

Council Meeting Minutes

16 January 2017

Our Vision

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

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

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City of
Norwood
Payneham
& St Peters

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VENUE Council Chambers, Norwood Town Hall

HOUR 7.00pm

PRESENT

Council Members Mayor Robert Bria
Cr Lucy Marcuccitti
Cr Christel Mex
Cr Connie Granozio
Cr Sophia MacRae
Cr Kevin Shepherdson
Cr Carlo Dottore
Cr Kevin Duke
Cr Evonne Moore
Cr John Frogley
Cr Garry Knoblauch
Cr Sue Whittington
Cr Paul Wormald

Staff Carlos Buzzetti (Acting Chief Executive Officer)
Peter Perilli (General Manager, Urban Services)
Mark Thomson (Acting General Manager, Urban Planning & Environment)
Lisa Mara (General Manager, Governance & Community Affairs)
Sharon Perkins (Acting General Manager, Corporate Services)
Tina Zullo (Administration Officer, Governance & Community Affairs)

APOLOGIES Cr John Minney

ABSENT Nil

1. KAURNA ACKNOWLEDGEMENT

2. OPENING PRAYER

The Opening Prayer was read by Cr Wormald.

3. CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 5 DECEMBER 2016

Cr Knoblauch moved that the minutes of the Council meeting held on 5 December 2016 be taken as read and confirmed. Seconded by Cr Shepherdson and carried.

4. MAYOR'S COMMUNICATION

Monday, 5 December	<ul style="list-style-type: none">Presided over a Council meeting, Council Chamber, Norwood Town Hall.
Tuesday, 6 December	<ul style="list-style-type: none">Attended the Mary MacKillop College End of Year Mass and Awards Ceremony, St Ignatius Church, Norwood.
Wednesday, 7 December	<ul style="list-style-type: none">Attended a meeting with the Acting Chief Executive Officer; General Manager, Governance & Community Affairs; Manager, City Assets; Acting Manager, Economic Development & Strategic Projects; Mr Paul Di Iulio (President) and Mr James Fantasia (Chief Executive Officer), Norwood Football Club, Mayor's Office, Norwood Town Hall.
Monday, 12 December	<ul style="list-style-type: none">Attended a Workshop: Community Survey 2016, Mayor's Parlour, Norwood Town Hall.
Monday, 12 December	<ul style="list-style-type: none">Attended a Workshop: Review of Hard Waste System and Integrated Waste Service Policy, Mayor's Parlour, Norwood Town Hall.

Tuesday, 13 December	<ul style="list-style-type: none">• Attended the Graduation Dinner for Year 7 students from St Joseph's Memorial School (Kensington and Norwood), Payneham Library & Community Complex, Felixstow.
Wednesday, 14 December	<ul style="list-style-type: none">• Hosted the Magill Road Precinct website launch, Mayor's Parlour, Norwood Town Hall.
Friday, 16 December	<ul style="list-style-type: none">• Attended the Council Staff Christmas Function, Richards Park, Magill Road. Norwood.
Monday, 19 December	<ul style="list-style-type: none">• Attended a meeting with Events Officer, St Peters Town Hall Complex, St Peters.
Thursday, 22 December	<ul style="list-style-type: none">• Participated in Australia Day Council (SA) Social Inclusion Short Film Project, Mayor's Office, Norwood Town Hall.
Tuesday, 10 January	<ul style="list-style-type: none">• Radio Interview with Peter Goers, ABC 891.
Sunday, 15 January	<ul style="list-style-type: none">• Attended the San Pellegrino Martire Mass, Church of the Annunciation, Hectorville.
Monday, 16 January	<ul style="list-style-type: none">• Attended a meeting with Mr Daniel Jervis-Bardy (Reporter), Eastern Courier Messenger, Mayor's Office, Norwood Town Hall.

5. DELEGATES COMMUNICATION

Nil

6. QUESTIONS WITHOUT NOTICE

Nil

7. QUESTIONS WITH NOTICE

Nil

8. DEPUTATIONS

Nil

9. PETITIONS

Nil

10. WRITTEN NOTICES OF MOTION

10.1 PAYNEHAM SWIMMING CENTRE NAME – SUBMITTED BY MAYOR ROBERT BRIA

NOTICE OF MOTION: Payneham Swimming Pool Name
SUBMITTED BY: Mayor Robert Bria
FILE REFERENCE: S.00232
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 Mayor Robert Bria.

NOTICE OF MOTION

1. That Council, hereon, refer to the Payneham Swimming Centre as the Payneham Memorial Swimming Pool in all future official references to the facility in keeping with the name on the plaque outside the facility and the formal resolution by the former City of Payneham.
2. That changes to the signage and council documents (e.g. brochures, Annual Report, 'Look East', Council agendas, etc.) using the name 'Payneham Memorial Swimming Pool' be made as soon as practicable or applicable.

REASONS IN SUPPORT OF MOTION

In December 2015, I submitted the following Question with Notice regarding the official name of the Payneham Swimming Centre, in particular whether there has been any formal council resolution by either the former City of Payneham or the City of Norwood Payneham & St Peters to change the name of the facility from the Payneham Memorial Swimming Pool to the Payneham Swimming Centre.

In response to my question, staff provided information from the minutes of a former City of Payneham Council meeting held on 2 August 1965, which confirmed that monies were donated by the Payneham RSL Sub-branch towards the costs of the construction of the pool.

The Payneham Sub-branch also requested that the former City of Payneham make the construction of the pool a "War Memorial Project".

Importantly, the official program booklet souvenir of the opening in 1968 includes the word "Memorial" as being ratified by the then Payneham Council. The plaque outside the centre also refers to the facility as the Payneham Memorial Swimming Pool.

The staff response to my question was that a review of Minutes of the former City of Payneham between 1965 and 1997 show no formal resolution of a name change from the Payneham Memorial Swimming Pool to the Payneham Swimming Centre.

Council was advised that report would be presented to Council for its consideration in the future.

However, given that in 2016, Council resolved, in principle to redevelop the Payneham Swimming Centre, thereby all but ensuring the long term life of the facility, it is appropriate that the name 'Payneham Memorial Swimming Pool' which appears on the plaque outside the Centre be used in all future official references to the facility.

STAFF COMMENT

No further information has been identified to acknowledge a formal name change from the Payneham Memorial Swimming Centre to the Payneham Swimming Centre.

Should the Notice of Motion be supported, it is proposed that reference to the "Payneham Swimming Centre" as the "Payneham Memorial Swimming Centre" be made as follows:

- Brochures 2017-2018 Swimming Season
 - Website Immediately
 - Centre Signage As part of the Swimming Centre Redevelopment
 - Council Reports and Agendas Immediately
 - Media Releases Immediately
 - Forms 2017-2018 Swimming Season
 - Council Publications (ie Annual Report, Annual Business Plan, Look East etc) When updated or prepared
-

Cr Whittington moved:

1. *That Council, hereon, refer to the Payneham Swimming Centre as the Payneham Memorial Swimming Pool in all future official references to the facility in keeping with the name on the plaque outside the facility and the formal resolution by the former City of Payneham.*
2. *That changes to the signage and council documents (e.g. brochures, Annual Report, 'Look East', Council agendas, etc.) using the name 'Payneham Memorial Swimming Pool' be made as soon as practicable or applicable.*

Seconded by Cr MacRae.

Amendment

Cr Wormald moved:

1. *That Council, hereon, refer to the Payneham Swimming Centre as the Payneham Memorial Swimming Centre in all future official references to the facility.*
2. *That changes to the signage and Council documents (e.g. brochures, Annual Report, 'Look East', Council agendas, etc.) using the name 'Payneham Memorial Swimming Centre' be made as soon as practicable or applicable.*

Seconded by Cr Dottore.

The amendment was put and carried and on becoming the motion was again put and carried unanimously.

**10.2 SWIMMING CENTRES REVIEW – LONG TERM STRATEGY OPTIONS – SUBMITTED BY
CR CHRISTEL MEX**

NOTICE OF MOTION: Swimming Centres Review – Long Term Strategy Options
SUBMITTED BY: Cr Christel Mex
FILE REFERENCE: S.00232 S.3862
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 Christel Mex

NOTICE OF MOTION

That the Council resolution made at its meeting held on 23 March 2016, in respect to the Item 2.1 of the Council Meeting Minutes 23 March 2016, which reads as follows:

- b) (i) *redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
- (ii) *maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

be rescinded and be replaced with the following:

- b) (i) *redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
- (ii) *the existing Norwood Swimming pool be retained and refurbished, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

REASONS IN SUPPORT OF MOTION

At the Council Information Session held on 18 October 2016 staff sought clarity on section (ii) of the motion regarding the definition of 'maintenance'. In the handout, staff defined maintenance as "the work required to keep something in good condition", and, "By maintenance of the existing Norwood Swimming pool does mean:

maintain existing equipment and pool infrastructure by only:

- replacing the joint sealant every few years;
- replacing tiles;
- address the current unidentified source of leak; and
- replacing things as they wear out or break.

At the Council meeting held on 5 December 2016, the Council resolved to receive and note the Asset Condition Report for the Norwood Swimming Pool prepared by Fyfe Pty Ltd (Item 11.2).

Based on the Asset Condition report, maintenance would only include the following works:

- replacement of the joint sealant;
- filling in of redundant pool shell penetrations;
- replacement of current pipe system; and
- replacement of filtration equipment and plant room.

The estimated cost of these works would be in the order of \$0.765m, with no guarantee of extending the useful life of the swimming pool.

According to the Fyfe report, additional recommended works that should be considered to bring the Norwood Swimming Pool up to more contemporary standard include:

- the replacement of current pipe system to achieve more uniformed and consistent water circulation; and
- installation of a ramp at the shallow end of the pool, to allow for disabled access.

The estimate of these works is an additional \$0.075m, bringing the total cost to \$0.840m.

The scope of the review undertaken by Fyfe included the identification of options (including cost estimates) for long term repair or replacement of the pool infrastructure. The estimated cost of refurbishing the existing pool shell, including a new filtration plant and a water-proof Myrtha lining, was quoted at \$1.9m. The Fyfe report stated that the refurbishment option will provide a guaranteed life in the order of 25 years, where the maintenance options do not provide such guarantee.

I have also been advised by staff that refurbishment would also mean reduced ongoing maintenance costs, as there will be no need to replace tiles, re-grouting, sealants, etc if a Myrtha lining was installed. Less water leakage would also be an additional benefit.

The option of refurbishing the existing Norwood Pool as opposed to the current resolution of maintaining the pool, provides greater value for money to our citizens and will provide a higher quality pool which will be up to our communities standards and expectations.

I remind Council that this motion is in regards to options for public consultation only, and does not bind Council to any final decision.

STAFF COMMENT

As part of this Council Meeting Agenda, the Council is considering a staff report on the Swimming Centres Review – Options Report (Item 11.1).

That report recommends that the Options report, which is based on the endorsed resolution from the meeting held on 23 March 2016, be released for public consultation.

A change in the endorsed options may delay the commencement of the public consultation.

Cr Mex sought leave of the meeting to make a Personal Explanation in relation to Item 10.2.

The meeting granted leave for Cr Mex to make a Personal Explanation.

Cr Christel Mex's Personal Explanation

During the Election campaign, I published material that stated that I would support 'saving the Kensington and Norwood Pool'. This Agenda Item is about the long-term strategy options for the Swimming Centres and I wish to address any perceived bias and declare that I will consider all information discussed in this Chamber when making my decision.

Cr Mex moved:

That the Council resolution made at its meeting held on 23 March 2016, in respect to the Item 2.1 of the Council Meeting Minutes 23 March 2016, which reads as follows:

- b) (i) redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
- (ii) maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

be rescinded.

Seconded by Cr MacRae and carried.

Cr Mex moved:

That the following point b) be included in the Council resolution made at its meeting held on 23 March 2016, in respect to the Item 2.1 of the Council Meeting Minutes 23 March 2016:

- b) (i) redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
- (ii) maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage; or*
- (iii) the existing Norwood Swimming pool be retained and refurbished, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

Seconded by Cr Frogley and carried unanimously.

10.3 THE PARADE SCRAMBLE CROSSING – SUBMITTED BY MAYOR ROBERT BRIA

NOTICE OF MOTION: The Parade Scramble Crossing
SUBMITTED BY: Mayor Robert Bria
FILE REFERENCE: S.00232 S.02798
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 Mayor Robert Bria

NOTICE OF MOTION

That the Mayor forwards a letter to the Hon Stephen Mulligan, Minister for Transport & Infrastructure and the Hon Peter Malinauskas MLC, Minister for Road Safety expressing the Council's desire for the introduction of a 'scramble' pedestrian crossing to be located at the intersection of George Street and The Parade, Norwood.

REASONS IN SUPPORT OF MOTION

As Adelaide's premier main street, The Parade has thousands of visitors every week, many of whom use the intersection of George Street and The Parade, Norwood. This intersection is part of the "core" of The Parade. The intersection is also busy with vehicles wishing to access the car parks located at The Norwood Place and/or Norwood Mall shopping centres.

One of the key drivers of The Parade Masterplan is to improve the public realm and make the precinct a more pedestrian and cyclist friendly environment.

The lack of green arrows for all vehicles travelling north, south east and west has increased the risk of accidents (I have personally attended to a driver who was involved in an accident).

I am advised by Council staff that the Chief Executive Officer wrote to the Department of Planning Transport & Infrastructure at least four (4) years ago, but was advised that pedestrian counts at the time did not warrant such a crossing.

It is my belief that it is time for the Council to raise this issue again with the State Government in the interests of public safety.

STAFF COMMENT

Staff endorse the action as set out by Mayor Bria and the Notice of Motion.

It is also suggested that the letter to the Minister should outline statistics regarding the type and number of incidents that have occurred at this intersection over the last five (5) years and to also advise the Council is currently undertaking a Masterplan for The Parade from Fullarton Road to Portrush Road, Norwood.

Cr Duke moved:

That the Mayor forwards a letter to the Hon Stephen Mulligan, Minister for Transport & Infrastructure and the Hon Peter Malinauskas MLC, Minister for Road Safety expressing the Council's desire for the introduction of a 'scramble' pedestrian crossing to be located at the intersection of George Street and The Parade, Norwood.

Seconded by Cr Whittington and carried unanimously.

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 SWIMMING CENTRE REVIEW – REDEVELOPMENT OPTIONS FOR PUBLIC CONSULTATION

REPORT AUTHOR: Acting General Manager, Corporate Services
GENERAL MANAGER: Acting Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S03862
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to present to the Council, the Long Term Strategy and redevelopment options for the Council's Swimming Centres, to be released for public consultation.

BACKGROUND

As part of the 2014-2015 Budget, the Council endorsed a review of the Council's Swimming Centres. The objective of the Swimming Centres Review is to develop a longer term strategy for the Council's Swimming Centres to ensure that;

- the Council's Swimming Centre assets are managed, maintained and developed in such a way that will effectively meet the current and changing needs of the community; and
- the ratepayer subsidy is maintained at current levels or reduced over the next five (5) years.

Prior to developing a series of options, SGL Consulting undertook extensive data collection and market research to gain an understanding of the current trends within the Aquatics Industry, the environment within which the Council operates, the extent of competition from other swimming and aquatic facilities with the region and the nature and extent of the use of the Council's facilities.

This research was complemented with a number of community engagement activities, undertaken by the Council, to determine what the community valued about the Council's Swimming Centres and to garner the views of the City's citizens and swimming centre users as to what they envisioned for the future development of the swimming centres.

At the Special Council Meeting held on 23 March 2016, the Council resolved that:

1. *The Council's Long-term Swimming Centre Strategy continues to be based on a Two (2) Centres model comprising the following options;*
 - (a) *redevelopment of the Payneham Swimming Centre as a regional destination which incorporates a 50 metre Swimming Pool, Learners Pool and Wading Pool or splash pad and water play park to cater for the recreational leisure market and in particular the teenage market; and*
 - (i) *redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
 - (ii) *maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

The Long Term Strategy and redevelopment options as contained in **Attachment A** has been developed based on the options outlined above.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The provision of swimming facilities assists the Council in delivering on the following objectives contained in *CityPlan 2030*;

Social Equity:

Convenient and accessible services and facilities

- Maximise access to services, facilities, information and activities
 - *The Council operates two (2) Swimming Centres, which are open 7 days per week (excluding Christmas Day). Swimming Season across both facilities runs from mid-October to mid-April*
- Design and provide safe, high quality facilities and spaces which encourage use by people of all backgrounds, ages and level of ability
 - *Main Pool*
 - *Toddlers Pool*
 - *Learners Pool*

A strong, health and resilient community

- Encourage increased physical activity and healthier lifestyles
 - *Lap Swimming*
 - *Aqua Aerobics*
 - *Canoe Polo*
 - *Recreational Swimming*
- Provide quality spaces for people to meet, learn and connect with each other
 - *Centre run Swimming Lessons*
 - *VacSwim Program*
 - *Education Department Swimming Lessons*
 - *Disability access*
- Facilitate community support networks and partnerships for sharing of resources and skills.
 - *Relationship with Local Swimming Clubs*
 - *Royal Life Saving SA*

Cultural Vitality

Dynamic community life in public spaces and precincts

- Design and provide interesting and colourful public spaces to encourage interaction and gatherings
 - *BBQ Facilities*
 - *Shaded areas*
 - *Birthday Parties*
- Host and facilitate community events and activities
 - *Poolside*
 - *Outdoor Cinemas*
 - *Swimming Carnivals*
 - *Community days*

Environmental Sustainability

Sustainable and efficient management of water, waste, energy and other resources

- Implement mechanisms to make better use of water resources including the harvesting & re-use of stormwater
 - *Pool backwash water recycling for irrigation*
 - *filtered vacuum water re-use*
 - *pool thermal blankets*

FINANCIAL AND BUDGET IMPLICATIONS

The strategy and redevelopment options as contained in **Attachment A** requires the Council to commit to an investment between \$9.3 million and \$13 million across both Swimming Centres. The proposed works will be staged over a number of financial years, to ensure that the Council can continue to provide swimming facilities to the community through the redevelopment.

The estimated redevelopment cost for the Payneham Swimming Centre is between \$7 million and \$10 million depending on the extent of the refurbishment of the main and learners pool and the water play facilities provided.

Depending on the final redevelopment option, ie maintenance of the existing 50 metre pool, with a new teaching/learners pool or the replacement of the 50 metre pool with a 25 metre pool, toddlers splash pad and new learners pool, the redevelopment costs of the Norwood Swimming Centre are estimated between \$2.3 million (maintenance) and \$3.0 million (25 metre pool).

EXTERNAL ECONOMIC IMPLICATIONS

Nil

SOCIAL ISSUES

Swimming facilities are unique community assets, which contribute towards significant health, fitness and social benefits for the community. Both the Norwood and Payneham Swimming Centres have a passionate supporter base, which have a strong interest in the future direction of the Council's Swimming Facilities.

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

Both swimming facilities are ageing assets and without significant investment over the coming years, will expose the Council to a financial risk in terms of the extent of the Net Cost to Council, reputational risk due to the inability to deliver the service at a standard that is expected by the community and potentially public safety risks as the facilities are not in line with current day standards, with respect to contemporary aquatic facilities.

With respect to the following strategy option for the Norwood Swimming Centre:

- (a) (ii) *maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

a condition assessment of the facility was undertaken to determine the remaining life of the existing pool infrastructure. The assessment concluded that while the pool structure (ie concrete) appears to be in good condition today, due to the age of the structure, there is no guarantee that concrete deterioration will not commence within five (5) to ten (10) years, or even next season, which will impact on the integrity of the pool structure. Therefore the remaining life of the pool structure is unknown.

The recommended works to be undertaken to bring the Norwood Pool up to an acceptable standard is in the order of \$0.840m, with no guarantee on the remaining useful life of the pool structure.

CONSULTATION

- **Elected Members**

Elected Members have participated in a number of Workshops and Information Briefings through-out the review. Elected Members have been briefed on the results of the Market Research activities, the Community Engagement process and Focus Group sessions and the overview of the Options report compiled by SGL Consulting.

- **Community**

The community have had a number of opportunities, through the Market Research phase of the Review and during the Community Engagement activities which were undertaken in November 2015. The community will be given the opportunity to provide comments and feedback on the Draft Strategy.

- **Staff**

The Manager, Swimming Centres and other Swimming Centre staff have provided background information and feedback into the review.

- **Other Agencies**

Not Applicable

DISCUSSION

The long term strategy for the Council's Swimming Facilities is to retain the current two (2) Centre model. The redevelopment options for each Centre are outlined below.

Payneham Swimming Centre

The Payneham Swimming Centre will continue to provide a 50 metre outdoor swimming pool to meet the needs of lap swimming, swimming squads, school carnivals and general recreational swimming and fitness, plus a teaching/learners pool to meet the swimming lesson market.

The main pool refurbishment will include:

- the installation of a ramp, at the shallow end to allow disabled access;
- the replacement of scum gutters with wet deck entry;
- installation of new filtration system and replacement or refurbished plant room; and
- retiling of the pool.

The Learner/Teaching pool is a key element in the Payneham Swimming Centre provision of swimming lessons and participating in water safety programs such as VacSwim and Swim and Survive Program. It is recommended that as part of the redevelopment, the Learners/Teaching pool be replaced with a larger pool to accommodate an increase in swimming lessons and include a beach entry to enable disabled access.

The estimated cost of the Main pool refurbishment and the replacement of the Learners/Teaching Pool, including filtration system is in the order of \$3.5 million to \$4 million.

In addition, the redevelopment of the Payneham Swimming Centre, will include the introduction of leisure water elements aimed at not only babies and toddlers but also the older child/ teenage market.

In general, contemporary expectations are that swimming facilities provide an interactive experience, which includes leisure water, such as splash pads and other interactive water based equipment. As part of the market research undertaken, the recreational market, especially the teenage market was identified as being poorly serviced within the Eastern region. As a result the strategy for the Payneham Swimming Centre includes the development of an interactive Water Park. The inclusion of a Water Park as part of the Long-term Strategy provides an opportunity for the Council to fill this market gap, and create a water based recreational destination for the region, with the Payneham Swimming Centre becoming a destination venue, rather than just a swimming pool.

Depending on the elements and features of the water play park, the estimated costs, depending upon the features and extent of the play park, is estimated to be between \$1 million for basic elements and up to \$5 million for more extensive elements, such as water slides. Supervision and equipment maintenance costs will increase, however based on the experience of other public swimming centres which have introduced water play elements, these cost are likely to be offset by an increase in attendances. A water play park has the potential, at a minimum to operate at a breakeven position if the elements included meet the expectations of the target market, that being families especially those with older to teenage children. To complement the water play park, consideration should also be given to the introduction of an inflatable obstacle course at the Payneham Swimming Centre.

The operation of the water play park and the obstacle course will be based on session times, with those session times being set to towards the target market of the young teenage market. As such the session times will be set around weekends, public and school holidays.

To meet the needs of the families with babies and toddlers, the strategy includes the introduction of a Splash Pad or Zero Water playground. The use of splash pad's to meet the recreational requirements of the babies and toddler's age group is the expected norm within the aquatics industry and the introduction of a splash pad will increase the attraction value of the Payneham Swimming Centre to families with young children.

The splash pad or zero water play-ground would replace the existing toddlers' pool, which no longer retains water and has reached the end of its useful life.

Along with the swimming facilities, the installation of shade and the upgrade of dry land facilities, such as the amenities building, barbeque and picnic facilities will be included in the redevelopment.

The Payneham Swimming Centre is one of the last Metropolitan Swimming Centre to undertake a major redevelopment. As part of the market research undertaken, while it was identified that the Payneham Swimming Centre operates in a highly competitive market, the major market which appears to be under serviced is the play and recreational market. The strategy adopted for the Payneham Swimming Centre addresses this market gap within the Eastern Suburbs, while continuing to cater to the needs of the other major aquatics markets, of lap swimming, swimming lessons and club swimming.

Norwood Swimming Centre

The final redevelopment strategy for the Norwood Swimming Centre has yet to be determined, with two (2) options being presented as the redevelopment options for the Norwood Swimming Centre.

One (1) option is the maintenance of the existing 50 metre swimming pool and the replacement of the learners/teaching pool, with the amenities buildings and other facilities being refurbished.

Based on the recent condition assessment undertaken, the maintenance work required to be undertaken includes:

- the replacement of the joint sealant;
- filling in of redundant pool shell penetrations;
- the replacement of current pipe system; and
- the replacement of filtration equipment and plant room.

The estimated cost of these works would be in the order of \$0.765m, with no guarantee of extending the useful life of the swimming pool.

Additional recommended works, to bring the Norwood Swimming Pool up to more contemporary standard include:

- the replacement of current pipe system to achieve more uniformed and consistent water circulation; and
- installation of a ramp at the shallow end of the pool, to allow for disabled access.

The estimate of these works is an additional \$0.075m, bringing the total cost to \$0.840m.

The recommended works will result in additional intrusions to the existing pool shell and given the age of the pool structure, it is unknown what impact these works will have on the ongoing integrity of the concrete within the pool structure, and hence the remaining useful life of the pool structure.

The cost to replace the Learners/Teaching pool with a more functional pool is estimated to be between \$0.500 million and \$0.750 million. The cost of the dry land improvements, which include refurbishment of the amenities, installation of shade, barbeque and picnic facilities are estimated to be in the order of the order of \$0.750 million.

The second option is to redevelop the Norwood Swimming Centre, to incorporate:

- a new outdoor 25 metre pool;
- the replacement of the existing Learner's Pool, with a more functional Learners pool which can accommodate a larger number of children and meets the needs of local primary school which host swimming carnivals at the Norwood Swimming Centre;
- the introduction of a Toddlers Pool or splash pad; and
- new amenities buildings.

The Norwood Swimming Centre is on a small site and is therefore restricted in the options available to introduce new elements to the Centre. Consumer needs and expectations have changed with respect to the Swimming Centre experience, with most patrons seeking more than just a swimming pool. Contemporary expectations are that swimming facilities provide an interactive experience, which includes leisure water, such as splash pads and other interactive water based equipment. The replacement of the 50 metre pool, with a 25 metre pool, provides the Council the opportunity to introduce new elements within the Centre, without compromising the open space and surrounds which are valued by the current users and still being in the position to provide the traditional services, such as lap swimming, swimming lessons and general recreation swimming. With smart facility design, a developed centre with a 25 metre pool has the option of being operated as a low patronage facility, which will reduce the operating costs, providing an opportunity for the Council to consider an extended season, without compromising the overall objective of the review, which is to ensure that:

- the Council's Swimming Centre assets are managed, maintained and developed in such a way that will effectively meet the current and changing needs of the community; and
- the Net Cost to Council is maintained at current levels or reduced over the next five (5) years.

Neither redevelopment option endorsed presented as part of the Draft Strategy accommodates a diving board within the main pool.

At the Council Meeting held on 4 July 2016, the Council, as part of the 2016-2017 Budget considerations, resolved the following:

That regarding the proposed initiative 'Inflatable Obstacle Course' the following applies:

- *That no action be taken on this initiative until completion of the Council's consideration of the results of the Public Consultation this year on the future of the Norwood Swimming Pool.*
- *That this Public Consultation include along with the 'Obstacle Course' consideration of the alternative of using the same sum (\$18,000) to reduce the height of the current diving board at this Pool so it will no longer be in breach of the Swimming Pool Safety Guidelines.*
- *That this item be included in further Council consideration of future initiatives to improve this Pool.*

At the Council Meeting held on 5 December 2016, the Council considered a report detailing the investigation into the options of reducing the height of the diving board, to make it compliant with the Guidelines for Safe Pool Operations (GSPOs).

The result of that investigation revealed that the compliance issue with the diving board related to the water depth and not the height of the board, therefore other than increasing the depth of the Norwood Pool to a minimum of 3.2m for a Diving Platform or 3.4m for a Spring Board, there was no other way to achieve diving board compliance with the GSPOs, with the existing infrastructure being retained.

As a result the Council resolved to amend the original resolution from the 4 July 2016 to read:

Regarding the proposed initiative “inflatable Obstacle Course” that the following applies:

- *That no action be taken on this initiative until the Completion of the Council’s consideration of the results of the Public Consultation this year on the future of the Norwood Swimming Pool.*
- *That any infrastructure decisions emanating from the Swimming Centres review consider solutions to address the non-compliance of the Diving Board located at the Norwood Swimming Centre.*
- *That this item be included in further Council consideration of the future initiatives to improve this pool.*

As the Council’s endorsed option of:

“maintenance of the existing Norwood Swimming pool, together with a new Learner’s Pool and the refurbishment of the existing facilities whilst respecting the Centre’s traditional heritage.”

does not allow for the deepening of the diving well, the re-introduction of a diving board as a feature of the Norwood Swimming Centre is not within the current scope of the strategy option to maintain the existing Norwood Pool.

With respect to the 25 metre pool option, to accommodate within the main pool, a diving well of the required depth and size, a water depth change of 2 metres over a 5 metre length of the pool would be required. Such a sudden change of depth will introduce safety issues because of the steep change in depth and minimum transition length for swimmers and reduce the operational effectiveness of running swimming lessons and school based programs within the main pool. Due to these restrictions, it is recommended that a diving well not be incorporated within the 25 metre pool option and such a design solution has therefore not been included in the strategy option.

In modern public swimming facilities, diving pools are either separate to the main pool or built as an alcove to the main pool. The consideration of these design solutions (ie providing a separate diving pool or a diving pool as an alcove to the main pool) is outside the scope of the endorsed redevelopment strategy options for the Norwood Swimming Centre, as endorsed by the Council at its meeting held on 23 March 2016.

If the inclusion of a diving alcove, is to be considered as part of the redevelopment options, there will be an increase in the capital investment required, additional supervision costs due to the dangers of deep water and the inherent risks associated with operating a diving board and an increase in the operational costs to heat and clean the water due to the volume of water in a diving pool. In addition, to accommodate a diving pool separate to the main pool would require an encroachment upon the open space, in the order of a 10 x 10 metre space which is highly valued by the current users as open space.

If a 50 metre pool with a diving board within the main pool is the preferred option, to meet the GSPO’s, a new 50 metre pool with a minimum depth of 3.4 metres would be required to be built. In this regard, it should be noted that at the Special Council Meeting held on 23 March 2016, the Council considered the option of a new 50 metre pool as part of its deliberation on the strategy options. At that meeting the Council determined not to pursue a new 50 metre swimming pool as part of the re-development strategy for the Norwood Swimming Centre.

An alternative option to the provision of a diving board is the introduction of an Inflatable Obstacle Course, as recommended as part of the 2016-2017 Projects Budget. Inflatable Obstacle Courses are a common feature in today’s Public Swimming Centres. The operation of the obstacle course will be based on session times, with those session times being set to towards the target market of the young teenage market. As such the session times will be set around weekends, public and school holidays.

Examples of water play parks, zero splash pad and inflatable obstacle courses are contained in **Attachment B**.

Community Consultation

Any decisions about the future of public facilities and services such as Swimming Centres are usually highly emotive issues which attract a high level of community interest in the outcome. In addition, the proposed redevelopment strategy for the Council's swimming centres requires significant financial investment by the Council over the coming years. Therefore it is recommended that the consultation period be extended from the minimum consultation period of three (3) weeks to six (6) weeks, with the consultation period to commence on the 27 February 2017 and conclude on 9 April 2017.

The public consultation will include:

- Public Notices in the Messenger Press and on the Council's Website, advising of the public consultation;
- The strategy document, available on the Council's website, with copies being available for viewing at both the Norwood & Payneham Swimming Centre and at each of the Council's Customer Service Centres;
- Concept boards on display at the respective Swimming Centres;
- Drop-in days to be held at each Swimming Centre; and
- Feedback forms available on the Website and at both Swimming Centres and the Customer Service Centres.

It should be noted that the Concept Board, depicting an artist's impression of the proposed redevelopment options will be developed by external consultants.

OPTIONS

The Council has the option of endorsing the following, for public consultation:

1. the re-development Strategy for the Payneham Swimming Centre as outlined in this report; and undertake further consultation, to assist the Council to determine the final redevelopment option for the Norwood Swimming Centre; or
2. recommending an alternative strategy to be developed for public consultation.

The Council, through the extensive review process has considered the various options for the redevelopment of its Swimming Facilities; the redevelopment strategy and options as contained in Option 1 represents the outcome of the Council's considerations.

If the Council endorses the development of an alternative strategy, it should be noted that the release of the final strategy for public consultation will be delayed and will extended beyond the end of the 2016-2017 Swimming Season.

CONCLUSION

Consumer needs and expectations have changed with respect to the Swimming Centre experience, with most patrons seeking more than just a swimming pool. Today's expectations are that swimming facilities provide an interactive experience, which includes leisure water, such as splash pads and other interactive water based equipment coupled with "dry" facilities, such as table and chairs in safe view of the leisure water. The inclusion of "leisure" water components combined with the inclusion of "dry" components such as shaded table and chair and BBQ areas, create a "destination" rather than just a swimming pool, which in turn encourages repeat and longer visitation by families and social groups, both of which are the main market for Swimming Centres.

The Long Term Strategy and Redevelopment Options as contained in **Attachment A** considers the changing community expectations and competitive pressures to ensure that the Council's Swimming facilities continue to be a relevant and valued community assets.

COMMENTS

Nil

RECOMMENDATION

It is recommended that:

- (a) the Long Term Strategy and Redevelopment Options Report as contained in **Attachment A** be received and noted;
 - (b) the Redevelopment Strategy as contained in Chapter 5.1 of the Options Report (**Attachment A**) for the Payneham Swimming Centre be endorsed by the Council for the purpose of Community Consultation;
 - (c) further public consultation be undertaken on the two (2) redevelopment options for the Norwood Swimming Centre, as contained in Chapter 5.2 of the Options Report (**Attachment A**), to inform the final Redevelopment Strategy;
 - (d) public consultation on the Long Term Strategy and Redevelopment Options Report be undertaken for a period of six (6) weeks; and
 - (e) the public consultation for recommendations (b) and (c) be undertaken concurrently, as outlined in the body of this report.
-

Cr Wormald left the meeting at 7.49pm.

Cr Mex sought leave of the meeting to make a Personal Explanation in relation to Item 10.1.

The meeting granted leave for Cr Mex to make a Personal Explanation.

Cr Christel Mex's Personal Explanation

During the Election campaign, I published material that stated that I would support 'saving the Kensington and Norwood Pool'. This Agenda Item is about the long-term strategy options for the Swimming Centres and I wish to address any perceived bias and declare that I will consider all information discussed in this Chamber when making my decision.

Cr Wormald returned to the meeting at 7.51pm.

Cr Duke moved:

It is recommended that:

- (a) *the Long Term Strategy and Redevelopment Options Report as contained in Attachment A be received and noted;*
- (b) *the Redevelopment Strategy as contained in Chapter 5.1 of the Options Report (Attachment A) for the Payneham Swimming Centre be endorsed by the Council for the purpose of Community Consultation;*
- (c) *further public consultation be undertaken on the three (3) redevelopment options for the Norwood Swimming Centre, as contained in Chapter 5.2 of the Options Report (Attachment A), as amended, to inform the final Redevelopment Strategy;*
- (d) *public consultation on the Long Term Strategy and Redevelopment Options Report be undertaken for a period of six (6) weeks; and*
- (e) *the public consultation for recommendations (b) and (c) be undertaken concurrently, as outlined in the body of this report.*

Seconded by Cr Dottore and carried.

Section 2 – Corporate & Finance
Reports

11.2 MONTHLY FINANCIAL REPORT – NOVEMBER 2016

REPORT AUTHOR: Accountant
GENERAL MANAGER: Acting General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/00697
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with information regarding its financial performance for the period ended November 2016.

BACKGROUND

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

RELEVANT STRATEGIC DIRECTIONS AND POLICIES

Nil.

FINANCIAL AND BUDGET IMPLICATIONS

Financial sustainability has been highlighted as a high priority for the Council. The Council adopted a Budget which forecasts an Operating Surplus of \$2.377 million for the 2016-2017 Financial Year.

Year-to-date to November 2016, Council's Operating Surplus is \$3.325 million against a budgeted Operating Surplus of \$2.259 million, a favourable variance of \$1.067 million. Significant variances are highlighted in the discussion section.

EXTERNAL ECONOMIC IMPLICATIONS

Nil.

SOCIAL ISSUES

Nil.

CULTURAL ISSUES

Nil.

ENVIRONMENTAL ISSUES

Nil.

RESOURCE ISSUES

Nil.

RISK MANAGEMENT

Nil.

CONSULTATION

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

DISCUSSION

Year-to-date to November 2016, the Council is reporting an Operating Surplus is \$3.325 million against a budgeted Operating Surplus of \$2.259 million, resulting a favourable variance of \$1.067 million. The major factors driving the favourable variance are:

- Receipt of unbudgeted reimbursement of common fleet cost for 2015-2016 financial year from East Waste Management Authority (\$0.170 million). Common fleet costs represent the Operating costs of East Waste Management Authority less the Collection cost that are charged onto specific councils;
- Reimbursements being received for workers compensation and income protection insurance premium adjustments for 2015-2016 financial year actual wage declarations (\$0.050 million); and
- Employee expenses are favourable to budget due to timing variations, with staff using annual leave and time involved to recruit for replacement staff following positions becoming vacant (\$0.467 million).

The residual variance is driven timing differences in expenditure and contains no individually significant items.

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

OPTIONS

Not Applicable.

CONCLUSION

Nil.

COMMENTS

Nil.

RECOMMENDATION

That the Monthly Financial Report – November 2016, be received and noted.

Cr Frogley moved:

That the Monthly Financial Report – November 2016, be received and noted.

Seconded by Cr Knoblauch and carried.

11.3 2017-2018 ANNUAL BUSINESS PLAN AND BUDGET PROCESS, PARAMETERS AND OBJECTIVES

REPORT AUTHOR: Financial Services Manager
GENERAL MANAGER: Acting General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S.4609
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to seek endorsement of the annual planning and budget process, parameters and objectives associated with the preparation of the 2017-2018 Annual Business Plan and Annual Budget.

BACKGROUND

Legislative Requirements

Pursuant to Section 123 of the Local Government Act 1999 (the Act), each financial year the Council is required to prepare an Annual Business Plan and Annual Budget. The Annual Business Plan and Annual Budget are to be adopted by the Council after 31 May for the ensuing financial year and except in a case involving extraordinary administrative difficulty, before 31 August for the financial year.

Pursuant to Section 123(2) of the Act and in Regulation 6 of the *Local Government (Financial Management) Regulations 2011* (the Regulations), each Annual Business Plan of a Council must—

- (a) *include a summary of the Council's long-term objectives (as set out in its strategic management plans); and*
- (b) *include an outline of—*
 - (i) *the Council's objectives for the financial year; and*
 - (ii) *the activities that the Council intends to undertake to achieve those objectives; and*
 - (iii) *the measures (financial and non-financial) that the Council intends to use to assess the performance of the Council against its objectives over the financial year; and*
- (c) *assess the financial requirements of the Council for the financial year and, taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; and*
- (d) *set out the rates structure and policies for the financial year; and*
- (e) *assess the impact of the rates structure and policies on the community based on modelling that has been undertaken or obtained by the Council; and*
- (f) *take into account the Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the Council; and*
- (g) *address or include any other matter prescribed by the Regulations.*

Pursuant to Section 123 (3) of the Act, prior to the adoption of the Annual Business Plan, a twenty-one (21) day public consultation period is required. During the public consultation period, the Council must make available copies of the draft Annual Business Plan at its Principle place of business.

Post the conclusion of the public consultation period, a Public Meeting will be held where members of the public can ask questions regarding the draft Annual Business Plan.

Section 122 (4) of the Act requires that the Council to review its Strategic Management Plans as soon as practicable following the adoption of the Council's Annual Business Plan.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Strategic Management Plan, *CityPlan 2030*, the 2012-2022 Amended Long Term Financial Plan and Whole-of-Life Asset and Infrastructure Management Plans, provide the basis and framework upon which the Council's Annual Business Plan and Annual Budget are based.

FINANCIAL AND BUDGET IMPLICATIONS

At the Council meeting held on 5 November 2012, the Council adopted the 2012-2022 Amended Long-Term Financial Plan (LTFP). The LTFP sets out the Councils' financial goal as, *"A City which delivers on our Strategic Outcomes by managing our financial resources in a sustainable and equitable manner"*, in short to be financially sustainable.

The Local Government Association of South Australia defines financial sustainability as:

- *"A Council's long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services."*
- *The key elements to the definition are:*
 - *ensuring the maintenance of a Council's high priority expenditure programs, both operating and capital;*
 - *ensuring a reasonable degree of stability and predictability in the overall rate burden; and*
 - *promoting a fair sharing in the distribution of Council resources and the attendant taxation between current and future ratepayers.*

In simple terms, financial sustainability means positioning the Council so that it can continue to provide quality services and maintain the Council's infrastructure to a defined service standard, with stable rate increases (removal of spiked increases) and ensuring inter-generational equity.

The Council will need to ensure that its Annual Business Plan and Annual Budget, contains objectives and financial parameters which will deliver a responsible budget and meet the reasonable needs of the community on an equitable and "value for money" basis. For the 2017-2018 Financial Year the amended LTFP projects an Operating Surplus of \$1.691 million (net of Roads to Recovery), based on a Rate Revenue increase of 2.65%, which reflects the ten (10) year average of the Consumer Price Index.

EXTERNAL ECONOMIC IMPLICATIONS

The Annual Business Plan and Budget will have an economic impact on property owners and suppliers of goods and services to the Council, the level of which will be dependent on the final decisions taken in respect to the level of income required to meet proposed expenditure.

SOCIAL ISSUES

Nil.

CULTURAL ISSUES

Nil.

ENVIRONMENTAL ISSUES

Nil.

RESOURCE ISSUES

Nil.

RISK MANAGEMENT

Financial Management issues and Annual Business Plan preparation processes are governed by the *Local Government Act 1999 and Regulation 6 of the Local Government (Financial Management) Regulations 2011*. All budget documentation will need to be prepared in accordance with the relevant statutory requirements.

CONSULTATION

- **Elected Members**
Not Applicable
- **Community**
The community will be consulted as required by Section 123(3) of the Act.
- **Staff**
Chief Executive Officer and General Managers.
- **Other Agencies**
Not Applicable.

DISCUSSION

2017-2018 Annual Business Plan

The Annual Business Plan is the Council's statement of the intended programs and objectives set for a given financial year. It is based upon the objectives and strategies set out in the Council's Strategic Plan, *CityPlan 2030*, the 2012-2022 Amended Long Term Financial Plan and the Whole-of-Life Infrastructure and Asset Management Plans.

CityPlan 2030 sets out the Council's Outcomes for Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability, together with objectives and strategies for each Outcome.

The 2016-2017 Annual Business Plan sets out a series of objectives (**Attachment A**) in line with the outcomes contained in the *City Plan 2030*. It is proposed that these objectives be incorporated into the 2017-2018 Annual Business Plan.

The 2017-2018 Annual Budget

As stated in the Financial and Budget Implications Section of this report, the 2017-2018 Annual Budget should be developed with reference to and within the framework of the 2012-2022 Amended Long Term Financial Plan (LTFP). The LTFP sets out an Operating Surplus of \$1.691 million for the 2017-2018 Financial Year, excluding grant income of \$0.263 million, which is payable under the Federal Governments Roads-to-Recovery Program.

To ensure the financial targets set out in the LTFP are achieved, the 2017-2018 Annual Budget must be set with reference to similar key influences and assumptions. The influences and assumptions relating to external economic conditions and internal policy decisions are set out below.

Key Influences

- Maintenance and renewal program for existing infrastructure assets, including roads, footpaths, Council owned properties and open spaces are consistent with the Whole-of Life Infrastructure and Asset Management Plans.
- Commitment to major projects which span more than one (1) financial year.
- Initiatives and major projects which are undertaken need to contribute to the Vision, strategic direction and the wellbeing of our City as set out in the *CityPlan 2030*.
- Previously recognised ongoing operational savings to be maintained in the 2017-2018 Financial Year.
- To continue to implement the principles and practices of the Business Excellence Framework (i.e. Continuous Improvement).
- Prudent Financial Management to ensure ongoing financial sustainability.

Key Assumptions

Maintaining existing services at current service standards

The Draft 2017-2018 Annual Budget will be based on a “business as usual” assumption, which means that the Council will continue to provide the existing services at the current service levels. This is not to say that the existing services will be continued to be delivered in the same way. The various budget lines may be adjusted based on the 2016-2017 budget and actual performance.

The “business as usual” assumption does not take into account any change in direction or service level in response to community expectations, legislative requirements, changing economic conditions or any changes the Council may wish to make, however the 2017-2018 Annual Budget will be adjusted for known changes.

Cost Escalation

Materials, Contracts and Other Expenses

The State Government 2016-2017 Mid-Year Budget Review is forecasting CPI for 2017-2018 at 2.0%. An alternative measure for cost escalation is the Local Government Price Index (LGPI). As the nature of the price movement associated with goods and services consumed by Local Government is somewhat different to the goods and services consumed by the ‘average household’, the LGPI is a reliable and independent measure of the inflationary effect on price changes in the South Australian Local Government sector. The index is similar in nature to the CPI, however it represents the movements of prices associated with the goods and services used by Local Government in South Australia (to deliver services to its community) as opposed to the basket of goods and services consumed by the ‘average metropolitan household’. The LGPI considers both recurrent and capital expenditure.

The recurrent component of the LGPI for South Australia to June 2016 is 0.90%. After considering both the LGPI and the CPI forecast, it is recommended that the maximum expenditure increase for 2017-2018 across the Materials, Contracts and Other Expenses budget be set at 2.0%.

It should be noted that in some circumstances, there will be cost increases in excess of the 2.0% target (i.e. electricity, gas, water and fuel charges), however the expectation is that across the organisation, the Materials, Contracts and Other Expenses budget will be limited to a maximum 2.0% increase.

Wages and Salaries

Wages and Salaries and other associated employee on-costs will be indexed in line with the current Enterprise Agreement, which is set at 2.25% for salaried staff. This agreement was recently renegotiated and commenced 1 November 2016. The Enterprise Agreement for the Outside Staff is due to expire on 31 October 2017. As negotiations have yet to commence, for the budget, it has been assumed that the increase will be in line with the Salaried Staff Enterprise Agreement.

Fees and Charges

Fees and Charges not set by legislation are to be increased by 2.00% or market levels as determined by the Fees and Charges review which will be considered at the Council meeting to be scheduled on 7 March 2017.

Capital Expenditure

Capital Expenditure relates to the purchasing, building, upgrading and renewing the Council's assets. Capital Expenditure is funded from depreciation, borrowings and grant funding (where available). For asset renewals the main funding source is depreciation. For new assets and upgrades, the main funding source is borrowings and grant funding. The Draft 2017-2018 Annual Budget will assume that the Council will borrow to fund new and upgraded assets.

Assuming that the Reserve Bank of Australia keep its cash rates at current level of 1.5%, the interest rates on new borrowings are forecast to be between 4.40% per annum and 4.80% per annum, depending on the term of the borrowings. Interest rate on investment income is forecast at 2.00% per annum.

New Operating and Capital Projects

New projects, both Operating and Capital, which are put forward for consideration, will be based on the objectives contained in *CityPlan 2030*, the Amended LTFP and the approved Infrastructure and Asset Management Plans.

All new Capital Projects are to be considered and approved within the constraints of the LTFP. New services and one-off projects in excess of the LTFP are to be funded through Rate Revenue increases or by expenditure savings. Capital and Operating Projects will be considered at a Special Meeting to be held on 19 April 2017.

Carry Forward Operating Projects

Where Operating Projects are not completed within budgeted timeframes, future deficits can eventuate. Table 1 illustrates the effect on the Council's operating position when projects are not completed within budgeted timeframes. Therefore, it is proposed that Operating Projects from the 2016-2017 Financial Year which are to be carried forward into the Draft 2017-2018 Budget, be estimated and incorporated into the draft Budget for rate modelling purposes.

TABLE 1: EXAMPLE OF IMPACT OF CARRIED FORWARD PROJECTS ON FUTURE YEARS SURPLUS/DEFICIT

	Year 1		Year 2		Year 1 & 2	
	Budget	Actual	Budget	Actual	Budget	Actual
Rate Revenue	900,000	900,000	200,000	200,000	1,100,000	1,100,000
Operating Project Expenditure	900,000	500,000	200,000	600,000*	1,100,000	1,100,000
Operating Surplus/(Deficit)	0	400,000	0	(400,000)	0	0

*Year 2 Actual comprises the \$400,000(\$900,000-\$500,000) carried forward and the \$200,000 proposed for Year 2.

Funding for approved Capital Projects, which are yet to be completed or commenced at the 2016-2017 Third Budget Update, will be carried forward to the 2017-2018 Capital Expenditure Budget. The associated operational impacts will be built into the determination of the 2017-2018 Operating Surplus.

Rate revenue increases

As in past years, for the initial Recurrent Budget review, no increase in rates revenue will be accounted for in the analysis. However, it should be noted that the Amended LTFP Operating Surplus of \$1.684m, is based on a 2.65% increase in rate revenue.

Budget Management Principles

Following the adoption of the 2017-2018 Annual Budget, the Council needs to exercise budget discipline if it is to achieve the budget outcomes. The approach which has been taken by this Council includes:

- no new recurrent operating expenditure or projects approved without being matched by an increase in operating revenue (i.e Grants/ Fee for Service) or a reduction in expenditure, elsewhere within the Council's operations;
- expenditure over-runs to be offset by deferral of discretionary spend or expenditure savings elsewhere within the Council's operations;
- income shortfalls to be matched by operating expenditure savings; and
- no new capital expenditure that requires additional borrowings.

Budget Timetable

Pursuant to Section 123 of the Act and in Regulation 6 of the *Local Government (Financial Management) Regulations 2011*, the Council is required to adopt the Annual Business Plan and Annual Budget after 31 May for the ensuing financial year and, except in a case involving extraordinary administrative difficulty, before 31 August for the financial year.

As set out in Table 2 below, a budget timetable has been developed to ensure that the Council is in a position to adopt the 2017-2018 Annual Business Plan and Annual Budget at the Council meeting to be held on 3 July 2017.

TABLE 2 – KEY BUDGET PROCESS ACTIVITIES 2016-2017

KEY STEPS	DATES
Budget process, parameters and objectives adopted	Monday 16 January 2017 (Council Meeting)
Fees and charges adopted by Council	Monday 6 March 2017 (Council Meeting)
Recurrent Budget Workshop with Elected Members	Monday 27 March 2017
Recurrent operating budget considered	Monday 10 Apr 2017 (Special Meeting)
Operating and Capital Projects	Tuesday 18 April 2017 (Special Meeting)
Draft Annual Business Plan, rating model and projects carried forward and Infrastructure Whole of Life endorsed	Monday 1 May 2017 (Council Meeting)
Draft Annual Business Plan available for viewing or purchase by the public	Wednesday 10 May 2017
Meeting to receive Public submissions on the Annual Business Plan	Wednesday 31 May 2017
Consideration of public submissions	Wednesday 14 June 2017 (Special Council Meeting)
Adoption of Annual Business Plan and Budget	Monday 3 July 2017 (Council Meeting)

OPTIONS

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

1. adopt the Annual Business Plan objectives, Annual Budget parameters and assumptions and Annual Business Plan as recommended; or
2. amend any or all of the recommended Annual Business Plan objectives, Annual Budget parameters and assumptions.

Option 1 is recommended.

CONCLUSION

The development of the 2017-2018 Annual Business Plan and Budget should form the platform to position the Council to achieve future and ongoing Financial Sustainability. Financial sustainability is not a number on the Income Statement, it is a strategy. Therefore, strategies need to be developed that integrate into the Councils planning and are supported by longer term planning with any future decisions made being consistent with and supporting the strategy.

COMMENTS

If Elected Members have any questions or require clarification in relation to specific budget items, and/or any issues raised in this report, do not hesitate to contact the Acting General Manager, Corporate Services, Sharon Perkins on 8366 4585 or email sperkins@npsp.sa.gov.au prior to the meeting.

RECOMMENDATION

1. That the following budget parameters and assumptions be adopted in principle for the purpose of preparing the 2017-2018 Annual Business Plan and Budget:
 - the Recurrent Operating Budget be prepared on a “business as usual” basis;
 - the continuation of previously recognised ongoing operational savings;
 - maximum Material, Contracts and Other Expenses cost escalation be set at 2.0%;
 - wages and salaries increases be set in line with the Council’s Enterprise Bargaining Agreements;
 - maximum combined increase in overall budget be based on salary increase and 2.00% non-salary increase;
 - fees and charges not set by Legislation be increased by 2.0% at a minimum;
 - new Capital Projects to be considered and approved within the context of the LTFP;
 - new services and one off projects to be funded through Rate Revenue increases or by expenditure savings; and
 - new capital projects being funded via long term borrowings.
 2. That the Annual Business Plan objectives contained in Attachment A be adopted in principle for the purpose of preparing the 2017-2018 Annual Business Plan and Budget.
-

Cr Moore moved:

1. *That the following budget parameters and assumptions be adopted in principle for the purpose of preparing the 2017-2018 Annual Business Plan and Budget:*
 - *the Recurrent Operating Budget be prepared on a “business as usual” basis;*
 - *the continuation of previously recognised ongoing operational savings;*
 - *maximum Material, Contracts and Other Expenses cost escalation be set at 2.0%;*
 - *wages and salaries increases be set in line with the Council’s Enterprise Bargaining Agreements;*
 - *maximum combined increase in overall budget be based on salary increase and 2.00% non-salary increase;*
 - *fees and charges not set by Legislation be increased by 2.0% at a minimum;*
 - *new Capital Projects to be considered and approved within the context of the LTFP;*
 - *new services and one off projects to be funded through Rate Revenue increases or by expenditure savings; and*
 - *new capital projects being funded via long term borrowings.*
2. *That the Annual Business Plan objectives contained in Attachment A be adopted in principle for the purpose of preparing the 2017-2018 Annual Business Plan and Budget.*

Seconded by Cr Mex and carried.

Section 3 – Governance & General Reports

11.4 REPORTS OUTSTANDING

REPORT AUTHOR: Acting Chief Executive Officer
GENERAL MANAGER: Not Applicable
CONTACT NUMBER: 83664520
FILE REFERENCE: Nil
ATTACHMENTS: A

PURPOSE OF REPORT

As part of the Organisation's management system, a Reports Outstanding List will be prepared on a monthly basis. The purpose of the List is to keep track of any reports that have been requested and the status of those reports.

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

BACKGROUND

Nil

DISCUSSION

Nil

RECOMMENDATION

That the report be received and noted.

Cr Dottore moved:

That the report be received and noted.

Seconded by Cr Shepherdson and carried.

11.5 NOMINATIONS TO EXTERNAL BODIES: LOCAL GOVERNMENT ADVISORY BOARD & STATE RECORDS COUNCIL

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Acting Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/00020
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of the report is to advise the Council of the call for nominations by the Local Government Association of South Australia (LGA), for nominations to the Local Government Advisory Committee (the Committee) and the State Records Council (the SRC) and invite the Council to submit a nomination.

Local Government Advisory Committee

The Minister for Planning has written to the LGA advising of his intention to establish three (3) Advisory Committees to provide guidance on the implementation of the new planning system, in accordance with the *Planning, Development and Infrastructure Act 2016*.

One of the Committees specifically relates to the Local Government sector.

The objectives of the Local Government Advisory Committee will be to:

1. meet the requirements set out in Section 244 of the *Planning, Development and Infrastructure Act 2016* (the Act);
2. provide advice on and represent the interests of Local Government in South Australia on matters related to the implementation of the Act as referred to it by the Minister; and
3. act as a conduit for information and assist in the facilitation of engagement activities between Local Government and the DPTI Planning Reform Project team through the implementation process.

The Committee will comprise up to ten (10) members and nominations are sought from inner, middle and outer metropolitan councils and regional councils. Appointments are for a term not exceeding twelve (12) months.

Membership of the Local Government Advisory Committee will be on a voluntary basis with the Committee meeting at least four (4) times during the year. The Committee will only be required to operate during the implementation phase of the new planning system as outlined in the Act.

Nominations for the Local Government Advisory Committee must be forwarded to the LGA by 9 February 2017, via the Nomination forms contained in **Attachment A**. All nominees must also provide an up-to-date Resume.

The Council's Acting General Manager, Urban Planning & Environment, Mark Thomson, has expressed an interest in being nominated for the Local Government Advisory Committee.

State Records Council

State Records of SA has written to the LGA requesting nominations for a Local Government Member to be appointed to the State Records Council.

The role of the State Records Council is to provide advice to the Minister or Director of State Records with respect to policies relating to records management or access to official records, as well as to approve determinations made by the Director of State Records relating to the disposal of official records.

The appointment to the SRC will be for a period commencing immediately and expiring on 22 November 2019. The LGA was previously represented by Ms Jane Fetherstonhaugh (District Council of Grant) whose term expired on 22 November 2016.

A sitting fee of \$206 per session (2-4 hours duration) plus \$51.50 per hour for every hour of preparation time beyond the third hour is paid to Members of the SRC.

The State Records Council meets every two months on a Tuesday. Meetings are held at State Records, Pirie Street, Adelaide.

Nominations for the State Records Council must be forwarded to the LGA by 9 February 2017, via the Nomination form contained in **Attachment B**. All nominees must also provide an up-to-date Resume.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

RECOMMENDATION

Local Government Advisory Committee

Council nominates _____ to the Local Government Association of South Australia for the Local Government Advisory Committee.

Or

Council notes the report and declines the invitation to submit a nomination to the Local Government Association of South Australia for the Local Government Advisory Committee.

State Records Council

Council nominates _____ to the Local Government Association of South Australia for the State Records Council.

Or

Council notes the report and declines the invitation to submit a nomination to the Local Government Association of South Australia for the State Records Council.

Local Government Advisory Committee

Cr Duke moved:

Council nominates Mr Mark Thomson, Acting General Manager, Urban Planning & Environment, to the Local Government Association of South Australia for the Local Government Advisory Committee.

Seconded by Cr Whittington and carried unanimously.

State Records Council

Cr Duke moved:

Council notes the report and declines the invitation to submit a nomination to the Local Government Association of South Australia for the State Records Council.

Seconded by Cr Moore and carried.

12. ADOPTION OF COMMITTEE MINUTES

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Acting Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: Not Applicable
ATTACHMENTS: A

PURPOSE OF REPORT

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

- Traffic Management & Road Safety Committee – 13 December 2016
(A copy of the Minutes of the Traffic Management & Road Safety Committee is contained within **Attachment A**)

ADOPTION OF COMMITTEE MINUTES

- **Traffic Management & Road Safety Committee**

Cr Knoblauch that the minutes of the meeting of the Traffic Management & Road Safety Committee held on 13 December 2016, be received and noted. Seconded by Cr Duke and carried.

13. OTHER BUSINESS

Nil

14. CONFIDENTIAL REPORTS

14.1 COUNCIL RELATED MATTER

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to confer a commercial advantage on a third party; 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.

RECOMMENDATION 2

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, minutes and discussion be kept confidential until all relevant documents have been entered into and signed by the parties.

Cr Shepherdson moved:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Acting Chief Executive Officer, General Manager, Governance & Community Affairs, General Manager, Urban Services, Acting General Manager, Urban Planning & Environment, Acting General Manager, Corporate Services and Administration Officer, Governance & Community Affairs], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to confer a commercial advantage on a third party; 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.

Seconded by Cr Knoblauch and carried.

Cr Moore moved:

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, minutes and discussion be kept confidential until all relevant documents have been entered into and signed by the parties.

Seconded by Cr Duke and carried.

14.2 COUNCIL RELATED MATTER

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

That under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential until an announcement has been made.

Cr Wormald moved:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Acting Chief Executive Officer, General Manager, Governance & Community Affairs, General Manager, Urban Services, Acting General Manager, Urban Planning & Environment, Acting General Manager, Corporate Services and Administration Officer, Governance & Community Affairs], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Cr Dottore and carried.

Cr Knoblauch moved:

That under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential until an announcement has been made.

Seconded by Cr Moore and carried.

14.3 ESTABLISHMENT OF THE 2017 CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Not Applicable
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/00672
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to seek the Council's approval for the establishment of the 2017 Chief Executive Officer's Performance Review Committee (the Committee) and to appoint members to the Committee.

BACKGROUND

At its meeting held in April 2013, the Council adopted the new Contract of Employment for the Chief Executive Officer, commencing on 1 November 2012 until 31 October 2017. The Contract of Employment sets out the Performance Review process and timings associated with the review. It is important to note that the performance review to be undertaken in 2017 will be the final performance review of this current Contract of Employment.

The Contract of Employment requires that the final review is to be completed no later than 6 months prior to the conclusion of the contract and that the final review is to be conducted as part of consideration of renewal of the Chief Executive Officer's contract.

The Contract of Employment also sets out the following in respect to the process which is to be used to conduct the Review:

The performance of the Officer shall be appraised as follows:

The appraisal shall be based on the Key Result Areas (KRAs) and Key Performance Indicators (KPIs) therein, agreed Strategic Performance Objectives (SPOs) and Personal Development Objectives (PDOs) that incorporate the requirements of the Position Description attached as Schedule 2. These will be agreed with the Officer in advance of the review period and be formally amended during the review period either by the Officer and/or Council should the need arise.

The process of appraisal used shall include the following:-

- 1. The Council will appoint a Committee of the Council, comprising the Mayor, a minimum of three (3) Elected Members and an independent Human Resource Specialist.*
- 2. The Officer will prepare a report or presentation to Council in respect of the progress against each of the KRAs, SPOs and PDOs that has occurred during the review period.*
- 3. Using an appropriate survey tool the performance of the Officer shall be appraised against each of the KRAs, SPOs, and PDOs.*
- 4. The appraisal shall require the Officer to undertake a self appraisal.*
- 5. The appraisal shall also include a review of the remuneration included in Schedule 1 in accordance with the Contract of Employment.*
- 6. The facilitator will prepare a draft report and the Committee of the Council will consider the findings and if satisfied discuss these with the Officer.*
- 7. At this meeting the Committee of the Council and the Officer shall agree on new SPOs, PDOs to be achieved during the next appraisal period.*

8. *At this time the Position Description shall be reviewed with the Officer and agreement reached in respect to any required variations.*
9. *The Committee of the Council shall prepare a report to the Council on the outcomes of the appraisal and provide the Officer with a copy of the report. The report shall also include recommendations in respect of the remuneration review.*
10. *Both the Officer and the Committee of the Council shall have the opportunity to make written comment on the report prior to presentation to the Council and such comment shall be included in the report.*

The Council has also adopted a set of Protocols which are to be followed during the course of the Review process.

The Protocols are set out below:

1. The Council must nominate the members of the Review Panel by no later than two weeks before the annual review is due to commence. The Mayor will chair the Panel.
2. At least six weeks prior to nominating the independent person to the Review Panel, a transparent selection process to be managed by a nominated senior Manager other than the Chief Executive Officer, must be undertaken.
3. The candidates to be considered by the Council for nomination to the Review Panel must be approved as potential members of the Review Panel by the Chief Executive Officer prior to commencement of this selection process.
4. The Council must deliver a written "Terms of Reference" to the Review Panel at the time of nomination.
5. The "Terms of Reference" for the Review Panel must include a copy of the Chief Executive Officer's current Contract of Employment, all of the previously agreed statements of "goals, objectives, responsibilities and duties" and "performance criteria" of the Chief Executive Officer against which the Chief Executive Officer is to be reviewed and assessed. The "Terms of Reference" must also include a copy of the previous written annual review report which may include criteria for development/improvement against which the Chief Executive Officer may also need to be assessed, together with the outcome of any mid term action plan required from the previous year's Report.
6. At the first meeting of the Review Panel the members must first agree on a methodology for the review process and relevant protocols for undertaking the Review and Assessment.
7. Panel members shall not disclose any details of the Review to any other person, must keep all documents provided to them confidential and must return all documents so provided to them for the purpose of the Review, to the Mayor for secure and confidential storage at the completion of the Review.
8. The independent member of the Review Panel shall in addition to participating as an equal member of the Panel, provide relevant professional advice to the Panel and be responsible for fully supporting the Panel, recording the outcomes of any Panel meetings and preparing the Report as required by the Panel after consultation with the Chief Executive Officer.
9. The Chair of the Panel shall be responsible for calling and organising meetings of the Panel which shall be held in confidence.
10. The assessment report developed for the Panel shall include details of the methodology used and the findings of each stage of the Review process including a summary of the outcomes of qualitative methods such as interviews, but will not include material which could breach the confidentiality of participants in the Review process.

11. The Chief Executive Officer will have the opportunity to comment on both the preliminary report and the final report of the Panel before the latter is delivered to the Council with the intent that the Panel and the Chief Executive Officer have agreed on the final Report and the recommendations.
12. Any matters which cannot be agreed by the Review Panel and the Chief Executive Officer shall be clearly identified in the final Report, but the only matters to be referred to the Council for action must be of substance regarding the failure of the Chief Executive Officer to meet expected performance and which would warrant the Council commencing a formal warning procedure as provided in the Chief Executive Officer's Contract of Employment.

In order to formalise the process and to ensure that both the requirements of the Contract of Employment and the Protocols are followed, it is proposed to formally establish the Review Panel as a Committee under Section 41 of the Local Government Act 1999.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Nil

FINANCIAL & BUDGET IMPLICATIONS

Nil

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable

RESOURCE ISSUES

The Council's General Manager, Governance & Community Affairs will facilitate the Chief Executive Officer's Performance Review.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

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

DISCUSSION

The first step of the process involves the Council establishing the Panel, herein referred to as the Chief Executive Officer's Performance Review Committee (the Committee), and appointing the Mayor and Elected Members to the Committee.

As part of establishing the Committee, the Terms of Reference for the Committee have also been prepared. A copy of the Terms of Reference for the Committee is contained within **Attachment A**.

The Terms of Reference basically establish the Committee and provide the framework within which the Committee is to operate. The Protocols have been attached as an appendix to the Terms of Reference.

In respect to the appointment of the Independent Member on the Committee, the Protocols require a selection process to be undertaken. In order to facilitate the appointment of the Independent Member, the Terms of Reference contain a delegation to the Committee to select the Independent Member and appoint him/her to the Committee.

As part of the 2012 Chief Executive Officer's performance review and the development of the new Contract of Employment, and following a selection process, Dr Wayne Coonan of Copor8 Solutions, was appointed as the Independent Member of the 2012 Chief Executive Officer's Performance Review Committee.

Dr Coonan was appointed on the basis of his qualifications and experience, the process which he recommended to the Council and the total cost associated with the review. At the conclusion of the Chief Executive Officer's Performance Review in 2012, the 2012 Chief Executive Officer's Performance Review Committee expressed its appreciation to Dr Coonan for the manner in which the Review had been conducted and the outcomes achieved as a result of the Review.

On the basis that this is the final Performance Review of the Chief Executive Officer, prior to the conclusion of his Contract of Employment, this Performance Review should also determine the way forward in the event that the Council wishes to offer a new Contract of Employment to the Chief Executive Officer.

To ensure consistency therefore and provide an equitable measurement and review process based on the outcomes of previous reviews, it is therefore suggested that the Council should consider directly appointing Dr Wayne Coonan to the 2017 Chief Executive Officer's Performance Review Committee as the Independent Member of the Committee.

If, however, the Council determines that a selection process is required to determine the Independent Member of the 2017 Chief Executive Officer's Performance Review Committee, invitations will be forwarded to relevant organisations seeking expressions of interest for the Committee's consideration.

OPTIONS

Not Applicable.

CONCLUSION

The 2017 Chief Executive Officer's Performance Review will be the final performance review conducted by the Council as part of the Chief Executive Officer's current Contract of Employment which expires on 31 October 2017.

COMMENTS

If, at the conclusion of the 2017 Chief Executive Officer's Performance Review, the Council does determine that it wishes to offer a new Contract of Employment to the Chief Executive Officer, a report will be presented to the Council which will advise the Council on the process to be undertaken in terms of establishing a new Contract of Employment.

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

1. That pursuant to Section 41 of the Local Government Act 1999, the Chief Executive Officer's Performance Review Committee be established in accordance with the attached Terms of Reference.
2. That Mayor Robert Bria and the following Elected Members be appointed to the Chief Executive Officer's Performance Review Committee:
 1. Cr _____
 2. Cr _____
 3. Cr _____
3. That Mayor Robert Bria be appointed as the Presiding Member of the Chief Executive Officer's Performance Review Committee.

RECOMMENDATION 3

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Cr Frogley moved:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Acting Chief Executive Officer, General Manager, Governance & Community Affairs, General Manager, Urban Services, Acting General Manager, Urban Planning & Environment, Acting General Manager, Corporate Services and Administration Officer, Governance & Community Affairs], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which may involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Cr Moore and carried.

Cr Duke moved:

That pursuant to Section 41 of the Local Government Act 1999, the Chief Executive Officer's Performance Review Committee be established in accordance with the attached Terms of Reference.

Seconded by Cr Shepherdson and carried unanimously.

Call for Nominations for Appointment of Elected Members to the Chief Executive Officer's Performance Review Committee

The Mayor called for nominations for appointment to the Chief Executive Officer's Performance Review Committee.

The following nominations were received:

- Cr Sue Whittington;
- Cr Christel Mex;
- Cr John Frogley; and
- Cr Kevin Shepherdson.

Voting by Secret Ballot

A secret ballot was conducted. The General Manager, Governance & Community Affairs was appointed as Returning Officer for the counting of votes.

Completion of Counting of Votes

The votes were counted and the results were declared to the Council as follows:

- Cr Sue Whittington (12 votes)
- Cr Christel Mex (12 votes)
- Cr John Frogley (5 votes)
- Cr Kevin Shepherdson (7 votes).

Cr Dottore moved:

That Mayor Robert Bria and the following Elected Members be appointed to the Chief Executive Officer's Performance Review Committee:

1. *Cr Sue Whittington;*
2. *Cr Christel Mex; and*
3. *Cr Kevin Shepherdson.*

Seconded by Cr Duke and carried.

Cr Duke moved:

That Mayor Robert Bria be appointed as the Presiding Member of the Chief Executive Officer's Performance Review Committee.

Seconded by Cr Knoblauch and carried.

Cr Duke moved:

That Expressions of Interest be sought for the appointment of the Independent Member to the Chief Executive Officer's Performance Review.

Seconded by Cr Shepherdson and carried.

15. CLOSURE

There being no further business, the Mayor declared the meeting closed at 9.13pm.

Mayor Robert Bria

Minutes Confirmed on _____
(date)