regime	Inspection and monitoring records (annually or otherwise as required)
			General inspection and monitoring of trees by a qualified arborist to assess tree condition and identify faults, dead trees or fallen branches (before programmed works, prior to major Council events, and otherwise as required)	Development of a Tree Strategy for the City	Development of Strategy
		CRMs in relation to trees are investigated and action taken where practicable	Cataloguing of Council trees across the City (dependent upon availability of resources)	Development of a comprehensive register for all Council trees in the City	Register developed
			CRMs in relation to trees are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
13	Drainage and Stormwater Management	Sustainable and efficient management of resources*	Encourage the capture and re-use of stormwater and reduce stormwater run-off from Council reserves, facilities and public places	Incorporate water sensitive urban design (WSUD) / stormwater capture and treatment considerations in reserve and public place upgrades (where practicable)	Number of projects with WSUD/stormwater capture and treatment considerations per year
			Implementation of the Eastern Regional Alliance (ERA) Waterproofing Eastern Adelaide Stormwater Harvesting and Re-Use Project	Connection of all Council parks and eserves to the Council's recycled water supply	Number of parks and reserves connected to the Council's recycled water supply
			Manage stormwater to reduce the risks of flooding Development and review of the Flood Mapping and Management Strategy Implementation of the Stormwater Infrastructure Asset Management Plan Implementation of the Council's 15-year Drainage Program across the City Implementation of an annual scheduled maintenance program for all side entry pits Continued implementation of gross pollutant trap cleaning and inspection program for relevant creeks and rivers (frequency dependent upon rain events)	Reduction in local area flooding (particularly in high priority areas in the City, as identified in the Flood Mapping and Management Strategy) Trunk mains across the City are capable of transferring a 100-year flow	Number of reported incidents of local area flooding per storm event Review of Drainage Program annually in Budget process
			CRMs in relation to drainage and stormwater management are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
14	Irrigation	Irrigation systems at Council reserves, facilities and public places are fit-for-purpose, safe and well-maintained Utilise best practice and sound horticultural principles to maximise efficient use of water	Irrigation of Council reserves, facilities and public places is managed in accordance with the Council's Irrigation Policy and Irrigation Management Plans	Irrigation of Council reserves, facilities and public places (where relevant) meets the Irrigated Public Open Space (IPOS) Code of Practice requirements and relevant legislative requirements	Review of water use and irrigation practices against IPOS Code of Practice, annually (or otherwise as required)
			Automatic or manual irrigation systems programmed to meet the needs of each area (including, e.g., soil type, grass type, use of area, water quality, climatic conditions)		
			Inspections and monitoring of irrigation systems to assess asset condition, performance and maintenance as required	Inspection of approximately five reserves per month and otherwise as required	Inspection and maintenance records
			CRMs in relation to irrigation are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
15	Building Maintenance	Convenient and accessible buildings and facilities that are fit-for-purpose, safe and well-maintained* Sustainable and efficient management of water, energy and other resources in Council buildings and facilities	Design and provide safe, high quality facilities and spaces for all people Management of Council buildings in accordance with the Council's Infrastructure & Asset Management Plans, policies, strategies and statutory requirements Incorporation of water saving / re-use, energy reduction and sustainability measures into existing buildings during repair or upgrade, or as opportunities arise	Continued asset management in accordance with Infrastructure & Asset Management Plans, Council policies, strategies and statutory requirements All buildings are compliant with Australian Standards and statutory requirements (where practicable, taking into account physical and heritage limitations of assets)	Asset Management Plan reviewed every five (5) years
			Building Condition Audit conducted every ten years	Continued implementation of Building Condition Audit every ten years	Building Condition Audit Process reviewed annually
			Planned building maintenance program to ensure key services are provided as required (frequency dependent upon service) (e.g. cleaning, essential safety provision testing and maintenance, pest control)	Delivery of maintenance program	Compliance certificates for building maintenance
			Inspection and monitoring of Council buildings and facilities to assess asset condition and performance as required	Continued implementation of inspection and monitoring regime	Inspection and maintenance records

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
16	Public Toilets	Public toilets at Council reserves, facilities and public places are well-maintained, safe and accessible to all members of the community To prevent vandalism and antisocial behaviour in the vicinity of public toilets	CRMs in relation to building maintenance are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Public toilets are regularly cleaned and maintained (at a minimum of three (3) times per week, dependent upon location and usage) All public toilets are locked between sunset and sunrise Security monitoring (dependent upon standard of public toilet facility)	Upgrade of at least one public toilet facility per year (including in connection with an upgrade / redevelopment process) to incorporate automated locking, security monitoring and DDA compliance	Number of public toilet facilities upgraded per year
			CRMs in relation to public toilets are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Public lighting installed or upgraded to appropriate lighting levels where practicable (where Council responsible for lighting infrastructure) Use LED or energy efficient lighting where practicable	Public lighting installed and maintained in accordance with Australian standards	Maintenance and upgrade records
17	Public Lighting	Council reserves, facilities and public places are lit for safety and amenity	CRMs in relation to public lighting are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Annual external audit of all playground equipment and surfacing against Australian Standards	All playgrounds and associated structures are compliant with Australian Standards and legislative requirements	Audit records
			Monthly inspection and monitoring of all playgrounds and associated structures to assess asset condition, performance and maintenance	Continued implementation of inspection and monitoring regime	Inspection and maintenance records
			CRMs in relation to playgrounds and associated structures are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
18	Playgrounds and associated structures (including, e.g. shade structures and sails, exercise equipment)	Playgrounds and associated structures at Council reserves and facilities are fit-for purpose, safe and well-maintained	Playgrounds are upgraded in accordance with the Council's <i>Playground Strategy</i>	Create or improve five innovative playgrounds in the City in accordance with the Council's <i>Playground Strategy</i>	Number of innovative playgrounds implemented over life of Strategy
			Identify opportunities to incorporate accessible and inclusive play equipment in Masterplan for upgrades and redevelopments of Council reserves and facilities	All new or upgraded playgrounds include accessible and inclusive play equipment and associated structures	Play space design compliance report for all new playgrounds and associated structures
			Identify opportunities to incorporate exercise equipment in Master Plans for upgrades and redevelopments of Council reserves and facilities	Exercise equipment is included in all upgraded or redeveloped reserves or facilities where identified in Masterplans	Number of reserves incorporating exercise equipment
			Inspection and monitoring of outdoor furniture and associated structures to assess asset condition, performance and maintenance	All outdoor furniture and associated structures are compliant with Australian Standards and legislative requirements Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
19	Outdoor Furniture and Associated Structures (includes, e.g., seats, benches, tables, shelters, barbecues, litter bins, drinking fountains, signage, dog poo bag dispensers)	Outdoor furniture and associated structures in Council reserves, facilities and public places are fit-for-purpose, safe and well-maintained	CRMs in relation to outdoor furniture and associated structures are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Inspection and monitoring of fencing, retaining walls and associated structures to assess asset condition, performance and maintenance	All fencing, retaining walls and associated structures are compliant with Australian Standards and legislative requirements Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
			CRMs in relation to fencing, retaining walls and associated structures are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
19	Outdoor Furniture and Associated Structures (includes, e.g., seats, benches, tables, shelters, barbecues, litter bins, drinking fountains, signage, dog poo bag dispensers)	Outdoor furniture and associated structures in Council reserves, facilities and public places are fit-for-purpose, safe and well-maintained	Playgrounds are upgraded in accordance with the Council's <i>Playground Strategy</i>	Create or improve five innovative playgrounds in the City in accordance with the Council's <i>Playground Strategy</i>	Number of innovative playgrounds implemented over life of Strategy
			Identify opportunities to incorporate accessible and inclusive play equipment in Masterplan for upgrades and redevelopments of Council reserves and facilities	All new or upgraded playgrounds include accessible and inclusive play equipment and associated structures	Play space design compliance report for all new playgrounds and associated structures
			Identify opportunities to incorporate exercise equipment in Master Plans for upgrades and redevelopments of Council reserves and facilities	Exercise equipment is included in all upgraded or redeveloped reserves or facilities where identified in Masterplans	Number of reserves incorporating exercise equipment
			Inspection and monitoring of outdoor furniture and associated structures to assess asset condition, performance and maintenance	All outdoor furniture and associated structures are compliant with Australian Standards and legislative requirements Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
20	Fencing, Retaining Walls and Associated Structures (includes, e.g., seats, benches, tables, shelters, barbecues, litter bins, drinking fountains, signage, dog poo bag dispensers)	Fencing, retaining walls and associated structures at Council reserves, facilities and public places are fit-for-purpose, safe and well-maintained	CRMs in relation to outdoor furniture and associated structures are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly
			Inspection and monitoring of fencing, retaining walls and associated structures to assess asset condition, performance and maintenance	All fencing, retaining walls and associated structures are compliant with Australian Standards and legislative requirements Inspection of approximately five reserves per month, and otherwise as required	Inspection and maintenance records
			CRMs in relation to fencing, retaining walls and associated structures are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
21	Roadways, Car Parks and Paths	Roadways, car parks and paths at Council reserves, facilities and public places are fit-for purpose, safe and well-maintained	Regular inspections and monitoring of roadways, car parks and paths to assess asset condition, performance and maintenance Regular street sweeping of car parks and roadways (approximately every six weeks)	All newly constructed car parking is compliant with Australian Standards and legislative requirements, and is paved Inspection of approximately five reserves per month, and otherwise as required Implementation of inspection and monitoring regime and street sweeping program	Inspection and maintenance records
			CRMs in relation to roadways, car parks and paths are investigated and action taken where practicable	CRMs are actioned in accordance with the Council's service standard	Review of CRM responses against the Council's service standard, monthly

#	Category	Objectives	Strategies	Performance Targets	Performance Measures
22	Child Care Centre	To provide quality and inclusive early childhood education and care services Child care centre facilities are fit-for-purpose, safe and well-maintained	Child care centre facilities and the delivery of services are managed in accordance with the Quality Improvement Plan (QIP), Strategic Plan and Business Plan for the Centre Implementation of the Early Years Learning Framework curriculum (or other approved learning framework) Ensuring Centre staff hold the necessary qualifications, accreditations, registrations and certifications (including, e.g., working with children, first aid, teacher registration) Room and yard checks to ensure compliance, daily	Management of child care centre facilities and service delivery in accordance with the National Quality Framework (comprising the Education and Care Services National Law and the Education and Care Services National Regulations) and other relevant legislative requirements (including, e.g. food handling and safety, occupational health and safety, child safe environments) Management of child care centre facilities and service delivery in accordance with the relevant legislative requirements relating to food handling and safety and occupational health and safety. Management of child care centre facilities and service delivery in accordance with the Centre's Strategic Plan and Business Plan	Self-assessment and internal review of QIP (against the National Quality Standard), annually Assessment and rating against National Quality Standard by the Australian Children's Education & Care Quality Authority (ACECOA), three yearly Internal OH&S Audit, quarterly Eastern Health Authority food safety audit, annually Quarterly Committee report to the Council
			CRMs are investigated and action taken where practicable	CRMs in relation to the Child Care Centre are actioned in accordance with the service standard	Review of CRM response actions and timeframes by responsible officers, monthly

Notes:
*See the Council's Strategic Management Plan *CityPlan 2030: Shaping Our Future*, for the Council's strategic objectives for the City.
'CRMs' – CRMs are Customer Requests logged in the Council's Customer Request Management System. CRMs are investigated and action taken where practicable (ie within Council budgetary limits, and in accordance with the Council's service standard and timeframe, for that category of request).



Further Information

For information on the Council's Community Land Management Plans, please visit www.npsp.sa.gov.au or phone 8366 4555.

You can also visit the Council's Customer Service Centre at the Norwood Town Hall, 175 The Parade, Norwood.

Additional Copies

The Community Land Management Plan: *Civic & Community Facilities* can be viewed online at www.npsp.sa.gov.au

Additional copies may also be obtained by:

- visiting Norwood Town Hall
- visiting any of the Council's Libraries
- emailing townhall@npsp.sa.gov.au
- contacting the Council on 8366 4555
- writing to the Council at PO Box 204, Kent Town SA 5074

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

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

13.4 BUILDING FIRE SAFETY COMMITTEE ANNUAL PERFORMANCE REPORT

REPORT AUTHOR: Acting Manager, Development Assessment & Regulatory Services
APPROVED BY: General Manager, Urban Planning & Environment
ATTACHMENTS: A

PURPOSE OF THE REPORT

The purpose of this report is to provide for the Council's information, the outcomes of the operations of the Council's Building Fire Safety Committee, for the period 1 July 2025 to 30 June 2026.

BACKGROUND

Local Government plays an important role in protecting the ongoing safety of building occupiers and users, through the provisions of the *Planning, Development and Infrastructure Act 2016* (the "Act").

Section 157 of the Act places particular obligations upon an "Appropriate Authority" in relation to building fire safety. Specifically, it provides powers for Authorised Officers to investigate whether or not building owners are maintaining proper levels of fire safety in their buildings for the protection of all occupiers, including whether the occupiers are residents or workers who use the buildings regularly, or clients and visitors who use the buildings occasionally.

For the purposes of Section 157 of the Act, an Appropriate Authority is a body established by a Council (or by two (2) or more Councils) and designated by the Council (or Councils) as an Appropriate Authority. In the case of the City of Norwood Payneham & St Peters, the Council has established the Building Fire Safety Committee as the Appropriate Authority.

At its meeting held on 4 September 2023, the Council resolved the following:

That the following persons be appointed to the City of Norwood Payneham & St Peters Building Fire Safety Committee for a period from March 2024 to March 2027:

- *Mr Troy Olds as a Presiding member of the Committee and a person with expertise in fire safety;*
- *Mr Demetrius Poupoulas as a member of the Committee;*
- *A primary person nominated by the Chief Officer (CO) of the SAMFS;*
- *An alternate person (proxy) nominated by the Chief Officer (CO) of SAMFS; and*
- *Mr Mario Hlavati as a person with qualifications in Building Surveying.*

The Current SAMFS primary person serving on the Committee is Mr Jon Pearce.

In addition, at its meeting held on 20 January 2026, the Council also resolved: the following:

That Mr Samuel Larosa – Development Officer, Building, be appointed as a Member to the Building Fire Safety Committee for a term up to and including 19 March 2027.

If a building is not considered to be adequate from a building fire safety perspective, Section 157 of the Act provides powers to the Building Fire Safety Committee to require remedial action to rectify any problems associated with the building.

This report sets out the outcomes of the Committee's operations during the period 1 July 2025 to 30 June 2026, in accordance with the Committee's Terms of Reference, which are contained in **Attachment A**.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Outcome 2: Cultural Vitality

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

Objective 2.4: Pleasant, well designed, and sustainable neighbourhoods.

Strategy 2.4.1: Encourage sustainable and quality developments and urban design outcomes.

FINANCIAL AND BUDGET IMPLICATIONS

There is no specific budget allocation for the Council's Building Fire Safety Committee. Funds required to deal with enforcement matters are drawn from General Planning and Building Legal and Contractor Budgets (as required). Costs associated with the engagement of External Independent Members of the Committee, namely Mr Troy Olds and Mr Demetrius Poupoulas, are also allocated from General Planning and Building Legal and Contractor Budgets.

The approximate annual cost of investigating building fire safety matters, taking into account the professional fees which are paid to Mr Olds and Mr Poupoulas, ranges between \$5000 - \$10,000.

If enforcement action is required (due to non-compliance by a building owner), legal costs can escalate as required, to satisfactorily resolve the matter.

RISK MANAGEMENT

The establishment and operation of the Council's Building Fire Safety Committee is necessary and required to ensure that the Council fulfils its statutory obligations under the *Planning, Development and Infrastructure Act 2016*, with respect to building fire safety.

A properly functioning Committee is necessary to enable the Council to fulfil the responsibilities of an Appropriate Authority pursuant to Section 157 of the Act.

As Elected Members may recall, the Building Fire Safety Committee has developed a risk assessment process which is intended to identify and select buildings of interest, based on risk assessment criteria contained in the Risk Assessment Process, which forms part of the Committee's Terms of Reference. The Risk Assessment Process specifies which buildings are of the highest risk, based on building classification, size and use.

The application of a Risk Assessment Process is important to ensure that the Council's Building Fire Safety Committee performs its duties under the Act, by prioritising matters based on an assessment of relative risk, rather than via random selection of buildings to review without defined reasoning for its investigations or prioritisation.

The Risk Assessment Process contained within the Terms of Reference, was endorsed by the Council at its meeting held on 18 January 2021.

CONSULTATION

Elected Members

The Council considered and endorsed the current Terms of Reference at its meeting held at its meeting held on 20 January 2026) and receives annual reports on the operation of the Building Fire Safety Committee.

Community

Not Applicable.

Staff

Senior Development Officer, Building
Development Officer, Building

Other Agencies

Not Applicable.

DISCUSSION

Objects and Role of the Committee

The Committee essentially has an administrative function, established as a requirement pursuant to the *Planning, Development and Infrastructure Act 2016*, to administer building fire safety and acts as a compliance body in terms of enforcing the building fire safety provisions of the Act.

The focus of the Council's Building Fire Safety Committee is to ensure that buildings and its occupants within the city are adequately protected against fire. The Committee's activities are prioritised to ensure that firstly, there is a reasonable standard of safety for the occupiers of buildings. Secondly, the Committee seeks to ensure that appropriate controls are in place so that there is a minimal spread of fire and smoke within buildings. Thirdly, the Committee seeks to ensure that there are an acceptable fire-fighting environment and infrastructure provided within buildings.

The Committee applies a Risk Assessment Process (included in Terms of Reference) to identify the types of buildings that require inspections in order of priority. The Risk Assessment Process specifies which buildings are of the highest risk, based on building classification, size and use having regard to industry best practice, the Building Code of Australia (BCA) and the experience of the Committee Members in dealing with building fire safety issues.

Review of the Committee's Activities for the 2025-2026 Financial Year

In accordance with Part 3.10 of the Terms of Reference, an outline of the Committee's activities is provided in this report.

The Council's Building Fire Safety Committee met on five (5) occasions between July 2025 and June 2026.

A summary of the key statistics of the operation of the Building Fire Safety Committee during this period, is set out below:

- nine (9) buildings were subjected to fire safety investigations, some of which were carried over from the previous reporting period;
- two (2) of those matters were resolved during the reporting period;
- at the conclusion of the reporting period seven (7) matters remain outstanding on the Committee's Agenda;
Of those are three (3) buildings currently under investigation as a result of State-wide Aluminium Composite Panel Cladding Audit;
- two (2) other buildings were considered for investigation by the Committee, but the Committee determined those matters did not require investigation by the Committee and would more appropriately warrant investigation by Council staff; and
- a total of six (6) building inspections were undertaken by the Committee during the reporting period.

Table 1 below contains specific details on the number of inspections undertaken of each building type during the reporting period. It must be noted that some buildings required more than one inspection during the reporting period, but those inspections have not been reported separately.

TABLE 1: TYPES OF BUILDINGS INSPECTED DURING 2025-2026

Building Type	Number of Inspections July 2025 – June 2026
Supported Residential Facilities	0
Accommodation Buildings	3
Office Buildings	0
Hotels	1
Assembly Buildings	0
Other	2
TOTAL	6

Inspections of buildings during the reporting period focussed primarily on the environment (nature of the building use, floor layout, number of occupants, number of and distance to exits, etc.) and equipment provided within the buildings to facilitate the safe evacuation of occupants in the event of an emergency. Aspects such as fire and smoke compartmentalisation, exit provisions, smoke detection and alarm systems, emergency lighting and sprinkler protection systems were reviewed.

As at the time of writing this report, the Committee is dealing with fire safety matters associated with five (5) accommodation/residential buildings, one (1) funeral parlour building and one (1) warehouse / storage yard. Two (2) building fire safety matters were resolved during the reporting period, without the need to pursue legal action. Two (2) Fire Safety Defect Notices were issued in this reporting period under Section 157 of the Act.

With respect to the three (3) buildings containing Aluminium Composite Panel Cladding (ACP):

- the Committee is awaiting development approval to be granted for cladding replacement on one (1) building, following which the Committee will ensure the necessary work is carried out;
- the Committee is currently drafting an enforcement notice pursuant to section 157(7) of the Act for a second building, requiring the issue to be rectified; and
- the Committee is awaiting resolution comments from a fire engineer regarding the third building, which will determine whether (and what) action may be required next.

A brief summary of the outstanding compliance matters being investigated by the Committee is set out below:

- a three (3) storey mixed-use building requiring replacement of existing Aluminium Composite Panel Cladding;
- a multi-storey apartment complex that has Aluminium Composite Panel Cladding continuous in a vertical plane is being monitored by the Committee;
- a four (4) storey residential unit complex requiring extensive fire safety upgrades;
- a short-term accommodation building requiring SAMFS alarm monitoring;
- a funeral parlour pending resolution of a fire defect notice due to extensive fire safety deficiencies;
- a warehouse building / storage yard requiring the installation of extensive fire safety provisions; and
- a recreational building failing to conform to egress requirements.

There is a legislative requirement that allows a person up to two (2) months to provide a written response to the Committee regarding any Compliance Notices which are issued by the Committee. This often makes it difficult to resolve issues within a short timeframe. Despite this limitation, the Committee continues to progress all enforcement matters with reasonable expediency and effectiveness.

In accordance with the 'Audit Methodology' contained within the current Terms of Reference, the Council's Building Fire Safety Committee, with the assistance and advice of suitably qualified Council staff, is required to undertake an annual audit of buildings by systematically auditing one (1) suburb per annum. All buildings within that suburb which are identified as warranting investigation due to potential fire safety deficiencies, are required to be listed and investigated by the Committee following the audit. The investigations are required to be prioritised in accordance with risk analysis and identification as determined during the audit. However, this standard process was not followed in the 2025-2026 reporting period due primarily to a number of buildings being reported to the Committee by the SAMFS. The buildings reported by the SAMFS required investigation and this elevated the level of importance of these buildings, such that these priorities overrode the Committee's capacity to undertake their ordinary risk identification process.

Other Activities

Other than the responsibilities set out in Section 157 of the Act, the Committee has also been responsible for the audit of the buildings that contain a designated building product known as ACP (Aluminium Composite Panel). The audit, as initiated by the former State Government Department of Planning, Transport & Infrastructure ("DPTI"), (now PlanSA), has been primarily undertaken by the Senior Development Officer, Building and presented to the Committee for actioning.

The respective owners of all buildings which have been the subject of the Aluminium Composite Panel Cladding Audit, have received written correspondence and been advised of the audit and its outcomes. To date, the Committee is liaising with PlanSA regarding the progress of the audit and its outcomes. Two (2) matters arising from the audit and one (1) self-reported matter remain ongoing.

OPTIONS

This report is provided for information purposes only.

CONCLUSION

The Committee has been efficient and effective in diligently actioning a range of on-going and complex enforcement matters. The effectiveness of the Committee's activities is reinforced by the results which have been achieved within this reporting period, being the completion of two (2) matters.

A methodical risk-assessment based approach has been applied by the Committee for several years and this has ensured that building fire safety risks have been afforded an appropriate level of attention. Whilst such risks cannot be entirely mitigated, the Committee's role and function is crucial in ensuring that buildings with vulnerable occupants are adequately protected against fire.

RECOMMENDATION

That the report on the activity of the Council's Building Fire Safety Committee during the period 1 July 2025 to 30 June 2026 be received and noted.

CITY OF NORWOOD PAYNEHAM & ST PETERS

BUILDING FIRE SAFETY COMMITTEE

TERMS OF REFERENCE



City of
**Norwood
Payneham
& St Peters**

1. ESTABLISHMENT OF THE CITY OF NORWOOD PAYNEHAM & ST PETERS BUILDING FIRE SAFETY COMMITTEE

Pursuant to Section 157(17) of the *Planning, Development and Infrastructure 2016*, the Council establishes a body to be known as the City of Norwood Payneham & St Peters Building Fire Safety Committee ("Building Fire Safety Committee") for the purpose of acting as the "appropriate authority" (as the term is defined in the *Planning, Development and Infrastructure 2016*) in respect of all fire safety matters.

2. MEMBERSHIP

2.1 Membership of the Building Fire Safety Committee shall consist of –

- (i) Mr Troy Olds, being a person appointed by the Council as a person with expertise in the area of fire safety.
- (ii) Mr Demetrius Poupoulas, being a person appointed by the Council as a Committee member;
- (iii) a primary person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
- (iv) a person nominated by the Chief Officer of South Australian Metropolitan Fire Service to act as a proxy to the primary person; and
- (v) Mr Mario Hlavati and Mr Samuel Larosa being persons appointed by the Council and who hold prescribed qualifications in building surveying.

2.2 The Council has appointed Mr Troy Olds as the Presiding Member of the Building Fire Safety Committee for a term expiring 19 March 2027.

2.3 All members of the Building Fire Safety Committee are appointed for a term expiring 19 March 2027 or until Terms of Reference are varied under the PDI Act 2016 and endorsed by the Council.

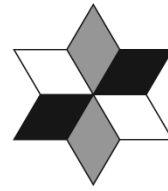
- 2.4 The office of a member of the Building Fire Safety Committee will become vacant if the Member –
- (i) dies; or
 - (ii) completes a term of office and is not reappointed; or
 - (iii) resigns by written notice addressed to the Council; or
 - (iv) is removed from office by the Council for any reasonable cause.
- 2.5 The Building Fire Safety Committee as established pursuant to the *Planning, Development and Infrastructure Act 2016*, shall not meet until after the day on which the Council's Development Plan is revoked by the Minister by notice in the Gazette pursuant to Clause 9(7) of Schedule 8 of the *Planning, Development and Infrastructure Act 2016*

3. TERMS OF REFERENCE

The Terms of Reference for the Building Fire Safety Committee are as follows:

- 3.1 the Building Fire Safety Committee is charged with the responsibility for all matters arising under Section 157 of the *Planning, Development & Infrastructure Act 2016*, which are of a building fire safety nature;
- 3.2 a quorum for a meeting of the Building Fire Safety Committee shall be three (3) and one of those members shall be the person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
- 3.3 all decisions made by the Building Fire Safety Committee shall be made on the basis of a majority decision of the members present. In an event of a tied vote, the Presiding Member is entitled to and shall exercise a second (and casting) vote to determine the matter;
- 3.4 the Building Fire Safety Committee shall meet at the Council's offices at 175 The Parade, Norwood, or at such other places as determined by the Building Fire Safety Committee from time to time;
- 3.5 the Building Fire Safety Committee shall meet quarterly or alternatively may hold a special meeting at any other time, on a day and at a time nominated by the Presiding Member;
- 3.6 a member of the Building Fire Safety Committee who has a personal interest or a direct or indirect pecuniary interest in any matter before the Building Fire Safety Committee (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberations or decisions of the Building Fire Safety Committee in relation to that matter;
- 3.7 the following provisions apply to the call of meetings:
- a) in the case of an ordinary meeting of the Building Fire Safety Committee, the Chief Executive Officer must give each member of the Building Fire Safety Committee notice of a meeting at least three (3) clear days before the date of the meeting;
 - b) in the case of a special meeting on the Building Fire Safety Committee, the Chief Executive Officer must give each member of the Building Fire Safety Committee notice of a meeting at least twelve (12) hours before the commencement of the meeting; and
 - c) notice may be given to a member of the Building Fire Safety Committee by one of the following ways:

- personally;
 - by posting it in an envelope addressed to the person at their usual or last known place of residence or business;
 - by facsimile transmission to a facsimile number known to be used by the person; and
 - by email transmission to an email address known to be used by the person.
- 3.8 each member of the Building Fire Safety Committee present at a meeting must, subject to that person having an interest in the matter, vote on a question arising from a decision at that meeting;
- 3.9 the Chief Executive Officer of the Council in respect to the Building Fire Safety Committee must keep, or arrange to be kept, minutes of every meeting of the Building Fire Safety Committee. The minutes of the proceedings and meetings of the Building Fire Safety Committee must include:
- a) the names of the members present;
 - b) in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting;
 - c) its motion or amendments, and the names of the mover and seconder;
 - d) whether a motion or amendment is carried or lost; and
 - e) any disclosure of interest made by a member; and
 - f) all matters considered by the Committee, including agendas and minutes will be recorded and stored electronically in the Council's Records Management System.
- 3.10 The Building Fire Safety Committee shall provide a report to the Council on an annual basis (by 31 September) outlining the Committee's activities, including the types of notices which have been issued, the outcomes of the respective notices, the number of inspections which have been undertaken and any outstanding matters that the Committee is currently pursuing.
- 3.11 The procedure to be observed at a meeting of the Building Fire Safety Committee insofar as the procedure is not prescribed by these Terms of Reference may be determined by the Committee.
- 3.12 The Committee shall follow a Risk Assessment Process (as contained in Appendix A), to assist in the selection and prioritisation of buildings which are to be inspected.
- 3.13 The Committee shall undertake an annual audit of buildings in accordance with the Audit Methodology specified in the Risk Assessment Process (contained in Appendix A) and include buildings identified in the audit within its inspection program.



**City of
Norwood
Payneham
& St Peters**

APPENDIX A

RISK ASSESSMENT PROCESS

CITY OF NORWOOD PAYNEHAM & ST PETERS

BUILDING FIRE SAFETY COMMITTEE

August 2020

PREFACE

The City of Norwood Payneham & St Peters Building Fire Safety Committee operates under the powers delegated by the Council to the Committee pursuant to Section 157 of the *Planning, Development & Infrastructure Act 2016*. Section 157 of the Act outlines the Council's powers to investigate whether building owners are maintaining adequate fire safety provisions in their buildings for the protection of all occupants.

The Council has delegated their responsibility under Section 157 of the Act to the City of Norwood Payneham & St Peters Building Fire Safety Committee.

The purpose of this document is to establish criteria to determine which types of buildings require an inspection in order to ensure that they maintain an adequate level of fire safety provisions to protect occupants and to also set out a framework to assist the Committee to prioritize the requirement for building fire safety investigations within the council, based on a risk assessment.

To undertake its duties as a Committee established under the *Planning, Development & Infrastructure Act 2016*, the Committee must:

- a) consider any building fire safety matters which are brought to its attention;
- b) inspect any building that the Committee has reason to believe may not contain adequate building fire safety provisions;
- c) consider the appropriateness of any submitted fire safety completion timeframes and agree to the timeframes when, in its opinion, adequate fire safety is proposed to be achieved in a timely manner;
- d) initiate and undertake enforcement or other action to ensure a building owner complies with any notices issued under Section 157 of the Act; and
- e) keep appropriate Committee records including minutes and agendas of Committee meetings.

Note: *An adequate level of fire safety does not necessarily mean total compliance with the current Building Code of Australia or associated Australian Standards.*

The Building Fire Safety Committee has adopted a risk based inspection regime that sets out the basis for undertaking inspections. Inspections may be carried out as a result of the following:

- a) upon request of the South Australian Metropolitan Fire Service (SAMFS);
- b) on an audit basis pursuant to the Committee's risk assessment;
- c) if a complaint is received; or
- d) if advice is received from an authorised officer of the City of Norwood Payneham & St Peters that a fire safety of a building is or may be deficient.

In determining its inspection and investigation priorities, the Building Fire Safety Committee will have regard to the types of buildings and/or occupancies within its area of jurisdiction to identify those that may constitute a high fire safety risk and need to be systematically inspected. For instance, aged care, health care and accommodation buildings, that provide overnight accommodation for unrelated persons, or buildings where large crowds congregate during operating hours, such as shops or assembly buildings may be identified as a high risk priority.

The risk of fire in any building needs to be considered in the context of the Committee's Terms of Reference in that the objective of the committee is not to make the buildings safe from fire but to ensure adequate protection of all the occupants is provided when a fire occurs. This goal is typically achieved by a combination of ensuring that the following items being correctly maintained, or if required - upgraded, replaced or installed. The most commonly occurring essential safety provisions are listed below;

- fire resistance of building materials, to ensure that the building resists the spread of fire, both externally and internally to ensure that a complete evacuation of the building can safely be carried out;
- alarm systems, sprinkler systems to ensure that occupants receive adequate warning to evacuate the building;
- egress requirements, to ensure that occupants have an unobstructed and clear exit from the building;
- exit and emergency lighting, to provide clear directions to exit the building safely; and
- fire hydrants, hose reels extinguishers, to allow the occupants if appropriate and the fire service to fight fires.

The occupants of the buildings are the people deemed to be at risk. Their resilience to risk also contributes to the level of risk to which they are exposed. Elderly, infirmed and the young are the least resilient to risk, followed by people either disorientated by sleep, alcohol or drugs. Therefore, buildings containing these vulnerable groups of people will be given the highest priority by the Committee.

In addition, the maintenance of the essential safety provisions as determined by Regulation 76 of the *Development Regulations 2008*, helps to provide a guidance on building sizes and classifications. In relation to Class 2 buildings of more than 3 storeys and a floor area greater than 200 square meters and Class 3, 4, 5, 6, 7, 8 & 9a, 9b, 9c buildings with more than 2 storeys and a floor area greater than 500 square meters, generally, the owner is required to provide a return of a completed Form 3 of Essential Safety Provisions certifying that the maintenance and testing has been carried out each calendar year. On occasions, it may be the tenant which is required to provide the return.

ARRANGEMENT FOR RISK ASSESSMENT

In order to develop a risk based inspection regime for the Building Fire Safety Committee, the following elements need to be considered against the potential risk - the size of the building, the age of the building, the use of the building, the ability of the occupants to exit the building in the event of a fire and the maintenance of the building.

If a building is for residential use or has a residential usage component, the risk increases as the time to evacuate a building is significantly increased for people which may be asleep at time of fire. This time frame and associated risk is significantly further increased if the occupants are frail or infirm and may need assistance to evacuate the building. Another factor that influences the ability of people to evacuate a building is if their mental and physical condition is affected by drugs or alcohol.

RISK MANAGEMENT PROCESS ADOPTED BY THE BFSC

Risk management is a systematic method of identifying and evaluating the risks associated with any activity or function to minimise or avoid losses.

Councils have a responsibility for protecting the ongoing safety of building occupiers and users through the provisions of the *Planning, Development & Infrastructure Act 2016*. Section 157 of the Act establishes the powers of Councils to investigate whether a building owner is maintaining proper levels of fire safety in buildings for the protection of all occupiers, whether they be residents, workers or visitors.

The risk management process set out below has been developed in line with the Council's Strategic Plan, *City Plan 2030: Shaping Our Future* to foster a strong, health and resilient community and to ensure that public buildings are safe. In developing these guidelines, AS/NZS ISO 31000:2009 (Risk Management Standard) has been closely followed.

RISK IDENTIFICATION

The risks associated with building fire safety have been based on potential risks that come under the control of the Building Fire Safety Committee, based on the experience of its members. A review of risk priorities will be continually monitored as more statistical data is recorded in the future.

TABLE 1 below sets out some examples of the risks and impacts that these may have.

TABLE 1: – RISK SOURCES

RISK SOURCE	IMPACTS	POSSIBLE CAUSES
Accommodation buildings	personal injury and property damage	inadequate fire safety provisions
		lack of maintenance of fire safety equipment
Changes in use of buildings	longer evacuation times	changes in ambience of building occupants
	higher fire hazard	changes in nature of stored material
Changes in number of occupants	Longer evacuation times	Insufficient exits
Non-maintenance ESP's	Fire safety equipment not operational	Lack of regular maintenance
Civil liability claims	Personal injury or property damage	Incorrect advice
		Lack of resources to inspect
		Inadequate prioritisation
		Failure to follow up on referral

RISK ANALYSIS

Each issue that is brought to the attention of the Building Fire Safety Committee will be analysed to determine its urgency and assign a priority as reflected in the enclosed Building Fire Problem Flowchart based on risk analysis. Building fire safety matters which are initiated based on the risk audit process will be dealt with in the same process outlined in the Building Fire Problem Flowchart.

AUDIT METHODOLOGY

Implementing a proactive approach, the Building Fire Safety Committee with the assistance and advice of qualified Council staff, will undertake an annual audit of buildings and prioritise buildings of concern based on their use, classification and general fire safety in accordance with Council's risk analysis and identification. An audit will consist of a desktop or an

inspection based audit of buildings in each suburb of the City of Norwood Payneham & St Peters.

One (1) suburb will be systematically audited per annum, generally in January each year. All buildings of concern which are identified as warranting investigation due to potential fire safety deficiencies will be listed and investigated by the Committee following the audit. The investigations will be prioritised in accordance with risk analysis and identification as determined during the audit.

INSPECTION POLICY

The Building Fire Safety Committee has developed a risk based approach (as opposed to the random inspection approach) to Building Fire Safety Inspections. Such an approach is complementary to one of the main aims of the *Local Government Act 1999*, which is to provide an overarching framework that, amongst other matters, establishes a structure for accountability, transparency and autonomy in decision making. Additionally, a risk based approach is considered more appropriate than a random approach as it identifies the level of risk to life, safety and property in that order of importance.

The following Risk Matrix has been developed by the Committee to identify the types of buildings that require inspections in order of priority. The Matrix priority has been determined having regard to industry best practice, the Building Code of Australia (B.C.A.) and the experience of the Committee members in dealing with building fire safety issues.

TABLE 2 below identifies the priority ranking of inspections that will be undertaken by the Committee:

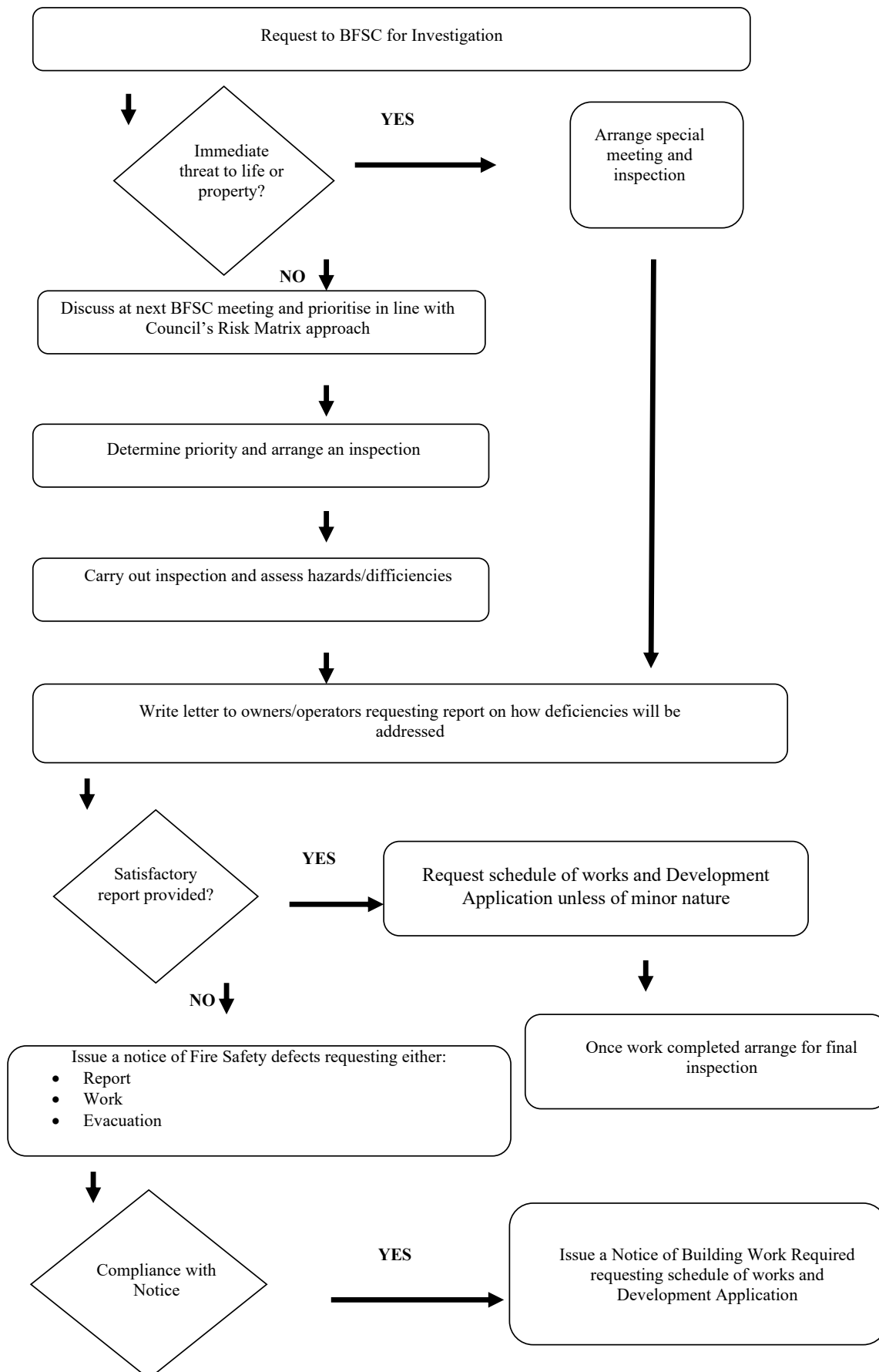
TABLE 2: PRIORITY RANKING BASED ON BUILDING USE AND CLASSIFICATION

Building Types (Class'n in accord with BCA)	B.C.A. Classification	Priority Ranking for Inspections (Risk to life and property)
Accommodation Buildings	Class 1b, 2 & 3	3
Caretakers Flat (In association with Class 5–9)	Class 4	5
Office Buildings	Class 5	9
Shop Buildings (re Note 1)	Class 6	8
Storage Type Buildings	Class 7a & 7b	6
Production (Workshop) Buildings	Class 8	7
Health Care Buildings	Class 9a	1
Assembly Buildings	Class 9b	4
Aged Care Buildings	Class 9c	2

- Notes:
1. Where shops are part of a large Shopping Centre Complex, a much higher priority will be given as determined by the Committee, similar to Assembly Buildings.
 2. Class 1a buildings (Domestic Dwellings) are generally not inspected as they are not accessible to the public and hence have a lower risk to life and property than other classes of buildings.
 3. The priority ranking system is based on a score of "1" representing the highest risk to life and property, and a score of "9" represents the lowest risk to life and property.

The Committee reserves the right to change the order of inspection priority on a case by case basis, but recognises that it will perform its duty on the basis of the risk based approach to its inspection regime.

BUILDING FIRE SAFETY PROBLEM FLOWCHART



13.5 LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA ANNUAL GENERAL MEETING

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

PURPOSE OF THE REPORT

The purpose of the report is to appoint voting delegates for the Local Government Finance Authority of South Australia Annual General Meeting (AGM) and the Local Government Association of South Australia AGM, both of which are being held on Friday, 4 December 2026.

BACKGROUND

The Local Government Finance Authority of South Australia (LGFA) AGM and the Local Government Association of South Australia (LGA) AGM are both being held on Friday, 4 December 2026, at the SkyCity Adelaide.

Appointment of Council Voting Delegate – LGFA and LGA Annual General Meetings

As both the LGFA AGM and the LGA AGM will be held on 4 December 2026, it is recommended that the same voting delegate be appointed for both meetings.

Section 15 (1) of the *Local Government Finance Authority of South Australia Act 1983* (the Act), provides that:-

“Every Council is entitled to appoint a person to represent it at a general meeting of the Authority.”

In addition, the LGA Constitution provides that each Member Council of the LGA can appoint a voting delegate to the LGA General Meetings (held twice a year) and each voting member who is appointed by a Council must be a current Elected Member and the appointment must be approved by the Council.

Traditionally, the Mayor has been appointed as the Council's voting delegate for both the LGFA and the LGA General Meetings. It is also prudent to appoint a substitute voting delegate or proxy in the event that the Council's voting delegate is unable to attend on the day of the meeting.

While the LGA has not yet requested confirmation of the Council's voting delegate, the LGFA requires notification of the Council's delegate by 4 September 2026, in accordance with the prescribed timeframes of the LGFA.

While the Council's usual practice is to appoint a voting delegate ahead of each General Meeting, given there are two (2) Annual General Meetings being held on the same day, in the same location, it makes sense to appoint one Elected Member for both. In addition, there is the opportunity for the Council to appoint the same voting delegate for the LGA Ordinary General Meeting which is usually held in March/April (2027 timing to be advised).

Notices of Motion

The LGFA Annual General Meeting procedures, require that a Notice of Motion specifying the resolution which is to be proposed, must be given to the LGFA Chief Executive Officer not less than forty-two (42) days prior to the AGM. To comply with this requirement, it is necessary for any Notices of Motion to be submitted to the LGFA no later than Friday, 23 October 2026.

Notices of Motion must be lodged stating the following:

- the Notice of Motion;
- the reason for the Notice of Motion; and
- the suggested action.

Any Notices of Motion that are submitted by the Council, will be forwarded to the LGFA for consideration.

RECOMMENDATION 1

Council Delegate

1. *That Mayor Bria be appointed as the City of Norwood Payneham & St Peters Voting Delegate for the Local Government Finance Authority 2026 Annual General Meeting, and the Local Government Association of South Australia 2026 Annual General Meeting and the 2027 Ordinary General Meeting.*
2. *The Council appoints _____ as the City of Norwood Payneham & St Peters Proxy Voting Delegate for the Local Government Finance Authority 2026 Annual General Meeting and the Proxy Voting Delegate for the Local Government Association of South Australia 2026 Annual General Meeting and the 2027 Ordinary General Meeting.*

Notices of Motion

1. *The Council notes the report and declines the invitation to submit a Notice of Motion to the Local Government Finance Authority 2026 Annual General Meeting.*

Or

2. *The Council forwards a Notice of Motion to the Local Government Finance Authority 2026 Annual General Meeting in relation to the following item:*

13.6 NOMINATION TO THE LOCAL GOVERNMENT FINANCE AUTHORITY BOARD

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

PURPOSE OF THE REPORT

The purpose of this report is to advise the Council of the call for nominations by the Local Government Finance Authority (LGFA), for election to the Local Government Finance Authority Board (the Board) and invite the Council to submit a nomination.

DISCUSSION

The LGFA is seeking nominations for the Local Government Finance Authority Board to replace two (2) current Members, whose term of office expires on 31 December 2024. The two (2) positions are currently held by Cr Grant Piggott and Mr Michael Sedgman, City of Adelaide.

The LGFA was established in January 1984, under the *Local Government Finance Authority Act 1983*, and is managed and administered by a Board of Trustees. The LGFA is a statutory authority established for the benefit of Councils and other prescribed Local Government bodies within the State.

The role of the Board is to develop and implement investment and borrowing programs for the benefit of Councils and prescribed Local Government bodies and to engage in such other financial activities as are determined by the Minister for Local Government, after consultation with the Local Government Association of South Australia, to be in the interests of Local Government.

The LGFA Board meets approximately six (6) times per year and Board Members currently receive an annual income of \$8,594.

Local Government knowledge and experience as well as financial acumen are criteria to be considered for the nomination.

The term of office is for a two (2) year period, commencing on 1 January 2027 to 31 December 2028.

Nominations for the Board must be lodged with the by Friday, 4 September 2026, via a Nomination and Resume form, with the accompanying required National Policy Check.

A copy of the Nomination and Resume form is contained within **Attachment A**.

In accordance with the Rules of the LGFA, if more than two (2) persons are nominated an election for the two (2) representative members will be determined by postal ballot.

The successful candidates will be declared elected at the LGFA AGM on Friday, 4 December 2026.

Councillor Piggott has advised that he would like to be nominated for re-appointment to the LGFA Board.

RECOMMENDATION

Council notes the report and declines the invitation to submit a nomination to the Local Government Finance Authority of South Australia for the Local Government Finance Authority of South Australia Board.

Or

Council nominates _____ to the Local Government Finance Authority of South Australia for the Local Government Finance Authority of South Australia Board.



Local Government
Finance Authority

TO: Chief Executive Officers
RE: LGFA Annual General Meeting – Friday 4 December 2026

Advance notice is hereby given that the Annual General Meeting of the Local Government Finance Authority of South Australia (LGFA) will be held on **Friday 4 December 2026**, at the **SkyCity Adelaide**. This meeting will precede the Annual General Meeting of the Local Government Association of SA (LGA) with the commencement time to be advised, when the LGA Program is finalised.

1. Appointment of Council Representative

Section 15(1) of the *Local Government Finance Authority of South Australia Act 1983*, provides that:-

"Every council is entitled to appoint a person to represent it at a general meeting of the Authority."

As the annual general meeting of the Local Government Association of South Australia will also be held on the above day, it is suggested that the same person be appointed to represent your council for the Association (LGA) and the Authority (LGFA).

A form is required and attached for your convenience to notify us of your representative for LGFA. (Appendix 1)

Please return same to this Authority by **Friday 4 September 2026**.

2. Nominations for Members of the Board

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983*, and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian local government and prescribed bodies. The LGFA Board meets approximately 6 times per year with meetings generally occurring at 11:00am the third Tuesday bi-monthly. Members currently receive an annual income of \$8,594.

We draw your attention to Section 7(1) and in particular 7(1)(a) of the *Local Government Finance Authority of South Australia Act 1983*, regarding membership of the board which provides:

- (1) *Subject to this section, the Board is constituted of seven members of whom—*
- (a) *two are persons elected in accordance with the rules of the Authority;*
 - (b) *two are persons appointed by an annual general meeting of the Authority upon the nomination of the LGA;*
 - (c) *one is a person appointed by the Minister;*
 - (d) *one is a person appointed by the Treasurer;*
 - (e) *one is the person for the time being holding or acting in the office of Secretary of the LGA.*

and to Section 8(1) which provides:-

"8(1) Subject to this section, a representative member of the board holds office for a term of two years commencing on the first day of January in the year next succeeding the year in which he or she was elected or appointed."

Kindly note that in accordance with the Rules of the Authority if more than two people are nominated, an election for two representative members will again be determined by postal ballot. The successful candidates will be declared elected at the Annual General Meeting.

Nominations are hereby called to fill the two positions provided by Section 7(1)(a) currently held by Mr Grant Piggott (City of Norwood, Payneham & St Peters) and by Mr Michael Sedgman (City of Adelaide).

Local government knowledge and experience as well as financial acumen are criteria to be considered for the nominations.

Nominations must be lodged at the Local Government Finance Authority of South Australia office **no later than Friday 4 September 2026**.

For information we advise that Section 7(2) of the LGFA Act states:-

"At least one member of the board must be a woman and at least one member must be a man".

Our current gender status is 3 men and 5 women.

Councils may wish to consider nominating a candidate of each gender.

A nomination form is attached for your convenience. (Appendix 2)

Those councils nominating a Member or Officer may wish to forward separately an up to date brief resume of their nominee which will later be circulated to all councils with the agenda and ballot paper (if a ballot is required).

In October 2023, the Board adopted a policy that all LGFA board trustees are required to provide a National Police Check every three years. Please provide a copy with any nomination.

A resume form in the REQUIRED FORMAT is attached for this purpose. (Appendix 3)

3. Notice of Motion

The Rules of the Authority in relation to Annual General Meeting procedures require that a Notice of Motion specifying the resolution which is to be proposed has been given in writing to the Chief Executive Officer not less than forty two days prior to the meeting and to comply with this Rule, it is necessary for Notices of Motion to be submitted to the Local Government Finance Authority of South Australia office **on or prior, but no later than Friday 4 September 2026**.

Member councils are requested to lodge the Notice of Motion in the following manner:-

- (a) Notice of Motion
- (b) Reason
- (c) Suggested Action

A copy of the appropriate form is attached for your convenience. (Appendix 4)



DAVIN LAMBERT
Chief Executive Officer
Local Government Finance Authority of SA

13 July 2026

Appendix 1



APPOINTMENT OF COUNCIL REPRESENTATIVE

LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

2026 ANNUAL GENERAL MEETING

I advise that Mayor / Councillor / Officer / or any other person
is appointed council representative to the Local Government Finance Authority of South Australia.

Council Name	
Council Delegate (Full Name)	Mayor / Councillor / Officer
Delegate Home Address	
Delegate Email Address	
Name of Chief Executive Officer	
CEO Email Address	
Signature of Chief Executive Officer	

Please return completed Appointment of Council Representative Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 4 September 2026**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 2



Local Government
Finance Authority

NOMINATION FORM

PURSUANT to a Resolution duly passed

The
(Name of Council)

hereby nominate
(Full Name)

of
(Nominees Home Address)

being a Member or Officer of a Council for election to the board of the Local Government Finance Authority
of South Australia as provided by Section 7(1)(a) of the *Local Government Finance Authority Act 1983*.

Date this day of 2026

.....
(Signature of Chief Executive Officer)

and I the person nominated hereby agree to accept such nomination

.....
(Signature of Candidate)

Provide a copy of current National Police Check.

Please return completed Nomination Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 4 September 2026**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 3



Local Government
Finance Authority

RESUME FORM

Name	
Address	
Telephone	
Email	
Age (Optional)	
Occupation	
Current Employer	
Qualifications	
Current Position in Local Government: Mayor / Councillor / Other	
Name of Council	
Period in Local Government	
Other Committees / Bodies of Local Government Involvement:	
Past	
Present	

Please return completed Resume Form to admin@lgfa.com.au by CLOSING DATE: Friday 4 September 2026

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

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Appendix 4



Local Government
Finance Authority

NOTICE OF MOTION

LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

2026 ANNUAL GENERAL MEETING

NAME OF COUNCIL:

NOTICE OF MOTION:

.....

REASON:

.....
.....
.....
.....

SUGGESTED ACTION:

.....
.....
.....
.....

Please return completed Notice of Motion Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 4 September 2026**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

14 COMMITTEE REPORTS & RECOMMENDATIONS

14.1 COMMITTEE REPORTS & RECOMMENDATIONS

REPORT AUTHOR: Administration Officer
APPROVED BY: General Manager, Governance & Civic Affairs
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:

- Business & Economic Development Advisory Committee – (18 August 2026)
(A copy of the minutes of the Business & Economic Development Advisory Committee meeting is included as **Attachment A**).

ADOPTION OF COMMITTEE RECOMMENDATIONS

- **Business and Economic Development Advisory Committee**

That the Minutes of the meeting of the Business & Economic Development Advisory Committee held on 18 August 2026, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

Business & Economic Development Advisory Committee Minutes

18 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
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Email townhall@npsa.gov.au
Website www.npsa.gov.au
Socials  /cityofnpsa  @cityofnpsa



City of
Norwood
Payneham
& St Peters

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The Presiding Member declared the meeting open at 6.30pm.

PRESENT

Committee Members Mayor Robert Bria (Presiding Member)
Cr Grant Piggott
Cr Hugh Holfeld
Cr Garry Knoblauch
Amanda Grocock (Committee Member)
Amanda Pepe (Committee Member)
Matt Grant (Committee Member)

Staff Mario Barone (Chief Executive Officer)
Claire Betchley (Manager, Marketing & Place Activation)
Eve Green (Co-Ordinator, Place Activation & Economy)
Selma Barlow (Principal Economic Development Advisor)
Olivia Moore (Business Liaison Co-ordinator)

APOLOGIES Joshua Baldwin (Committee Member)

1 CONFIRMATION OF MINUTES OF THE BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 16 JUNE 2026

Cr Knoblauch moved:

That the Minutes of the Business & Economic Development Advisory Committee Meeting held on 16 June 2026 be taken as read and confirmed.

Seconded by Amanda Grocock and carried unanimously.

2 PRESIDING MEMBER'S COMMUNICATION

Nil

3 COMMITTEE MEMBER DECLARATION OF INTEREST

Nil

4 PRESENTATIONS

The Principal Economic Development Advisor provided a presentation to the Committee on the Economic Prosperity Plan.

5 MATTERS FOR DECISION

5.1 SHOP TO WIN - ANNUAL PARADE PRECINCT COMPETITION

REPORT AUTHOR: Manager, Marketing & Place Activation
APPROVED BY: Chief Executive Officer
ATTACHMENTS: Nil

PURPOSE OF THE REPORT

The purpose of this report is to advise the Business and Economic Development Advisory Committee, of the results of the 2026 *Shop-to-Win* competition for The Parade, Norwood and to present options for the 2027 Parade Precinct annual competition.

BACKGROUND

Each financial year, a shopping competition is conducted within The Parade Precinct to encourage greater visitation and expenditure within the Precinct. An attractive prize is often successful at achieving an increase in visitation and expenditure and is generally the reason why main streets around Australia run an annual shopping competition. A Shopping Competition has been conducted since 2019.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services.

Objective 3.2: Cosmopolitan business precincts contributing to the prosperity of the City.

Strategy 3.2.3: Promote the City as a visitor and shopping destination.

2025-2026 Parade Precinct Annual Business Plan

Strategy 3.4 – Competitions: *Develop and deliver competitions for The Parade that engage businesses and encourage additional expenditure within the Parade Precinct.*

FINANCIAL AND BUDGET IMPLICATIONS

As previously endorsed, all costs associated with the competition, as well as all of the associated marketing and promotion, is funded through the *2026–2027 Parade Precinct Annual Business Plan and Budget*.

A total of \$50,000 was allocated towards the Competition prizes with an additional \$15,000 allocated to promote the competition.

RISK MANAGEMENT

As this report provides information on the outcome of the competition, there are no associated risk management issues.

CONSULTATION

Elected Members

Not Applicable.

Community

Not Applicable.

Staff

Nil

Other Agencies

Nil

DISCUSSION

This competition is designed to attract visitation and additional expenditure to The Parade during the winter months. To enter the competition, a minimum of \$25 is required to be spent at any business located within the Parade Precinct and an online entry is required to be submitted, including a valid image of the purchase receipt.

Since its inception, The Parade Precinct shopping competition prizes have included the following:

TABLE 1: COMPETITION COMPARISONS

Year	Competition	Direct Expenditure	Total Norwood Expenditure (during same time period)
2026	Shop-to-Win: Car + SA Holiday + e-bike	\$906,803.00	\$125.074m
2025	Shop-to-Win: Car + Country Holiday	\$629,847.74	\$66.58m
2024	Shop-to-Win: Car + Hotel stay in Adelaide	\$562,996.80	\$63.22m
2023	Shop The Parade & Cruise Europe	\$482,327.73	\$57.17m
2022	Win a FIAT 500	\$514,039.53	\$52.46m
2020	Win \$15,000 of Parade Prizes	\$271,283.55	\$28.23m
2019	Summer in Sorrento	\$502,844.33	No data

* There is a larger than expected variance between the 2025 and 2026 data. While some of the difference is due to inflation and the competition running for an additional two weeks, Spendmapp is investigating the remaining discrepancy and will provide an update to Council staff soon.

In 2026, the competition commenced on Monday 20 April and concluded on Sunday 14 June (8 weeks) with a direct expenditure of \$906,803.00, recorded at 230 businesses located within The Parade Precinct. This is an increase from 2025, which recorded a direct expenditure of \$629,847.74 at 220 businesses located within The Parade Precinct, noting that this year's competition was run for an additional two weeks than in 2025.

Prizes

The prizes sourced for the 2026 Competition are listed below with a total spend of \$49,038.21 from the \$50,000 budget:

- 1st Prize: Subaru Crosstrek Hybrid from local City of Norwood Payneham & St Peters business, Jarvis Subaru;
- 2nd Prize: Holiday package for two (2) South Australian Experience up to \$10,000 from Phil Hoffman Travel;
- 3rd Prize: Trek Allant+ E bike valued up to \$5,000 from Bicycle Express Norwood.
 - Weekly Prizes: 2 winners x \$100 Parade Gift Cards per week for the duration of the competition.

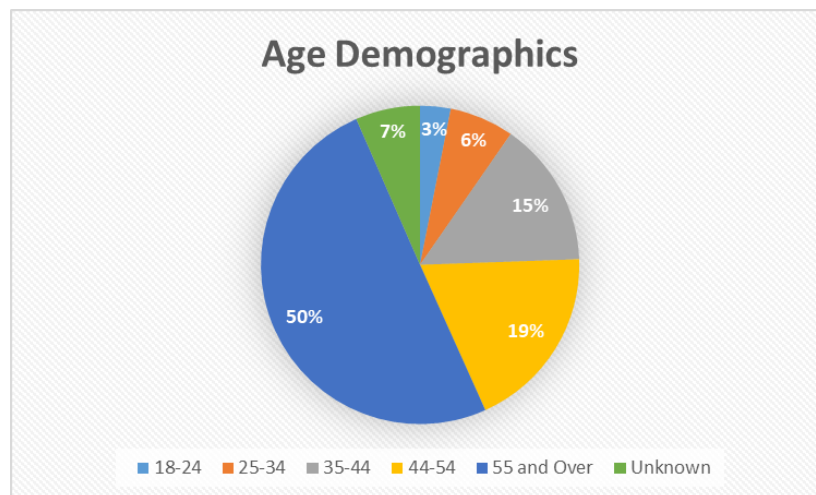
TABLE 2: VOTING PATTERNS FOR 2026

Week	Number of votes
1*	641
2	1,824
3	2,558
4	3,638
5	4,547
6	5,442
7	6,598
8	7,877

* note: after day 1 there were 60 votes.

The Parade Precinct has hosted a range of competitions over the past nine (9) years and in organising the competitions, several factors have been considered, including but not limited to, the prize, the time of year and the duration of the competition.

FIGURE 1: AGE DEMOGRAPHICS



Marketing

Given the value of the prizes on offer, this year's competition was widely marketed and promoted, including:

- radio (Southern Cross Austereo and ListenR app);
- solstice Media (InDaily and CityMag);
- Council eNewsletters;
- Council website;
- The Parade website;
- various social media platforms;
- Jarvis and Helloworld instore signage;
- banners on the exterior of Parade Central;
- street litter bin wraps;
- bollard wraps;
- on-street posters; and
- tear away pads which were positioned at every business.

TABLE 3: DIGITAL ENGAGEMENT RESULTS

Facebook	Instagram	Parade Website	QR code scan
751 reach	3,394 reach +14,192 paid reach	8.9K	4,231 scans (peak time through May)

Sentiment Feedback from Applicants

As part of the data that staff seek to obtain from participants, as a part of the competition, participants were also asked the following question: What do you love about The Parade" and listed below are some of the responses that have been received:

- *What I love most about The Parade is the atmosphere. A vibrant, welcoming, and full of little moments that make Adelaide feel special.*
- *I love how The Parade blends city energy with local charm. Morning coffees, shopping, and long walks that somehow always turn into memories.*
- *I enjoy the lively vibe and people watching.*
- *A fabulous shopping and eating strip.*
- *A mix of modern shops and historic buildings gives the street a nice blend of old and new, which makes the street feel really inviting.*
- *Accessibility and variety of shops.*
- *All my favourite shops in one street (with great coffee and food options nearby).*
- *Choice, vibrancy, community and convenience.*
- *Easy parking and quality outlets. Good eating places too.*

Competition Model-Options

- Major Prize with Second and Third Prizes

When a visitor to The Parade Precinct spends \$25 or more at any Parade Precinct business, they can enter online for a chance to win one (1) of three (3) competition prizes. The first prize and major prize is the prize with the highest value, with the subsequent prizes declining in value. Logistically, this competition model would not be too difficult to create and implement. The main challenge with this model would be ensuring that all prize providers are happy to share the marketing and promotional opportunities. Depending on the prizes that are selected, it may be that the major prize provider is given greater marketing promotional advantages as a Tier 1 sponsor. This will need to be determined once a decision is made regarding the prize.

- Single Major Prize

This option reflects the format followed with the previous competitions, when a visitor to The Parade Precinct spends \$25 or more at any Parade Precinct business, they can enter online for a chance to win the major competition prize. Logistically, this competition model is the most efficient to create and run. It is easier to liaise with a single prize provider and they can be offered sole marketing and promotional opportunities instead of potentially having to share this with other businesses, meaning they are more likely to offer a substantial prize. However, the challenge with this model, is that there can only be one (1) competition winner which may mean there is less incentive to enter.

Competition Timing

The Shop-to-Win campaign continues to be a valuable economic development initiative that supports the objective of increasing visitation and expenditure within The Parade Precinct.

Conducting shopping competitions, remain a widely used marketing tool among main streets and business districts across Australia, with the offer of attractive prizes proven to incentivise consumer spending, encourage repeat visitation and generate awareness and marketing of local businesses.

While the 2026 campaign achieved its primary objective of driving consumer activity within the Precinct, it presents an opportunity to consider whether the current timing of the competition is optimising its impact.

The competition has traditionally been conducted during the autumn and early winter period. While this timing provides a valuable boost during a quieter trading season, research and industry trends suggest that shopping competitions often achieve the strongest expenditure outcomes when aligned with key retail spending periods, major events, school holidays or seasonal trading peaks. These periods can leverage existing consumer intent to spend while providing an additional incentive to choose a particular destination.

For The Parade specifically, consideration could be given to aligning future campaigns with periods that offer the greatest opportunity to influence consumer behaviour and attract new visitors to the Precinct. Factors that may warrant further investigation include:

- seasonal trading patterns across retail, hospitality and service businesses;
- school holiday periods and family visitation trends
- competition with other retail centres and shopping campaigns; and
- opportunities to support traditionally quieter trading periods without competing against significant retail spending periods such as Christmas.

A review of expenditure data assists in identifying the most effective timing of the competition to maximise the return on investment and provide greater economic impact for participating businesses.

As shown below, in 2025, there were three months that do show a lower spend, namely, January, February and June. This pattern is consistent in 2023 and 2024. Consumer expenditure during January, February and June, is often impacted by seasonal spending patterns. Following the significant expenditure associated with the Christmas period and summer holidays, many households reduce discretionary spending in January and February, while June, can experience lower visitation and spending due to winter trading conditions and increasing household costs.

These periods are therefore commonly targeted for retail activation campaigns aimed at encouraging visitation and supporting local businesses.

TABLE 4: SPENDMAPP INFORMATION FOR 2025

Month	Spend
January 2025	\$64,085,732
February 2025	\$61,367,652
March 2025	\$67,006,459
April 2025	\$66,555,568
May 2025	\$70,874,115
June 2025	\$65,490,886
July 2025	\$69,363,071
August 2025	\$70,136,847
September 2025	\$69,137,699
October 2025	\$72,141,788
November 2025	\$73,124,350
December 2025	\$83,821,550

Given the significant investment associated with the Shop-to-Win campaign and to ensure that the initiative is still meeting its objectives, it is timely for the Committee to consider whether an alternative delivery period could further enhance visitation, increase expenditure and strengthen The Parade's position as South Australia's premier shopping and dining destination.

While retail spending can traditionally soften during the winter months, particularly in June, data obtained for the 2026 Shop-to-Win competition, indicates that consumer engagement remained strong throughout the campaign period. Analysis of weekly expenditure and entry data did not demonstrate a significant decline in participation or spending as the campaign progressed, suggesting the promotion successfully maintained momentum across the eight-week period.

This outcome supports the view that a May–June campaign is well positioned to achieve the primary objective of encouraging visitation and expenditure during a period that would otherwise be considered a quieter trading season.

Rather than competing with naturally high-spending periods such as Christmas, Easter or major retail sale events or other events, the campaign provides an incentive for consumers to visit The Parade and support local businesses during a time when additional economic stimulus can deliver the greatest benefit to the individual traders / businesses and the precinct generally.

The extended duration of the campaign also allows businesses across a diverse range of sectors, including retail, hospitality, personal services and professional services, to participate and benefit from increased consumer activity and over a sustained period. The absence of a notable week-to-week decline in expenditure suggests the campaign remained relevant to consumers throughout its duration and continued to generate awareness of the Precinct.

Based on the 2026 results, it is recommended that a campaign period of approximately eight (8) weeks during May and June continues to align with the strategic objective of supporting local business, driving visitation and encouraging consumer spending within The Parade Precinct.

OPTIONS

The Committee has a number of options available in respect to the major prize, the competition model, timing of the competition and the competition budget. These options are outlined below:

1. The Committee can endorse *Major Prize with Second and Third Prizes* as the competition model, with a minimum spend of \$25 at any Parade Precinct business being what is needed to enter. This option would also require the Committee to determine how it wishes to determine second and third prizes. **This option is recommended.**
2. The Committee can endorse *Single Major Prize* as the competition model, with a minimum spend of \$25 at any Parade Precinct business being what is needed to enter. **This option is not recommended.**
3. The Committee can endorse the competition to be conducted from May to June for a period of eight (8) weeks.

CONCLUSION

The 2026 Shop-to-Win campaign successfully delivered on its primary objective of encouraging visitation and expenditure within The Parade Precinct, while showcasing the breadth and diversity of businesses operating along The Parade. The campaign generated strong engagement from consumers and participating businesses and contributed to sustained economic activity throughout the promotion period.

Importantly, expenditure and participation data did not demonstrate a significant decline throughout the campaign, indicating that consumer interest remained consistent across the full duration of the promotion. This suggests that an extended campaign period during May and June, continues to be effective in driving visitation and supporting businesses during a traditionally quieter trading season.

Based on the outcomes achieved, it is considered that the Shop-to-Win campaign remains an important economic development initiative for The Parade Precinct and that a May to June delivery period of approximately eight (8) weeks should continue to be considered for future campaigns. Ongoing review of campaign performance, expenditure trends and trader feedback will ensure the initiative continues to evolve and maximise economic outcomes for the Precinct.

The Committees input into the 2026 competition is now sought.

RECOMMENDATION

1. *That the Committee recommends that 2027 competition be conducted during the months of May to June for The Parade Precinct Annual Shopping Competition 2027.*
 2. *That the Committee note and acknowledge the findings of the 2026 Shop-to-Win Report.*
 3. *That the committee recommend its preferred option (as listed in the report) for the Place Activation Team to progress towards for the 2027 Shop-to-Win competition.*
-

Cr Knoblauch moved:

1. *That the Committee recommends that 2027 competition be conducted during the months of May to June for The Parade Precinct Annual Shopping Competition 2027.*
2. *That the Committee note and acknowledge the findings of the 2026 Shop-to-Win Report.*
3. *That the Committee recommend its preferred option (as listed in the report) for the Place Activation Team to progress towards for the 2027 Shop-to-Win competition.*

Seconded by Amanda Pepe and carried unanimously.

5.2 ECONOMIC PROSPERITY PLAN 2027 - 2032 PROJECT APPROACH

REPORT AUTHOR: Principal Economic Development Advisor
APPROVED BY: Chief Executive Officer
ATTACHMENTS: Nil

PURPOSE OF THE REPORT

The purpose of this report is to seek endorsement from the Business & Economic Development Advisory Committee (BEDAC) of the proposed methodology and project approach for the development of the 2027-2032 Economic Prosperity Plan.

The proposed methodology builds upon the significant work already undertaken by Council while introducing a broader, contemporary, and evidence-based approach to establish a long-term vision for the future economy of the City.

BACKGROUND

The Council's current 2021-2026 Economic Development Strategy established the strategic framework for the Council's economic development activities over the past five years.

Since the adoption of that Strategy, the Council has delivered a broad range of initiatives supporting local businesses, precinct activation, business engagement, tourism, investment and place-making. Recent performance reporting demonstrates positive outcomes across many economic indicators, including growth in business numbers, employment, visitor expenditure and the continued success of nationally recognised events and business support initiatives.

Recognising the importance of maintaining strategic direction, the Business & Economic Development Advisory Committee's role is to assist in shaping the next phase of Council's economic development priorities.

At its meeting on 8 July 2025, the Committee received a presentation outlining key economic trends, progress against the existing Strategy and participated in facilitated workshops exploring Council's role in supporting economic prosperity. These workshops were subsequently replicated with Council staff to explore the City's strengths, opportunities, weaknesses, and challenges in relation to the Economic Prosperity objectives contained within *CityPlan 2030*.

At its meeting on 10 February 2026, the Committee considered a draft Economic Prosperity Action Plan, informed by the outcomes of these workshops.

The appointment of the Council's Principal Economic Development Advisor , provides an opportunity to undertake a comprehensive review of the proposed approach.

The following documents have been considered in this initial review:

- the Council's 2021-2026 Economic Development Strategy;
- implementation progress and performance reporting;
- the proposed draft Economic Prosperity Action Plan;
- Business & Economic Development Advisory Committee workshop outcomes; and
- relevant Council strategies.

The previous work provides a valuable foundation, however, the review has identified an opportunity to build upon the significant work that has already completed and broaden the focus from developing an operational action plan to defining a long-term vision for the City's future economy.

The proposed approach seeks to establish a shared vision for prosperity that will guide the Council's future investment, advocacy, planning and partnerships over the next decade.

This is proposed to be supported by a comprehensive evidence base, benchmarking, strategic alignment, and extensive stakeholder engagement.

STRATEGIC DIRECTIONS

CityPlan 2030 Alignment

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services.

Objective 3.1: A diverse range of businesses and services.

Strategy 3.1.1: Support and encourage local small, specialty, independent and family-owned businesses.

Strategy 3.1.2: Broker relationships to encourage new businesses to locate in our City.

Strategy 3.1.3: Foster emerging industries that support the local economy and community.

Objective 3.2: Cosmopolitan business precincts contributing to the prosperity of the City.

Strategy 3.2.1: Retain, enhance, and promote the unique character of all our City's business precincts.

Strategy 3.2.2: Retain commercial and industrial land in appropriate locations, and protect it from the encroachment of incompatible land uses.

Strategy 3.2.3: Promote the City as a visitor and shopping destination.

Strategy 3.2.4: Masterplan our main streets.

FINANCIAL AND BUDGET IMPLICATIONS

Development of the Economic Prosperity Plan will be undertaken within existing budget allocations.

Should specialist economic analysis, benchmarking or facilitation be identified as adding value during the project, any associated budget implications will be considered separately through the Council's budget process.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

Elected Members

Not applicable at this stage of the process.

Community

Not applicable at this stage of the process.

Staff

Chief Executive Officer.

Other Agencies

Not Applicable.

DISCUSSION

The City of Norwood Payneham & St Peters has established a compelling reputation as one of South Australia's most liveable and successful inner-metropolitan Local government Areas.

The Council has invested in high-quality public spaces, delivers nationally recognised events, supports a thriving business community that is recognised nationally and internationally and has built a reputation for excellence in place-making.

However, the economic environment is changing rapidly. Artificial intelligence, demographic change, housing growth, changing work patterns, climate adaptation and increasing competition between cities, are reshaping how local economies grow and prosper. Every City is competing for investment, talent, visitors, and ideas. The communities that succeed over the next decade will not simply respond to change. They will anticipate it.

The City of Norwood Payneham & St Peters already possesses many of the ingredients that are required for long-term prosperity. The next step is defining how those strengths translate into a distinctive economic future.

While the current Strategy has delivered many positive outcomes, the next Plan presents an opportunity to shift the conversation from what the Council does to the future economy the City wishes to create.

The proposed methodology has therefore been designed to build upon the previous work that has been undertaken, while broadening the scope of analysis, engagement, and strategic thinking.

Relevant Strategic Direction and Policies

The proposed Economic Prosperity Plan will align with the Council's strategic planning framework, including *CityPlan 2030*, and will also consider broader State and national priorities that influence economic growth, investment, and productivity.

Key documents to be considered include:

- The Councils strategic management plan *CityPlan 2030: Shaping our Future*.
- The Greater Adelaide Regional Plan.
- South Australian Economic Statement.
- South Australia Trade and Investment Strategy to 2030.
- South Australian Visitor Economy Sector Plan 2030.
- South Australia Advanced Manufacturing Strategy.
- South Australia's Small Business Strategy 2023-2030.
- South Australian Skills Commission 2025-2030 Strategic Plan.
- Skills SA, Skilled. Thriving. Connected.
- other relevant State and Commonwealth strategies.

Alignment with these documents will assist the Council in identifying opportunities for collaboration, advocacy, investment attraction and future funding.

The proposed methodology comprises six key phases:

1. Discovery

Review and consolidate the significant work that has been already undertaken by the Council to establish a clear understanding of the City's current economic development position and the lessons that should inform the next Plan.

This phase will consider the 2021-2026 Economic Development Strategy, implementation outcomes and performance reporting, previous consultation and Business & Economic Development Advisory Committee (BEDAC) workshop findings, the draft Economic Prosperity Action Plan, relevant Council strategies and existing economic data.

The review will identify what has worked well, where gaps or opportunities remain and which existing priorities and insights should be carried forward.

The objective is to ensure the development of the Economic Prosperity Plan builds upon the Council's existing knowledge and investment, avoids duplication, and provides a clear foundation for the work that follows.

2. Strategic Reset

Establish a clear strategic framework for the development of the Economic Prosperity Plan and define the questions the Plan needs to answer about the City's long-term economic ambition.

This phase responds directly to previous feedback from the BEDAC Committee, which highlighted the need to better define the City's aspirations, competitive positioning and desired economic outcomes before determining individual actions and initiatives.

It will explore what economic prosperity should mean for Norwood Payneham & St Peters, the type of economy the City wants to foster, the role that the Council should play in enabling that future and how success should be measured.

The objective is to shift the focus from developing a collection of economic development activities to establishing a clear strategic direction that can then be tested and refined through evidence, benchmarking and stakeholder engagement.

3. Understanding Today's Economy and Tomorrow's Opportunities

Develop a comprehensive evidence base to understand the City's current economic position and the forces likely to shape its economy over the next decade.

This phase will bring together economic analysis, benchmarking, and future trends to examine the City's business and industry composition, employment and workforce, visitor economy, investment activity, and emerging sectors.

It will also consider the broader trends reshaping local economies, including demographic and housing change, technology, and artificial intelligence, changing patterns of work, climate adaptation, skills and workforce pressures, and the evolving role of metropolitan Adelaide.

The evidence base will also consider relevant State and Australian Government economic, industry, workforce, infrastructure, and investment strategies to identify areas of strategic alignment, emerging policy priorities, and opportunities for Council to strengthen partnerships, advocacy and access to future investment and funding.

Comparative benchmarking will help identify where the City performs strongly, where opportunities may be emerging and how Norwood Payneham & St Peters is positioned relative to comparable metropolitan economies.

The analysis will seek to answer key strategic questions including:

- What are the City's existing and emerging competitive advantages?
- Which industries and sectors have the greatest potential for future growth?
- What is driving business location and investment decisions?
- Where are the barriers to productivity, investment, and employment growth?
- How is the City's role within metropolitan Adelaide changing?
- Where can Council have the greatest influence on future economic prosperity?

The objective is to move beyond describing today's economy to understand where the City's future opportunities lie and provide a robust evidence base for determining the Plan's priorities.

4. Co-designing the Future Economy

A successful Economic Prosperity Plan must be grounded in a shared vision for the City's future and a genuine understanding of the opportunities and challenges experienced by businesses, investors, workers, and other stakeholders on the ground.

Economic data and research will provide an important evidence base, however, local knowledge and lived experience will be equally important in understanding how the City's economy is changing, where barriers to growth and investment exist, and where Council can have the greatest impact.

Engagement will therefore be a central component of the Plan development process, rather than a final consultation exercise.

Internal engagement will include Elected Members, the Executive Leadership Team, BEDAC and relevant Council staff.

External engagement will include:

- targeted roundtables and forums with local businesses, major employers, industry, education providers, State Government, investors, and community stakeholders;
- a City-wide Business Survey;
- direct engagement with key businesses, employers, and stakeholders;
- engagement through Council's website, social media, newsletters, and business EDMs; and
- engagement with neighbouring councils, government agencies, and other strategic partners.

This engagement will seek to:

- build a shared vision and collective ambition for the City's future economy;
- develop a deeper understanding of local economic conditions, business needs, and barriers to growth;
- identify emerging opportunities, competitive advantages, and areas where the City could strengthen its economic position;
- test the findings emerging from economic analysis and benchmarking against local experience;
- identify priorities where Council can make the greatest difference through leadership, investment, advocacy, partnerships, or service delivery;
- build awareness, ownership, and support for the Plan across the business and broader community; and
- ensure stakeholder insights directly inform the priorities and actions contained within the Economic Prosperity Plan.

5. Plan Development

Bring together the evidence, strategic analysis and stakeholder insights to develop the 2027-2032 Economic Prosperity Plan.

The Plan will establish a clear vision for the City's future economy, supported by strategic directions, priorities, catalyst opportunities, and measures of success. It will also clearly articulate the Council's role and identify where outcomes will require partnership, advocacy, or investment from other levels of government and the private sector.

The objective is to translate the evidence and shared ambition into a focused Plan that provides clear direction for Council's economic development efforts and investment over the coming years.

6. Delivery

Translate the Plan into a practical implementation framework that provides a clear pathway from strategic ambition to delivery.

A Four-Year Delivery Plan will identify priority initiatives, responsibilities, partnerships, and indicative timeframes, supported by a monitoring and evaluation framework and annual reporting process.

The Delivery Plan will provide flexibility to respond to emerging economic conditions and opportunities over the life of the Plan, while maintaining alignment with its long-term strategic direction.

The objective is to ensure the Plan becomes a living framework for decision-making, investment, and action, rather than a static document.

Indicative Timeline and Key Milestones

Development of the Economic Prosperity Plan will be undertaken through a staged process over the remainder of 2026 and into 2027 as set out in Table 1 below. The timing of individual phases may overlap as research, analysis and engagement inform each other throughout the project.

Phase	Indicative Timing	Key Milestones
1. Discovery	August 2026	Review existing strategies, previous work, performance, and consultation findings
2. Strategic Reset	August – September 2026	Establish strategic framework, ambition, and key questions
3. Understanding Today's Economy and Tomorrow's Opportunities	August – October 2026	Complete economic analysis, benchmarking, and future opportunities assessment
4. Co-designing the Future Economy	October – November 2026	Business and stakeholder engagement, Business Survey, and development of shared vision
5. Plan development	February – April 2027	Develop and test draft Economic Prosperity Plan
6. Delivery	April – May 2027	Finalise Plan, Four-Year Delivery Plan, and monitoring framework for Council consideration (post 2027 General Election)

Immediate Next Steps

Subject to endorsement of the proposed methodology by BEDAC, the next phase of work will focus on:

- completing the Discovery phase and consolidating the existing evidence base;
- undertaking the required economic analysis and comparative benchmarking;
- identifying key businesses, employers, government, industry, education, and community stakeholders for targeted engagement;
- developing the City-wide Business Survey and broader engagement program;
- commencing discussions with the Executive Leadership Team, Elected Members and BEDAC around the City's long-term economic ambition; and
- establishing the baseline measures that will enable Council to monitor the impact of the Plan.

Findings from the evidence, benchmarking and engagement phases, will be progressively brought together to inform the development of the draft 2027-2032 Economic Prosperity Plan.

BEDAC will continue to play an important advisory role throughout the process, with opportunities to test emerging findings, provide strategic input and contribute to the development of the City's future economic vision.

The proposed methodology recognises that economic prosperity extends beyond traditional business support activities and events. Achieving the City's long-term economic ambitions will require a coordinated whole-of-Council approach that brings together economic development, land use and infrastructure planning, investment, place-making, sustainability, advocacy, and strategic partnerships.

Importantly, the Council cannot create economic prosperity alone. Its role is to help create the conditions in which businesses can invest and grow, people can participate in economic opportunity, and the City can attract the talent, investment and ideas required for long-term prosperity.

CONCLUSION

The City has established strong foundations through the successful implementation of the 2021-2026 Economic Development Strategy and the significant work undertaken to inform the draft Economic Prosperity Action Plan.

The proposed methodology acknowledges and builds upon this work, while introducing a broader and more contemporary approach to plan development.

By focusing on long-term prosperity, productivity, investment and competitive advantage, the 2027-2032 Economic Prosperity Plan will establish a clear vision for the future economy of Norwood Payneham & St Peters and provide a strategic framework to guide Council's decision-making over the next decade.

RECOMMENDATION

That the Business & Economic Development Advisory Committee:

- 1. Notes the work undertaken to date in the development of the City's future economic direction.*
- 2. Provides feedback on the proposed methodology and project approach to inform the next phase of the Plan development process.*

Amanda Pepe moved:

- 1. That the Business & Economic Development Advisory Committee notes the work undertaken to date in the development of the City's future economic direction.*
- 2. That the proposed methodology and project approach to inform the next phase of the Plan development process, be endorsed.*

Seconded by Matt Grant and carried unanimously.

5.3 BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE ADDITIONAL MEETING DATES

REPORT AUTHOR: Manager Marketing & Place Activation
APPROVED BY: Chief Executive Officer
ATTACHMENTS: Nil

PURPOSE OF THE REPORT

The purpose of this report is to for the Business & Economic Development Advisory Committee (the Committee) to approve the additional 2026–2027 Committee Meeting dates.

BACKGROUND

In respect to meetings, the Committee Terms of Reference state that:

- 7.1 Ordinary Meetings of the Committee will be held every two (2) months.*
7.2 The Committee will approve a schedule of Meetings for each year and Special Meetings will be convened as needed for urgent matters.
7.3 Meetings will be held in the Mayor's Parlour, Norwood Town Hall, unless otherwise notified.

DISCUSSION

In accordance with the Terms of Reference, Meetings of the Committee will be held in the Mayor's Parlour, located in the Norwood Town Hall at 175 The Parade, Norwood.

In respect to the time and date of the meetings, it is recommended that the Meetings of the Committee for 2026–2027 take place on a Tuesday evening and commence at 6.30pm on the dates outlined in **Table 1** below.

TABLE 1: 2026–2027 BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE SCHEDULE OF MEETINGS

Meeting	Date	Start Time
1	Tuesday 13 October	6.30pm
2	Tuesday 8 December	6.30pm
3	Tuesday 9 February	6.30pm
4	Tuesday 30 March	6.30pm

In accordance with the Committee Terms of Reference, if there is no business for the Committee to consider prior to the Notice of a Committee Meeting being issued, the Chief Executive Officer may cancel a scheduled meeting of the Committee, in consultation with the Presiding Member, and advise all Committee Members via email.

RECOMMENDATION

That the Business & Economic Development Advisory approve the additional meeting dates and times for 2026–2027:

- 1. Tuesday 13 October*
- 2. Tuesday 8 December*
- 3. Tuesday 9 February, and*
- 4. Tuesday 30 March.*

Cr Knoblauch moved:

That the Business & Economic Development Advisory approve the additional meeting dates and times for 2026–2027:

1. *Tuesday 13 October 2026*
2. *Tuesday 8 December 2026*
3. *Tuesday 9 February 2027; and*
4. *Tuesday 30 March 2027.*

Seconded by Amanda Pepe and carried unanimously.

6 CONFIDENTIAL REPORTS

Nil

7 OTHER BUSINESS

Nil

8 NEXT MEETING

Tuesday, 13 October 2026

9 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.19pm.

Mayor Robert Bria
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

15 OTHER BUSINESS

16 CONFIDENTIAL REPORTS

16.1 COUNCIL ASSESSMENT PANEL - APPOINTMENT OF MEMBERS

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.

16.2 ST PETERS BILLABONG UPDATE

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).*
- (b) information the disclosure of which -*
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - (ii) would, on balance, be contrary to the public interest.*

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.

17 CLOSURE