

Special Council Meeting Minutes

14 June 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 Kevin Shepherdson
Cr Carlo Dottore
Cr Kevin Duke
Cr John Frogley
Cr Garry Knoblauch
Cr John Minney
Cr Sue Whittington
Cr Paul Wormald (entered the meeting at 7.05pm)

Staff Mario Barone (Chief Executive Officer)
Lisa Mara (General Manager, Governance & Community Affairs)
Sharon Perkins (Acting General Manager, Corporate Services)
Keke Michalos (Acting Manager, Economic Development & Strategic Projects)
Marina Fischetti (Executive Assistant, Urban Services)

APOLOGIES Cr Evonne Moore, Cr Connie Granozio

ABSENT Nil

1. CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 5 JUNE 2017

Cr Minney moved that the minutes of the Council meeting held on 5 June 2017 be taken as read and confirmed. Seconded by Cr Dottore and carried.

2. STAFF REPORTS

2.1 DRAFT 2017-2018 ANNUAL BUDGET – CONSIDERATION OF PUBLIC SUBMISSIONS

REPORT AUTHOR: Acting General Manager, Corporate Services
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/04707
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to present for the Council's consideration, the public submissions which have been received in respect to the Draft 2017-2018 Annual Business Plan.

BACKGROUND

As required by Section 123 of the Local Government Act 1999 (the Act), the Council must have an Annual Business Plan and Budget for each financial year and the public must be given an opportunity to comment on that Plan.

At its Council Meeting held on 1 May 2017, the Council endorsed the Draft 2016-2017 Annual Business Plan, which complies with the requirements of the Act, for release for public consultation.

Pursuant to Section 123 (3) and (4) of the Act, a Public Notice was published in Eastern Courier Messenger and East Torrens Messenger advising citizens that:

- the Council's Draft Annual Business Plan was to be available for comment;
- written feedback was to be received by 5pm, Wednesday 31 May 2017.; and
- a public meeting will be held on Wednesday 31 May 2017 in the Mayor's Parlour at 7pm.

The abovementioned details were also placed on the Council's website, advising citizens that the Draft 2017-2018 Annual Business Plan is available for viewing. Interested citizens were provided with the opportunity to provide feedback and comments on the Draft 2017-2018 Annual Business Plan and Budget via the following methods;

- Email ABPConsultation@npsp.sa.gov.au;
- Complete the on line feedback form via the council's website;
- Provide a written submission; or
- Attend public meeting which was held on the 31 May 2017.

Section 123 (5) of the Act, requires that the Council must ensure that copies of the draft Annual Business Plan are made available at the meeting and for inspection and purchase at the Principal Office of the Council, at least twenty one (21) days before the date of the meeting. Copies of the Draft 2017-2018 Annual Business Plan have been made available to citizens via the Council's website and at the Council's Customer Service Centres since 10 May 2017.

Section 123 (6) of the Act states that:

A council may then, after considering-

- (a) any submission made to the council during the public consultation period; and*
- (b) any new or revised information in the possession of the council that is relevant to the material contained in the draft annual business plan; and*
- (c) such other materials or information as the council thinks fit, adopt its annual business plan (with or without amendment).*

Section 123 (7) of the Act states that:

Each budget of the council must-

- (a) be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and*
- (b) be adopted by the council after the council has adopted its annual business plan.*

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Long Term Strategic directions are outlined in the *City Plan 2030 – Shaping our Future*. The Draft 2017-2018 Annual Business Plan and supporting Draft 2017-2018 Budget, set out the proposed services and programs and initiatives for the 2017-2018 Financial Year and explains how the Council intends to finance its continuing services, programs and initiatives which are to be undertaken during the year.

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

The adoption of the Draft 2017-2018 Annual Business Plan and Budget will, contribute to the Council achieving its goals and objectives as set out in the suite of Strategic Planning documents set out above.

FINANCIAL AND BUDGET IMPLICATIONS

If the Council chooses to amend the Draft 2017-2018 Annual Business Plan as a result of its consideration of the submissions, there may be financial implications on the Draft 2017-2018 Budget. These will be determined following the consideration of the public submissions.

EXTERNAL ECONOMIC IMPLICATIONS

Nil.

SOCIAL ISSUES

Nil.

CULTURAL ISSUES

Nil.

ENVIRONMENTAL ISSUES

Nil.

RESOURCE ISSUES

Nil.

RISK MANAGEMENT

Nil.

CONSULTATION

- **Elected Members**

Elected Members have been involved throughout the preparation of the Draft 2017-2018 Annual Business Plan and Budget process and have considered the various components of the Draft 2017-2018 Annual Business Plan and made decisions as appropriate.

- **Community**

The community through the process of public consultation on the Draft 2017-2018 Annual Business Plan have input into the final form of the Draft 2017-2018 Annual Business Plan.

- **Staff**

The review of the Operating Expenditure and Special Projects and the draft Annual Business Plan process has been completed with the involvement of the Chief Executive Officer, General Managers and the various responsible officers.

- **Other Agencies**

Not Applicable.

DISCUSSION

At the Council Meeting held on 1 May 2017, the Council approved the Draft 2017-2018 Annual Business Plan for release for public consultation, subject to the incorporation of any amendments which may be determined by the Council and editorial changes authorised by the Chief Executive Officer.

The Draft 2017-2018 Budget, which has been released for public consultation, has been based on a rate revenue increase of 2.0%, which translates to an Average Residential Rate increase of 2.8% and an Average Commercial Rate increase of 0.88%.

Key aspects of the 2017-2018 Budget are set out in Table 1 below:

TABLE 1: DRAFT 2017-2018 BUDGET

	Public Consultation
Rate Revenue Increase	2.0%
Average Residential Rate Increase (based on Week 42 valuations)	2.8%
Operating Surplus *	\$3.111 million
<i>* includes \$1.123m Roads-to-Recovery Grant Funding</i>	
Underlying Operating Surplus *	\$1.988 million
<i>* excluding \$1.123m Roads-to-Recovery Grant Funding</i>	
Expenditure on continuing services and programs	\$37.934 million
Expenditure on new initiatives and strategic operating projects (including 2016-2017 Carry-forward projects)	\$0.932 million
Total Capital Works Program (including 2016-2017 Carry-forward projects)	\$23.207 million
Non- Rate Operating Revenue (excluding R2R)	\$8.288 million
Net General Rate Revenue (excluding NRM Levy)	\$32.520 million
NRM Levy **	\$1.184 million
Capital Grant Funding	\$3.360 million

** *The Council is acting as a revenue collector for the Adelaide and Mount Lofty Ranges Natural Resources Board in this regard and does not retain this revenue.*

A copy of the draft Plan which was released for public consultation is contained in **Attachment A**.

Public Consultation

Pursuant to Section 123 (3) and (4) of the Act, a Public Notice was published in Eastern Courier Messenger and East Torrens Messenger on 4 May 2016, advising citizens that:

- the Council's Draft Annual Business Plan was be available for comment;
- written feedback was to be received by 5pm, Wednesday 31 May 2017.; and
- a public meeting will be held on Wednesday 31 May 2017 in the Mayor's Parlour at 7pm

The abovementioned details were also placed on the Council's website, advising citizens that the Draft 2017-2018 Annual Business Plan is available for viewing. Interested citizens were provided with the opportunity to provide feedback and comments on the Draft 2017-2018 Annual Business Plan and Budget via the following methods;

- Email ABPConsultation@npsp.sa.gov.au;
- Complete the on line feedback form via the council's website;
- Provide a written submission; or
- Attend public meeting which was held on the 31 May 2017.

Four (4) written submissions were received by the closing date for written submission (5.00 pm on 31 May 2017). Two (2) verbal submissions were received at the Public Meeting, which was held on the 31 May 2017.

A copy of the written submissions is contained in **Attachment B**.

Comments which have been provided by staff in respect to the written submissions is provided below;

1. Comments on the Draft 2017-2018 Annual Business Plan

Submitted by Ms Stacey Joyce

Submission:

Ms Joyce is a resident of Trinity Gardens and in the written submission has expressed support for some of the proposed projects, services and priorities outlined in the Draft Annual Business Plan.

Ms Joyce has raised concern that there are no official Dog Parks within the immediate area, with the official off-leash areas being either only accessible during the evenings, not in walking distance or are unfenced. In her submission, Ms Joyce is requesting that funds be allocated to create a fenced dog park in the Trinity Gardens/Firle /St Morris area.

Comments:

The establishment of a dog park within the City must be considered within the context of the Urban Animal Management Plan (the Plan). Approving the fencing of reserves on an ad-hoc basis without any reference to the Plan and without consultation is considered inappropriate. The Council's Urban Animal Management Plan will be reviewed within the next twelve (12) months and the establishment of a dedicated dog park will be considered as part of review.

2. Comments on the Draft 2016-2017 Annual Business Plan

Submitted by Ms Natalie Westover

Submission:

Ms Westover is a resident of Firle and in the written submission has expressed support for all of the proposed projects, services and priorities outlined in the Draft Annual Business Plan. Ms Westover has requested that for the safety of children and dogs using St Morris Reserve, gates be installed at the as part of the 2017-2018 Open Space Capital Works Program.

Comments:

In 2007, as part of the feedback received from residents regarding the Urban Animal Management Plan (the Plan) it was identified that the St Morris Reserve is regularly used by children of the St Morris Child Care Centre for a wide range of activities, together with local residents.

At that time it was proposed that the St Morris Reserve be designated an off-leash dog area (not a Dog Park) at any time.

As a result of the comments which were received, the Council, with the support of the Consultant who prepared the Plan, determined that St Morris Reserve would be designated an off-leash area at certain times only, (i.e. between the hours of 5.00pm and 8.00am).

The Council also determined that reserves which are designated as off-leash areas will not be fenced or, in the case of reserves which have fencing in place, will not have gates installed. The reason for this is that the installation of an enclosed area essentially creates a dog park and this alienates the park for other users and as such it is recommended that the installation of gates for St Morris Reserve not be included in the 2017-2018 Open Space Capital Works Program.

The Council's Urban Animal Management Plan will be reviewed within the next twelve (12) months and the establishment of a dedicated dog park within the City will be considered as part of the review.

In terms of the comments made within the submission regarding dogs running out of the park, it must be noted that dogs must be under effective control at all times including when they are off-leash. Dog owners are required, not only by the Plan, but also by the *Dog and Cat Management Act 1995*, to have their dogs under effective control whilst they are off-leash in an "off-leash" area. The reasons for this, is to ensure that dogs are not unruly just because they are allowed to be off-leash.

It is the responsibility of dog owners to ensure that their dogs are controlled within the park and do not exit the park. The expectation is that if dog owners are not confident that their dogs will adhere to their command and be under effective control, then the dogs should not be taken off the leash.

The Council has a number of reserves which are not fenced and/or do not have gates. When children are using the Council's reserves, it is the responsibility of the parents and/or care givers to ensure their children remain within the reserve.

3. Comments on the Draft 2017-2018 Annual Business Plan

Submitted by Graham Knight

In the written submission, Mr Knight has requested that gates be installed at St Morris Reserve to ensure that the dogs remain safe when being exercised during the off-leash times

Comments:

In 2007, as part of the feedback received from residents regarding the Urban Animal Management Plan (the Plan) it was identified that the St Morris Reserve is regularly used by children of the St Morris Child Care Centre for a wide range of activities, together with local residents.

At that time it was proposed that the St Morris Reserve be designated an off-leash dog area (not a Dog Park) at any time.

As a result of the feedback which was received, the Council, with the support of the Consultant who prepared the Plan, determined that St Morris Reserve would be designated an off-leash area at certain times only, (i.e. between the hours of 5.00pm and 8.00am).

The Council also determined that reserves which are designated as off-leash areas will not be fenced or, in the case of reserves which have fencing in place, will not have gates installed. The reason for this is that the installation of an enclosed area essentially creates a dog park and this alienates the park for other users as such it is recommended that gates not be installed at St Morris Reserve.

The Council's Urban Animal Management Plan will be reviewed within the next twelve (12) months and the establishment of a dedicated dog park within the City will be undertaken as part of the review.

4. Comments on the Draft 2017-2018 Annual Business Plan

Submitted by Mr Trevor Overy

Mr Overy has expressed support for all of the proposed projects, services and priorities outlined in the Draft Annual Business Plan.

Mr Overy raised a general issue with regard to the quality of infrastructure and the inconsistency of the quality of the infrastructure across the City. In addition, Mr Overy expressed his opposition to the proposed increase in rates outlined in the Draft Annual Business Plan.

Comments:

Quality of Infrastructure

The Council has in place Infrastructure Asset Management Plans, which set out how the Council manages its stock of Infrastructure assets, which includes, Roads, Footpaths, Kerbing, Drainage, Building and Recreation and Open Space Assets. The Plans specify the lifecycle requirements for effective management, inspection and replacement of this asset group and outlines the financial implications and standards which need to be adhered to. The Plan is intended to demonstrate how the Council will achieve this outcome by applying responsible Asset Management Principles to ensure the existing level of service is provided in an efficient and economically rational method as well as ensure the future requirements of the asset are addressed.

The issue of infrastructure has also been raised in the 2017 Community Survey and the issue of quality will be the focus of various service reviews over the next twelve (12) months.

Rate Increase

The Council's Long Term Financial Plan (LTFP) is based on a series of financial outcomes, with one being Rate Stability, with the overall objective being that *"annual rate collections are fair and equitable for our residents and ratepayers with the aim to keep rate revenue increases stable over the medium term"*. The LTFP has set the target of Rate Revenue increases to be between 2% and 4% each year, so that it can manage its financial resources in a sustainable and equitable manner.

For the current term of the Council, the average rate revenue increase is 2.25%, which is at the lower end of the Rate Revenue target, set out in the recently endorsed draft Long Term Financial Plan. For the same period, the average residential rate increase was 2.01%, with the average Commercial Rate increase being 0.63%. Given the cost shifting pressures from the State Government and general increases in electricity prices, the proposed rate revenue increase of 2%, is considered fair and equitable.

5. Comments on the Draft 2017-2018 Annual Business Plan

Verbal Submission by Norwood Residents Association

Mr Jim Dunk represented the Norwood Residents Association at the Public Meeting held on 31 May 2017. In his verbal submission, Mr Dunk provided comments that the Norwood Residents Association expressed support for the proposed projects and programs outlined in the Draft Annual Business Plan.

Mr Dunk also posed the following questions with regard to the Draft 2017-2018 Budget to the Council;

Does the Council feel that the exposure that is received from participating in the Tour Down Under generates benefits to the Council area to justify the \$100,000 budget to run the event?.

Does the Council believe that the \$75,000 funding allocation for the City-Wide Parking review is sufficient to ensure that the review is properly undertaken?

Comments:

Tour Down Under

The Tour Down Under is promoted as a family event, therefore meeting the Council's aims of encouraging "an engaged and participating community" and attracting "more community life in public spaces".

The Council has also recognised that the staging of events and festivals is an integral part of building a strong community as well as building a strong business sector and economy. The staging of an international event such as the Tour Down Under enables the Council to showcase the City to thousands of visitors, both locally, nationally and internationally.

The intent of participating in the Tour Down Under is not to gain international exposure for Norwood as has been suggested. The Council's involvement is based on being part of what is South Australia's biggest Community Event and an event which contributes to the economic development of The Parade.

Due to the exposure the City and in particular The Parade receives in the lead up to and following the Tour Down Under, the subsequent flow-on benefits to the City are considered to exceed the cost to host the event.

City-Wide Parking Review

The determination of the funding allocation for a review such as the City-Wide Parking Review is difficult to establish. Based on the current information and proposed scope of the project, the funding allocation of \$75,000 is considered appropriate. If, following the procurement process additional funds are required, a Budget review will be presented for the Council's consideration.

6. Comments on the Draft 2017-2018 Annual Business Plan

Verbal Submission by Kensington Residents Association

Mr John Legg and Ms Allison Stokes represented the Kensington Residents Association at the Public Meeting held on 31 May 2017. In the verbal submission, Mr Legg requested that the Council re-consider its decision not to allocate funds to the Borthwick Park funding submission, which called for an investigation into the remediation solutions and improvements to the area around Second Creek (the beach area) that has experienced a degree of damage over the last few years.

It was requested that the project brief be re-scoped, with a low financial commitment (i.e. \$20,000) and be limited to the development of a concept and consultation plan, which could be used in the development of a Management Plan. The Concept Plan could be used by the Kensington's Residents Association in Grant funding applications to assist with the funding of any remedial works.

Comments:

The Funding Submission presented to the Council at its meeting on 18 April 2017, proposed that the Borthwick Park Management Plan be delivered over two (2) years, Year 1 (2017-2018) comprising of the preparation of a Concept Plan (\$20,000) and Detail Design and Documentation (\$35,000), total cost in Year 1 \$55,000 and Year 2 (2018-2019) comprising of the construction of the approved works, which was estimated to be approximately \$100,000 - \$150,000 (first estimate).

In developing the scope of work for the Project and preparing the Funding Submission for the Borthwick Park Management Plan, consideration was given to the issues identified by the Kensington Residents Association (KRA). It was identified that the Project comprised of the following components:

- The investigation of remediation solutions and improvements to the area around Second Creek (the beach area) that has experienced a degree of damage over the last few years. Specifically, to primarily address the damage and erosion that has occurred to the banks of Second Creek as a result of stormwater and develop design solutions, recognising that there is no immediate threat at this point in time.
- The investigation of options to address the problem with the stagnant water and the subsequent problem of mosquitoes.
- The identification of creative and safe solutions for the long term management of Second Creek, whilst reducing the current problems of erosion and standing water.
- The investigation and development of options for the integration and staging of new initiatives, such as a better vision for the Second Creek batters and associated open play spaces (nature play), and their integration into the wider park setting.

It was recognised that given the range of solutions that may be identified, a more holistic approach to the upgrade of Second Creek would need to be considered, particularly given that some encroachment into the Park itself (kick-about area) may be required to accommodate the changes to Second Creek. It is recognised that the design solutions may have the potential to impact on the function of the wider park setting. Whilst the primary intent of the Management Plan is to focus on the area around Second Creek, there is a need to look at the Reserve as a whole.

To enable the Council to resolve the issues and deliver the Project (including the construction) the following process is required to be undertaken:

- **Concept Design**
The first stage of the Project involves the development of concepts, which will be undertaken by an external Consultant Team (Landscape Architect with specialist input from sub-consultants, including Hydrological Engineers) as well as community consultation. These Concepts will be used to develop a Final Design, as well as first-order budget estimates. It is estimated that the delivery of these components will cost in the order of \$20,000. Given that the proposed Project involves works associated with Second Creek, a Hydrological Engineer is required to be engaged to provide specialist advice. The Council as the owner of the asset has an obligation to fulfil its responsibilities and minimise risk in respect to the design and use of any open space and open space asset and in particular an open watercourse. Given the potential up-stream and down-stream impacts of altering a section of Second Creek, advice and input into the concept by a Hydrological Engineer will be required.
- **Detail Design Documentation**
The second stage of the Project involves the completion of Detail Design and Documentation of the Second Creek 'Beach'. It is estimated that this component will cost approximately \$35,000 and will include the preparation of detail design and documentation suitable for tender and construction, including detailed hydrological assessment. Given the extent of the work it was proposed that the Detail Design and Documentation be undertaken in the same year (i.e. Stage 1 & 2).
- **Construction**
Construction of the Second Creek 'Beach' is estimated to cost \$100,000 - \$150,000, subject to scale of intervention, hydrological requirements and nature play opportunities.
- **Ongoing**
Increased maintenance requirements for the 'Beach' will need to be undertaken by the Council to ensure the long term public safety of the park.

The Construction and Ongoing Maintenance did not form part of 2017-2018 Funding Submission, however estimated costs were included to provide an indication of the extent of the work that would be required to deliver the Project to completion.

Whilst the Project has merit, the primary reason why it was not supported is based on the extent of the current financial and resource commitments which the Council has already made in relation to Capital Projects for 2016-2017 and 2017-2018 and the priorities which the Council has already set for the upgrade of its Reserves. The Council's current open space and public realm commitments include the design and/or construction of works associated with The Parade Masterplan, Felixstow Reserve, Payneham Oval, River Torrens Linear Park, Burchill Reserve, Adey Reserve, Syd Jones Reserve, Ninth Avenue and St Peters Street, as well as the Kent Town Urban Design Framework (and implementation), all of which are major projects which require significant resource investment from the Council. On this basis, the proposed development of the Borthwick Park Management Plan is not considered to be a priority at this point in time. Given the limited resources available to manage additional Projects and the unlikelihood that even the Concept Stage of the Project could be delivered in the 2017-2018 financial year given the current workloads, it is recommended that the Project not be supported at this point in time.

OPTIONS

The Council can incorporate all, none or some of the proposals into the Draft 2017-2018 Annual Business Plan and Budget.

The recommended actions are contained within each of the staff comments within the Discussion Section of this report

CONCLUSION

The Draft 2017-2018 Budget is a future focused and financially responsible proposal that has been developed to ensure the Council can maintain the service standards for its existing services while at the same time ensuring new initiatives identified to support the delivery of the Strategic Objectives outlined in the Councils' *City Plan 2030*, receive appropriate funding.

The Draft 2017-2018 Budget and funding requirements have been balanced with ensuring that the community doesn't face significant increases in their annual rates contribution and balances the demand for services and infrastructure with the community's capacity to pay.

The Draft 2017-2018 Annual Business Plan and Budget contributes to the Council's broader strategic objectives but also ensures that the Council's long term financial objective of managing its financial resources in a sustainable and equitable manner is achieved.

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, prior to the meeting.

RECOMMENDATION

1. That the submissions which have been received in respect to the Draft 2017-2018 Annual Business Plan, be considered and where appropriate, the Draft 2017-2018 Annual Business Plan be amended for consideration and final adoption by the Council at the Council meeting scheduled to be held on 3 July 2017.
 2. That the citizens who have made written submissions in respect to the Draft 2017-2018 Annual Business Plan, be thanked and advised of the Council's decision in respect to their submissions.
 3. A further report in respect to the adoption of the 2017-2018 Budget is prepared for the Council's consideration.
-

Cr Mex moved:

Cr Wormald entered the meeting at 7.05pm.

1. *That having considered the submissions which have been received in respect to the Draft 2017-2018 Annual Business Plan, the Draft 2017-2018 Annual Business Plan be amended (through the inclusion of part (a) below) for consideration and final adoption by the Council at the Council meeting scheduled to be held on 3 July 2017, as follows:*
 - (a) *that \$20,000 be included for the preparation of a Concept Plan and associated community consultation, for the Borthwick Park Management Plan.*
2. *That the citizens who have made written submissions in respect to the Draft 2017-2018 Annual Business Plan, be thanked and advised of the Council's decision in respect to their submissions.*
3. *A further report in respect to the adoption of the 2017-2018 Budget is prepared for the Council's consideration.*

Seconded by Cr Wormald and lost.

Cr Frogley moved:

1. *That having considered the submissions which have been received in respect to the Draft 2017-2018 Annual Business Plan, the Draft 2017-2018 Annual Business Plan be adopted 'in principle' for consideration and final adoption by the Council at the Council meeting scheduled to be held on 3 July 2017.*
2. *That the citizens who have made written submissions in respect to the Draft 2017-2018 Annual Business Plan, be thanked and advised of the Council's decision in respect to their submissions.*
3. *A further report in respect to the adoption of the 2017-2018 Budget is prepared for the Council's consideration.*

Seconded by Cr Duke and carried.

2.2 PROPOSED EXTENSION TO THE SEPARATE RATE FOR THE PARADE

REPORT AUTHOR: Acting Manager, Economic Development & Strategic Projects
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4509
FILE REFERENCE: S/01916
ATTACHMENTS: A – D

PURPOSE OF REPORT

The purpose of this report is to present to the Council the outcome of the consultation on the proposed extension of the Separate Rate for The Parade Precinct.

BACKGROUND

At its meeting held on 18 April 2017, the Council considered an evaluation of the Separate Rate for The Parade, over the last three (3) years and resolved the following:

1. *That the Separate Rate for The Parade Precinct, (as shown on the Norwood Parade Precinct Committee Map in Attachment B), be endorsed 'in principle' for a further three (3) years commencing on 1 July 2017.*
2. *That the Separate Rate based upon achieving revenue of \$205,000 in the first year (2017-2018), which is then increased annually by the Consumer Price Index (CPI) for the following two (2) years (ie 2018-2019 and 2019-2020), be endorsed 'in principle'.*
3. *That consultation with business and commercial property owners located within The Parade Precinct be undertaken on the proposal to extend the application of a Separate Rate on The Parade Precinct for a further three (3) years commencing in the 2017-2018 financial year.*

Subsequently, the proposed extension of the Separate Rate for a further three (3) years is based upon achieving a total revenue of \$205,000 in the first year, which is increased by the Consumer Price Index (CPI) over the following two (2) years, and was released for consultation for a period of twenty-four (24) days from Wednesday 26 April until Friday 19 May 2017. Information packages were distributed to all businesses and property owners within The Parade Precinct. Notices were also placed in both the Eastern Courier and the East Torrens Messenger newspapers. Information was also published on both the Council and The Parade websites and an Electronic Direct Marketing (EDM) newsletter advising The Parade traders of the consultation was also distributed. In addition, the Council offered one-on-one information sessions with business and property owners to enable them to discuss the proposal in more detail.

It should be noted that at the April 2017 meeting, the Council also considered the Draft Annual Business Plan for the Norwood Parade Precinct Committee (NPPC), which is based on the proposed revenue that will be collected from the Separate Rate and also endorsed the Draft Plan for the purposes of consultation with The Parade business community. The Draft Annual Business Plan was released for consultation simultaneously with the proposed extension of the Separate Rate material. The Council is considering a report on the Draft Annual Business Plan as a separate matter at the Special Council Meeting on 14 June 2017. A decision to endorse the Draft Plan will be based on whether or not the Separate Rate is extended.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Objectives and Strategies contained in *CityPlan 2030: Shaping Our Future* are outlined below:

Outcome 3: Economic Prosperity – A dynamic and thriving centre for business and services.

Objective 1: A diversity of business and services attractive to consumers.

Strategy: Retain and attract small, specialty and family businesses.

Strategy: Attract specific businesses to locate in our City to cater for all ages.

Strategy: Promote the City as a tourist destination and facilitate a wider choice of accommodation options.

The NPPC Annual Business Plans for the past three (3) years, have contained initiatives to achieve all of these strategies including:

- subsidised advertising in publications such as The Parade Magazine, Aspire, City Brief, City Mag and SA Life, all designed to support The Parade's small, specialty and family-owned businesses as well as its broad range of businesses and services;
- the Adelaide Fashion Festival / Parades on Norwood Parade to promote existing businesses and attract more fashion businesses to locate on The Parade; and
- advertising in various tourism publications, such as Destinations Australia and Welcome To Australia, as well as major Bus Advertising Campaigns to help bring more tourists and visitors to The Parade.

Objective 2: Cosmopolitan character business precincts contributing to the prosperity of the City.

Strategy: Preserve and enhance the unique character of all our City's business precincts.

The NPPC Annual Business Plans for the past three (3) years have contained initiatives to achieve these Strategies contained in *CityPlan 2030*, including the development of a new logo and branding to capture and reflect the essence of The Parade.

Objective 5: A local economy supporting and supported by its community.

Strategy: Support opportunities for people to interact in business areas.

Strategy: Promote the preservation of accessible, local shopping.

The NPPC Annual Business Plans for the past three (3) years have contained initiatives to achieve these strategies including support for events such as the Parades on Norwood Parade, in order to attract locals and visitors to the Precinct, as well as advertising to encourage the local community to support their local businesses by 'shopping local' and spending more time on The Parade.

The relevant Objectives and Strategies contained in the *Business & Economic Development Strategy 2008-2013* are outlined below.

Theme 1: Village precincts that service locals and attract visitors.

Objective 1.1: Maintain the diversity of business and services and cosmopolitan character of precincts.

- *Strategy 1.1.2: Develop precinct plans for each commercial precinct to articulate identity, clear visions and a framework of strategies and actions to frame the development of business and commercial precincts.*
- *Strategy 1.1.3: Support existing businesses to maintain a diverse business mix within each precinct (via the Eastside Business Enterprise Centre and precinct groups).*

The Parades on Norwood Parade event aims to support the fashion branding of The Parade, as well as the strong café culture branding which already exists.

Objective 1.2: Support a year-round calendar of events.

- *Strategy 1.2.1: Work with precinct and business groups to help businesses understand how they can capitalise on tourism events.*
- *Strategy 1.2.2: Use events to generate activity, attract visitors, provide local community engagement opportunities, promote learning and creativity.*

The Adelaide Fashion Festival, now the Parades on Norwood Parade is an initiative of the NPPC. The NPPC also supports events such as the Tour Down Under.

Objective 1.4: Actively target tourism and visitation that capitalises on the proximity to Adelaide.

- *Strategy 1.4.5: Encourage the uptake of customer service and retailing skills in local businesses to enhance the experience of visitors and improve business profitability.*

The NPPC's Networking events are designed to offer free professional development opportunities for local business owners and their staff in the areas of customer service and other business skills.

FINANCIAL AND BUDGET IMPLICATIONS

The revenue which has been raised through the Separate Rate over the last three (3) years, has been based on a revenue of \$200,000 in its base year (2014-2015), followed by an increase in line with the CPI annually over the two (2) subsequent financial years, resulting in a total amount of revenue collected in 2015-2016 of \$202,600 and \$205,842 in 2016-2017.

Should the Council resolve to extend the Separate Rate for a further three (3) years, it is recommended that the Separate Rate be set at \$205,000 in the base year (2017-2018) and then indexed to increase in line with CPI over the subsequent two (2) years. This proposal would ultimately result in a zero revenue increase in the 2017-2018 financial year, given that the amount collected in 2016-2017 is \$205,842 and the amount proposed in 2017 – 2018 is \$205,000, followed by minor increases in the two (2) subsequent years (2018-2019 and 2019-2020).

This Separate Rate model for The Parade has been designed to ensure that The Parade remains viable in an increasingly competitive market, whilst bearing in mind the additional cost to the property owners and businesses.

Reducing the Separate Rate would result in less revenue to implement initiatives and less capacity to market The Parade. In contrast, increasing the Separate Rate would place additional financial onus on property owners and subsequently business owners, in the instances where the additional Separate Rate is passed on. Given that the NPPC has been able to deliver a significant number of market and promotional initiatives with an annual budget of approximately \$200,000 - \$205,000 over the last three (3) years, as outlined in **Attachment A**, it is considered that the proposed revenue of \$205,000, as a base, is considered sufficient.

On this basis, it is recommended that retaining the Separate Rate at the current level would ensure that the Committee is still able to deliver significant initiatives for the size and diversity of the businesses and properties within the Precinct.

EXTERNAL ECONOMIC IMPLICATIONS

The Separate Rate revenue must be used expressly for the benefit of the area from which it is raised and for the property owners who pay the Separate Rate. The Council, through the activities of the NPPC, aims to attract high quality businesses and services to locate on The Parade thus contributing to the diversity of businesses and services available.

The NPPC Annual Business Plans contain strategies to attract residents and visitors to The Parade and are aimed at enhancing the prosperity and sustainability of The Parade by maintaining and enhancing a pleasant environment for residents and visitors. This in turn is likely to attract additional business opportunities to the area with the spinoff effect of increasing local employment opportunities.

A dynamic and thriving commercial centre creates a community hub and a 'sense of place' for residents.

SOCIAL ISSUES

Economic and social issues are invariably intertwined. Business and economic development impacts on both the business sector and the local community, and the future development of key business precincts such as The Parade also impacts on the broader community. The collection of a Separate Rate that enables a range of incentives to be delivered will not only assist in delivering economic benefits but will also assist in developing social capital and substantially contribute to the ongoing development of a vibrant local community.

The NPPC is working to maintain and enhance The Parade as “the CBD of Adelaide’s east” providing a single Precinct where residents and visitors can access a variety of services including all major banks and credit unions as well as a Centrelink Office.

CULTURAL ISSUES

Many of the initiatives that will be delivered as part of the Annual Business Plan aim to enhance the unique character of The Parade and its ‘sense of place’.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

The delivery of the programs that the Committee has proposed within its Draft Annual Business Plan, which are based on the revenue from the Separate Rate levy on the Norwood Parade businesses, will be undertaken by Council Staff.

RISK MANAGEMENT

Prior to implementing a Separate Rate, the Council must comply with the provisions of the *Local Government Act 1999*, in respect to the consultation requirements regarding a Separate Rate. For this reason, the Council undertook comprehensive consultation with the businesses and property owners regarding the extension of the Separate Rate. The results of the consultation regarding the further application of a Separate Rate are now being presented to the Council to be used in its decision-making.

CONSULTATION

- **Elected Members**

The Council was presented with a report regarding the proposed extension of the Separate Rate at its Meeting held on 18 April 2017. The report included an evaluation of the effectiveness of the Separate Rate over the last three (3) years. In addition, the Elected Members that form part of the Norwood Parade Precinct Committee have been consulted as part of the Committee.

- **Community**

During April and May 2017, consultation with key stakeholders (The Parade businesses and property owners) was undertaken in accordance with the provisions outlined under the *Local Government Act 1999*.

To ensure that all affected stakeholders were informed of the Council’s intentions, a variety of different platforms were used to communicate with key stakeholders, including advertisements in the local Messenger newspapers, written information packs sent to all businesses and commercial property owners located within the affected area, information was posted on both The Parade and Council websites, as well as one-on-one information sessions. In addition, the monthly Electronic Direct Marketing (EDM) newsletter, “*News on Parade*”, which is distributed to The Parade businesses, was also used to inform businesses of the Council’s intentions.

In addition to the specific consultation that was undertaken regarding the Separate Rate, The Parade businesses and commercial property owners are consulted annually on the development of the NPPC Annual Business Plan. The draft 2017-2018 NPPC Annual Business Plan was released for consultation at the same time as the Separate Rate proposal, to demonstrate what the Council was proposing to do with the revenue, which it proposes to collect through the Separate Rate.

- **Staff**

Economic Development Coordinators.

- **Other Agencies**

Not Applicable.

DISCUSSION

In total, the Council received three (3) submissions in relation to the Separate Rate. Copies of all three (3) submissions are contained in **Attachment C**. As outlined in this report, property and business owners were offered a number of ways to respond including email, mail and in person at one-on-one sessions. Only one (1) property owner took the opportunity to meet with Council staff to discuss the Separate Rate and how the revenue is generally used to benefit the businesses within the Precinct. No formal submission was subsequently received from this property owner.

A summary of the three (3) submissions contained in **Attachment C** are summarised in Table 1.

TABLE 1: SUMMARY OF COMMENTS RECEIVED FROM BUSINESSES AND PROPERTY OWNERS

Submission Number	Summary of key issues
SR 1	Against the extension of the Separate Rate.
SR 2	<ul style="list-style-type: none"> • Separate Rate does nothing to support their business or many other businesses. • Considered as just an added cost. • Further cost that is a disincentive to remain in this location. • Commercial property owners already pay higher rates than residential property owners – these rates could be used to promote all businesses if desired. • The Council Report dated 18 April 2017, does not reference car parking, one of the most critical factors to retaining and attracting visitors, promoting the preservation of accessible local shopping making The Parade a tourist destination etc. • If a levy has to be collected, then spending it on funding parking solutions would be the single most important way to satisfy the stated strategies of this levy. • Questioned why Strata 7445 Inc's car parking is listed on The Parade website for library patrons. • Private car park associated with their business is used by Norwood Football Club players and patrons. • Car parking availability is critical to the survival of small business.
SR 3	<ul style="list-style-type: none"> • Appreciates the 50% reduction in consulting room rates but states that any consulting-only room premises located off The Parade should have no rate, or 25% maximum, as the room would not be used for retail purposes and these businesses do not benefit from promotion. • The area affected includes areas anticipated for development and should not be included in the current planning. • Opposed to the proposed charges as they apply to the Mixed Use (Business) Zone area. • Inequitable that the property at 43 George Street, be charged a levy when similar properties zoned MU(B) facing Portrush Road and Osmond Terrace are exempt.

In respect to the comments raised in Submission SR2 regarding car parking, these comments have been noted and will be taken into consideration as part of the Council's Parking Review. The Review proposes to develop a City-Wide On-Street Parking Strategy to manage current and future parking requirements. As Elected Members are aware, the allocation of the revenue from the Separate Rate on The Parade Precinct is specifically for the marketing and promotion of The Parade. The revenue from the Separate Rate is not collected for the purposes of providing or maintaining any form of infrastructure, including car parking as this is the Council's general responsibility. A copy of the Norwood Parade Precinct Committee Terms of Reference is contained in **Attachment D**.

The Council is seeking an equitable approach to supporting businesses across the City of Norwood Payneham & St Peters. In its current Business & Economic Development model, it has recognised a number of significant commercial precincts and business sectors, which play a crucial role in the economic prosperity of the City. Whilst the Council supports the other precincts through grant funding and staff resources, it is clear that The Parade cannot continue to compete as one of Adelaide's premier mainstreets based simply on a Council contribution.

Pursuant to Section 154 of the *Local Government Act 1999*, the revenue collected by the Council as part of the Separate Rate is required to be used specifically for the benefit of the area from which it was raised (in this case The Parade) and for the property owners who pay the Separate Rate.

The Norwood Parade Precinct Committee (NPPC) is required to present an Annual Business Plan to the Council for approval each financial year. The Annual Business Plan provides the framework for how the Committee intends to use the Separate Rate revenue for the benefit of the Precinct in terms of marketing and promotion. An overview of the key programs and initiatives that were delivered by the NPPC using the revenue from the Separate Rate is contained in **Attachment A**.

OPTIONS

There are a number of options available to the Council, including determining that a Separate Rate no longer be collected. However, given that a Separate Rate has been applied for two (2), three (3) year periods following comprehensive consultation with The Parade business community and that only three (3) submissions were received, the option of no longer collecting the Separate Rate is not recommended. Given the limited responses, it is considered that the business owners generally appreciate the direct benefit to their business of paying the Separate Rate to fund the initiatives of the NPPC, which focuses strongly on promoting the Precinct as a whole.

Recommending to discontinue the Separate Rate would be detrimental to the long term survival and sustainability of The Parade, particularly given that nearby centres (which contain both retail and office uses) are undergoing, or have recently undergone, major redevelopments and The Parade's mainstreet peers have all implemented a Separate Rate for many years. In fact, it is understood that similar rating strategies apply in these other mainstreets, and that tenants of major shopping centres contribute towards the marketing and promotion of the respective centres.

As such, it is recommended that the Council endorse the extension of the Separate Rate for a further three (3) years. Based on achieving total revenue of \$205,000 in the first year, indexed to increase annually by CPI, with a 50% rebate applied to offices and consulting rooms.

CONCLUSION

The Separate Rate model for The Parade has been designed to ensure that it remains viable in Metropolitan Adelaide's increasingly competitive market, particularly given the investment being made in other centres and mainstreets.

The Separate Rate enables the Council to raise sufficient revenue to ensure that marketing and promotion programmes are implemented for The Parade, whilst minimising the impact on individual business and property owners who will have the benefits of these programmes through increased patronage and business. A safeguard has been built in with the three (3) year timeframe, at which time the Separate Rate will once again be evaluated for its effectiveness.

COMMENTS

The Council's focus on developing strong relationships with The Parade business community, with an emphasis on face-to-face contact through the Council's two (2) Economic Development Coordinators is paying dividends, and ensures a high level of business owner engagement with the Council, the NPPC and The Parade Precinct itself. These are key ingredients for a successful future. All of these initiatives have been delivered with the revenue of the Separate Rate.

RECOMMENDATION

1. That the Separate Rate for The Parade Precinct, (as shown on the Norwood Parade Precinct Committee map contained in Attachment B), be endorsed for a further three (3) years commencing on 1 July 2017.
 2. That the Separate Rate based upon achieving revenue of \$205,000 in the first year (2017-2018), which is then increased annually by the Consumer Price Index (CPI), for the following two (2) years (i.e. 2018-2019 and 2019-2020) be implemented.
 3. That the Council apply a discretionary rebate of 50% of the amount payable to offices and consulting rooms within The Parade Precinct.
 4. That at the end of the three (3) year period, a full review evaluating the effectiveness of the Separate Rate on The Parade by undertaken.
-

Cr Minney moved:

1. *That the Separate Rate for The Parade Precinct, (as shown on the Norwood Parade Precinct Committee map contained in Attachment B), be endorsed for a further three (3) years commencing on 1 July 2017.*
2. *That the Separate Rate based upon achieving revenue of \$205,000 in the first year (2017-2018), which is then increased annually by the Consumer Price Index (CPI), for the following two (2) years (i.e. 2018-2019 and 2019-2020) be implemented.*
3. *That the Council apply a discretionary rebate of 50% of the amount payable to offices and consulting rooms within The Parade Precinct.*
4. *That at the end of the three (3) year period, a full review evaluating the effectiveness of the Separate Rate on The Parade by undertaken.*

Seconded by Cr Wormald and carried unanimously.

2.3 ENDORSEMENT OF THE DRAFT 2017-2018 NORWOOD PARADE PRECINCT COMMITTEE ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Coordinator
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: S/01916
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present to the Council, the final *Draft 2017-2018 Norwood Parade Precinct Committee Annual Business Plan*, for final review and approval.

BACKGROUND

At its meeting held on 28 March 2017, the Norwood Parade Precinct Committee resolved the following:

That the Draft 2017-2018 Annual Business Plan as set out in Table 1 below, be recommended to the Council for consideration and approval.

TABLE 1: NORWOOD PARADE PRECINCT COMMITTEE 2017-2018 ANNUAL BUSINESS PLAN

STRATEGIES	BUDGET
Events & Activations	
Events & Activations	\$40,000
	\$40,000
Marketing & Communication	
Website	\$1,000
Social Media	\$20,000
Advertising	\$45,000
	\$66,000
Identity & Brand	
Sponsorship	\$1,000
Signage & Street Decorations	\$60,000
Merchandise	\$5,000
Competitions & Promotions	\$20,000
	\$86,000
Business Development	
Networking	\$4,000
Business Training	\$4,000
	\$8,000
Administration	
Administration	\$250
Catering	\$2,000
Print, Post & Distribution	\$2,750
	\$5,000
TOTAL	\$205,000

The Draft Annual Business Plan was subsequently presented to the Council at its meeting held on Monday 3 April 2017. At that meeting, the Council considered the Draft Annual Business Plan and endorsed it for the purposes of consultation with The Parade business community.

The Draft 2017-2018 Annual Business Plan was released for consultation for a period of twenty-four (24) days, from Wednesday 26 April until Friday 19 May 2017. Letters were distributed to all businesses and property owners within The Parade Precinct. Notices were also placed in both the Eastern Courier and the East Torrens Messenger. In addition to this, information was published on both the Council and The Parade websites and an Electronic Direct Marketing (EDM) advising The Parade traders of the consultation was also distributed.

No submissions were received in respect to the Draft 2017-2018 Annual Business Plan.

The Draft Plan which was endorsed by the Committee at its meeting on Tuesday 30 May 2017, for recommendation to the Council, is based on revenue which the Council will collect from The Parade Separate Rate in 2017-2018 totalling \$205,000. The Council is considering the extension of the Separate Rate for The Parade Precinct as a separate matter at the June 2017 Council meeting. Should the Council support the extension of the Separate Rate, then it is also recommended that the Draft Annual Business Plan for the Norwood Parade Precinct Committee be endorsed.

A copy of the Draft 2017-2018 Annual Business Plan is contained in **Attachment A**.

FINANCIAL AND BUDGET IMPLICATIONS

The Draft 2017-2018 Annual Business Plan is based on a total budget of \$205,000 which is the total amount that the Council will receive from the Separate Rate.

Expenses incurred in placing the Draft Plan on consultation were:

- Letter distribution to The Parade Precinct business community totalling \$695.00; and
- Notices in the Eastern Courier and East Torrens Messenger Papers totalling \$2,388.00

RESOURCE ISSUES

The implementation of the Draft 2017-2018 NPPC Annual Business Plan will be undertaken by the Council's Economic Development Coordinators with input and involvement from other Council staff and external contractors as required.

CONSULTATION

The Draft 2017-2018 Annual Business Plan was released for consultation on Wednesday 26 April, with comments sought in writing by no later than 5.00pm, Friday 19 May 2017.

A letter was forwarded to all businesses and property owners on The Parade advising of the Draft Plan and the consultation process. Notices were placed in the East Torrens and Eastern Courier Messenger papers on Wednesday 26 April 2017. In addition to this, information was published on both the Council and The Parade websites and an Electronic Direct Marketing (EDM) advising The Parade traders of the consultation was also distributed.

Copies of the Draft Plan were also made available at the Norwood Town Hall.

DISCUSSION

Pursuant to the Terms of Reference set by the Council, The Norwood Parade Precinct Committee is required to prepare an Annual Business Plan prior to each financial year, to guide its programmes and initiatives for the ensuing financial year and to assist in determining the funding requirements for consideration and approval by the Council.

OPTIONS

The Council can amend or delete strategies and budget allocations. However, given that no submissions have been made and in turn no amendments have been sought, it is recommended that the Council endorse the draft Annual Business Plan in its current form.

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

That the *Draft 2017-2018 Norwood Parade Precinct Committee Annual Business Plan*, as contained in Attachment A, be approved.

Cr Minney moved:

That the Draft 2017-2018 Norwood Parade Precinct Committee Annual Business Plan, as contained in Attachment A, be approved.

Seconded by Cr Wormald and carried unanimously.

3. CONFIDENTIAL REPORTS

3.1 COUNCIL RELATED MATTER

RECOMMENDATION 1

That pursuant to the provisions of Section 90 (2) and (3)(d) (i) and (ii) 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 discuss:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or 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 discussion and consideration of the information confidential.

RECOMMENDATION 2

That an order be made under the provisions of Section 91(7)(a)(b) of the Local Government Act 1999, that the report and the minutes of the meeting, having been dealt with on a confidential basis under Section 90(2) of the Act, be kept confidential until 5 July 2017.

Cr Minney moved:

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

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –*
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or 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 discussion and consideration of the information confidential.

Seconded by Cr Mex and carried.

Cr Wormald left the meeting at 7.20pm.

Cr Minney moved:

That an order be made under the provisions of Section 91(7)(a)(b) of the Local Government Act 1999, that the report and the minutes of the meeting, having been dealt with on a confidential basis under Section 90(2) of the Act, be kept confidential until 5 July 2017.

Cr Wormald returned to the meeting at 7.21pm.

Seconded by Cr Shepherdson and carried unanimously.

4. CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.21pm.

Mayor Robert Bria

Minutes Confirmed on _____
(date)