

# Council Meeting Minutes

**7 May 2018**

## **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

1.	KAURNA ACKNOWLEDGEMENT .....	1
2.	OPENING PRAYER .....	1
3.	CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 23 APRIL 2018.....	1
4.	MAYOR'S COMMUNICATION.....	1
5.	DELEGATES COMMUNICATION .....	3
6.	QUESTIONS WITHOUT NOTICE.....	3
7.	QUESTIONS WITH NOTICE .....	3
8.	DEPUTATIONS .....	3
9.	PETITIONS.....	3
10.	WRITTEN NOTICES OF MOTION .....	3
	10.1 AUSTRALIAN SPIN-OFF OF ANTIQUES ROADSHOW – SUBMITTED BY MAYOR ROBERT BRIA .....	4
	10.2 RESIDENTIAL DEVELOPMENT CODE – SUBMITTED BY CR EVONNE MOORE.....	6
	10.3 DISTRIBUTION OF DOG LITTER BAGS – SUBMITTED BY CR PAUL WORMALD.....	7
	10.4 EASTLINK ADELAIDE LIGHT RAIL (TRAM) ROUTE – SUBMITTED BY CR KEVIN DUKE .....	9
11.	STAFF REPORTS .....	11
	<b>Section 1 – Strategy &amp; Policy.....</b>	<b>12</b>
	11.1 YOUTH DEVELOPMENT STRATEGY .....	13
	11.2 SMOKE-FREE POLICY & OUTCOMES OF COMMUNITY CONSULTATION .....	17
	11.3 REVIEW OF POLICIES – REVIEW OF DECISIONS POLICY & PROCEDURE .....	23
	<b>Section 2 – Corporate &amp; Finance.....</b>	<b>27</b>
	11.4 MONTHLY FINANCIAL REPORT – MARCH 2018.....	28
	11.5 LIBRARY SERVICES QUARTERLY REPORT.....	31
	<b>Section 3 – Governance &amp; General.....</b>	<b>37</b>
	11.6 REPORTS OUTSTANDING .....	38
	11.7 2017 ZEST FOR LIFE PROGRAM .....	39
	11.8 MURRAY DARLING ASSOCIATION – APPOINTMENT OF COUNCIL DELEGATE .....	45
12.	ADOPTION OF COMMITTEE MINUTES.....	47
13.	OTHER BUSINESS .....	48
	13.1 ART ON PARADE – 16 APRIL 2018 – 7 MAY 2018.....	48
14.	CONFIDENTIAL REPORTS .....	48
	14.1 TENDER SELECTION REPORT – KENT TOWN STREETScape ENHANCEMENT PROJECTS.....	49
	14.2 TENDER SELECTION REPORT – RIVER TORRENS LINEAR PARK – SHARED PATH ENHANCEMENT .....	50
	14.3 COUNCIL RELATED MATTER .....	51
15.	CLOSURE.....	52

**VENUE** Council Chambers, Norwood Town Hall

**HOUR** 7.00pm

**PRESENT**

**Council Members** Mayor Robert Bria  
Cr Lucy Marcuccitti  
Cr Christel Mex (entered the meeting at 7.02pm)  
Cr Connie Granozio  
Cr Kevin Shepherdson  
Cr Mike Stock  
Cr Carlo Dottore  
Cr Kevin Duke  
Cr Evonne Moore  
Cr John Frogley  
Cr Garry Knoblauch  
Cr John Minney  
Cr Sue Whittington  
Cr Paul Wormald (entered the meeting at 7.07pm)

**Staff** Mario Barone (Chief Executive Officer)  
Carlos Buzzetti (General Manager, Urban Planning & Environment)  
Keke Michalos (Manager, Economic Development & Strategic Projects)  
Jared Barnes (Project Manager, Urban Design & Special Projects)  
Olivia Franco (Strategic Projects Co-ordinator)  
Rosanna Busolin (Manager, Community Services)  
Suzanne Kennedy (Manager, Library Services & Lifelong Learning)  
Scott Dearman (Project Manager, Assets)  
Marina Fischetti (Executive Assistant, Urban Services)

**APOLOGIES** Nil

**ABSENT** Nil

**1. KAURNA ACKNOWLEDGEMENT**

**2. OPENING PRAYER**

The Opening Prayer was read by Cr Connie Granozio.

**3. CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 23 APRIL 2018**

*Cr Dottore moved that the minutes of the Special Council meeting held on 23 April 2018 be taken as read and confirmed. Seconded by Cr Knoblauch and carried unanimously.*

**4. MAYOR'S COMMUNICATION**

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Tuesday, 3 April	<ul style="list-style-type: none"><li>Presided over a Council Meeting, Council Chamber, Norwood Town Hall.</li></ul>
Saturday, 7 April	<ul style="list-style-type: none"><li>Attended the St Peters Fair, Linde Reserve/Dunstone Grove, Stepney.</li></ul>
Saturday, 7 April	<ul style="list-style-type: none"><li>Officially launched the St Peters Rotary Shed Mural with Mr Arthur Manser (President, Rotary Club of St Peters), Linde Reserve, Stepney.</li></ul>
Sunday, 8 April	<ul style="list-style-type: none"><li>Attended the Norwood versus South Adelaide football match, Cooper's Stadium, Norwood.</li></ul>

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Monday, 9 April	<ul style="list-style-type: none"><li>• Attended a meeting with the General Manager, Urban Services; Project Manager, Assets, Cr John Frogley and Cr Evonne Moore, Mayor's Office, Norwood Town Hall.</li></ul>
Monday, 9 April	<ul style="list-style-type: none"><li>• Presided over a Special Council Meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 10 April	<ul style="list-style-type: none"><li>• Radio interview with Ms Vini Ciccarello, Radio Italiana 531.</li></ul>
Wednesday, 11 April	<ul style="list-style-type: none"><li>• Attended Presentations by Regional Subsidiaries (East Waste, Eastern Health Authority and ERA Water) and Council Benchmarking, Mayor's Parlour, Norwood Town Hall.</li></ul>
Thursday, 12 April	<ul style="list-style-type: none"><li>• Attended the Official Launch of the 'Way2Go Norwood Primary Footpath Mosaics Project', Norwood Primary School, Norwood.</li></ul>
Thursday, 12 April	<ul style="list-style-type: none"><li>• Attended the 'Conversations with SBS – Exploring Diversity in South Australia' event, Mercury Cinema, Adelaide.</li></ul>
Friday, 13 April	<ul style="list-style-type: none"><li>• Attended the Local Government Association of South Australia (LGASA) Annual General Meeting, Adelaide Town Hall, Adelaide.</li></ul>
Friday, 13 April	<ul style="list-style-type: none"><li>• Interview with Ms Vini Ciccarello, Radio Italiana.</li></ul>
Sunday, 15 April	<ul style="list-style-type: none"><li>• Interview with Ms Vini Ciccarello, Radio Italiana.</li></ul>
Sunday, 15 April	<ul style="list-style-type: none"><li>• Attended the 'George Street Piazza' event, George Street, Norwood.</li></ul>
Sunday, 15 April	<ul style="list-style-type: none"><li>• Attended and spoke at the Law Enforcement Run 'Final Leg' for the Special Olympics National Games, Norwood Oval Memorial Gardens, The Parade, Norwood.</li></ul>
Monday, 16 April	<ul style="list-style-type: none"><li>• Officially launched 'Art on Parade', Norwood Town Hall Foyer.</li></ul>
Tuesday, 17 April	<ul style="list-style-type: none"><li>• Presided over a Strategic Planning &amp; Development Policy Committee meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 17 April	<ul style="list-style-type: none"><li>• Presided over a Special Council Meeting, Council Chamber, Norwood Town Hall.</li></ul>
Friday, 20 April	<ul style="list-style-type: none"><li>• Attended a meeting with the Right Honourable, Lord Mayor Martin Haese and Mr &amp; Mrs Wonnacott (celebrity antiques experts), Queen Adelaide Room, Adelaide Town Hall.</li></ul>
Friday, 20 April	<ul style="list-style-type: none"><li>• Attended the Order of Australia Association Reception, Payneham Library, Felixstow.</li></ul>
Monday, 23 April	<ul style="list-style-type: none"><li>• Attended a meeting with the Chief Executive Officer and Mr Theo Maras, Mayor's Office, Norwood Town Hall.</li></ul>
Monday, 23 April	<ul style="list-style-type: none"><li>• Presided over a Special Council Meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 24 April	<ul style="list-style-type: none"><li>• Attended the 60<sup>th</sup> Anniversary Dinner of the St Peters Rotary Club, Marche Club, Paradise.</li></ul>
Wednesday, 25 April	<ul style="list-style-type: none"><li>• Laid a wreath at the ANZAC Day Dawn Service, Soldier's Memorial, Norwood.</li></ul>
Wednesday, 25 April	<ul style="list-style-type: none"><li>• Attended ANZAC Day morning breakfast, Payneham RSL, Payneham.</li></ul>

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Wednesday, 25 April	<ul style="list-style-type: none"><li>• Attended the Italian Liberation Day Commemoration Service, Chapel of the Holy Name, Payneham.</li></ul>
Thursday, 26 April	<ul style="list-style-type: none"><li>• Pre-recorded a video message for the official launch of the new Electronic Scoreboard at Cooper's Stadium, Norwood.</li></ul>
Friday, 27 April	<ul style="list-style-type: none"><li>• Attended the Norwood versus Adelaide SANFL football match, Cooper's Stadium, Norwood.</li></ul>
Saturday, 28 April	<ul style="list-style-type: none"><li>• Attended the Chairman's Dinner followed by the Adelaide versus Gold Coast AFL football match, Adelaide Oval.</li></ul>
Monday, 30 April	<ul style="list-style-type: none"><li>• Attended an Information Session: Conflict of Interest and Workshop: Healthy Communities, Access &amp; Inclusion Plan and Community Visitors Scheme, Mayor's Parlour, Norwood Town Hall.</li></ul>
Friday, 4 May	<ul style="list-style-type: none"><li>• Attended the pre-match dinner with Port Adelaide Enfield Mayor Gary Johanson, Norwood RSL, followed by the Norwood versus Port Adelaide Magpies football match, Cooper's Stadium.</li></ul>
Sunday, 6 May	<ul style="list-style-type: none"><li>• Pre-recorded interview with ABC Radio 891.</li></ul>
Monday, 7 May	<ul style="list-style-type: none"><li>• Radio interview with Ali Clarke and David Bevan, ABC Radio 891.</li></ul>
Monday, 7 May	<ul style="list-style-type: none"><li>• Television interview with Channel 10.</li></ul>
Monday, 7 May	<ul style="list-style-type: none"><li>• Attended a meeting with the Chief Executive Officer and Mr Mario Andreacchio, Director, Adelaide Motion Picture Company (AMPCO), AMPCO Offices, Norwood.</li></ul>

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Cr Mex entered the meeting at 7.02pm.

**5. DELEGATES COMMUNICATION**

- Cr Whittington advised that on Friday 20 April 2018, she attended as the Local Government representative, a Special Meeting of the South Australian Public Health Council, to consider the next iteration of the South Australian Public Health Plan.

Cr Whittington also advised that on Wednesday 2 May 2018, she attended and chaired the Eastern Health Authority Board meeting.

**6. QUESTIONS WITHOUT NOTICE**

Nil

**7. QUESTIONS WITH NOTICE**

Nil

**8. DEPUTATIONS**

Nil

**9. PETITIONS**

Nil

**10. WRITTEN NOTICES OF MOTION**

Cr Wormald entered the meeting 7.07pm.

**10.1 AUSTRALIAN SPIN-OFF OF ANTIQUES ROADSHOW – SUBMITTED BY MAYOR ROBERT BRIA**

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**NOTICE OF MOTION:** Australian Spin-off of Antiques Roadshow  
**SUBMITTED BY:** Mayor Robert Bria  
**FILE REFERENCE:** S.00232 S.02735  
**ATTACHMENTS:** A - B

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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 the Council supports, in principle, 'Antiques Walkabout' Series 1 in South Australia and its possible involvement in the television series.
2. That the Council makes contact with Mr Gregory Bickford, Director, Antiques Walkabout Media Productions Pty Ltd to discuss, amongst other things, Antiques Walkabout Series 1 and the potential for the City of Norwood Payneham & St Peters to be featured in the series and determine what, if any, financial contribution may be requested or will be expected, from the Council towards the costs of producing the series.
3. That following discussions with Mr Bickford, a report be presented to Council for consideration regarding the Council's potential involvement in Antiques Walkabout Series 1.

**REASONS IN SUPPORT OF MOTION**

On Friday, 20 April 2018, I attended a presentation at the Adelaide Town Hall for an exclusive viewing of a television pilot called 'Antiques Walkabout,' which explores the history of Adelaide and the Adelaide Town Hall, as well as some ANZAC memorabilia. The pilot was filmed in October 2017.

A copy of the ABC News article is contained in **Attachment A**.

'Antiques Walkabout' is an Australian adaptation of the popular UK television program 'Antiques Roadshow' which has a domestic audience of 8 million people and millions more globally. The host of the program, Mr Tim Wonnacott, provides valuations of antiques to members of the public. Mr Wonnacott and his wife, Helen, were present at the Adelaide Town Hall for the meeting last month.

The producers of the pilot, Antiques Walkabout Media Productions Pty Ltd, have proposed a 12-part series of 'Antiques Walkabout' with an emphasis on the history of South Australia and antique pieces relevant to that history. Hard copies of the draft themes for each of the 12 episodes of the series (Refer to **Attachment B**) were handed out after the meeting, and Mayors in attendance who were interested in the series, were encouraged to contact Mr Gregory Bickford, Director of Antiques Walkabout Media Productions, to discuss their particular council's potential involvement.

To date, I have not made any contact with Mr Bickford, as I believe this opportunity should be formally considered by the Council before progressing it any further.

It should be noted, that while the proposed 12-part series does not currently feature the City of Norwood Payneham & St Peters, I was advised by the Right Honorable Martin Haese, Lord Mayor of Adelaide, that this was up for negotiation should the Council formally submit an Expression of Interest. The pilot, did however, feature Scammel's Auction House, located in Norwood.

As the oldest Municipal Council in South Australia (Kensington and Norwood established in 1853), a City which boasts many 'firsts' and only one of three cities in Australia (and only one in South Australia) that is a Member of the League of Historical Cities, the Council is well placed to make a compelling case that it should be included in the series. Being featured in this series has the potential to bring the history of our City to national and international audiences and increase tourism opportunities.

However, the Council should satisfy itself that it will receive an appropriate level of exposure before it commits to any involvement in, and financial contribution to, the series.

#### **STAFF COMMENT**

If approved, discussions will be held with Mr Gregory Bickford and a report can then be prepared for the Council's consideration as soon as possible.

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*Cr Whittington moved:*

1. *That the Council supports, in principle, 'Antiques Walkabout' Series 1 in South Australia and its possible involvement in the television series.*
2. *That the Council makes contact with Mr Gregory Bickford, Director, Antiques Walkabout Media Productions Pty Ltd to discuss, amongst other things, Antique Walkabout Series 1 and the potential for the City of Norwood Payneham & St Peters to be featured in the series and determine what, if any, financial contribution may be requested or will be expected, from the Council towards the costs of producing the series.*
3. *That following discussions with Mr Bickford, a report be presented to Council for consideration regarding the Council's potential involvement in Antiques Walkabout Series 1.*

*Seconded by Cr Minney and carried unanimously.*

## 10.2 RESIDENTIAL DEVELOPMENT CODE – SUBMITTED BY CR EVONNE MOORE

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**NOTICE OF MOTION:** Residential Development Code  
**SUBMITTED BY:** Cr Evonne Moore  
**FILE REFERENCE:** S.00232 S.04363  
**ATTACHMENTS:** Nil

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

### NOTICE OF MOTION

That staff prepare a report on the operation of the Residential Development Code, a simplified quantitative “tick-a-box” Code for development assessment, imposed on Councils by the former Planning Minister, which has been used for several years to assess new single dwelling development applications in certain suburbs in this Council area.

### REASONS IN SUPPORT OF MOTION

All the Development Plans developed by South Australian councils over many years are about to be thrown into the dustbin of history. Under the new Planning Development and Infrastructure Act 2017, our new State Planning Commission is bringing in a new “Planning and Design Code” to guide the assessment of new development.

We are all in the dark as to what this Code will look like. The aim of a new simplified planning system runs the real risk of dumbing down planning further in this State.

Planning is a complex discipline and is as much an art-form as an academic discipline. We don't hear calls for the simplification of the legal system or the education system or the defence system. But planning is always ripe for reform because powerful developer groups have full-time lobbyists and young people struggle to buy their first home.

It is disturbing that we don't know how new housing applications in our valuable Historic Conservation and Residential Character Zones will be assessed under the new Code.

Even more disturbing is the proposed mass privatization of development assessment from council planners to private planners who will be employed by developers to assess the plans which they themselves draw up for their clients. The abolition of third party oversight of these applications is a bleak prospect for residents and councils.

However if we look at our experience with the Residential Development Code in allowing housing which has sometimes created problems for neighbours and/or presented sub-standard streetscape appearances, as I understand to be the case, then we will hopefully have some ammunition, based on real experience, when it comes to commenting on the new Planning and Design Code.

### STAFF COMMENT

A report as requested in the Motion can be prepared.

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*Cr Moore moved:*

*That staff prepare a report on the operation of the Residential Development Code, a simplified quantitative “tick-a-box” Code for development assessment, imposed on Councils by the former Planning Minister, which has been used for several years to assess new single dwelling development applications in certain suburbs in this Council area.*

*Seconded by Cr Minney and carried unanimously*

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### 10.3 DISTRIBUTION OF DOG LITTER BAGS – SUBMITTED BY CR PAUL WORMALD

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**NOTICE OF MOTION:** Distribution of Dog Litter Bags  
**SUBMITTED BY:** Cr Paul Wormald  
**FILE REFERENCE:** S.00232 S.03753  
**ATTACHMENTS:** Nil

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

#### **NOTICE OF MOTION**

That Council Staff prepare a Report to Council concerning the feasibility of sending out a roll of 100 dog poo bags to each dog owner who registers (or re-registers) a dog within the City of Norwood Payneham & St Peters and implementing this in the 2018-2019 financial year.

#### **REASONS IN SUPPORT OF MOTION**

Reducing dog faeces on footpaths is a common community concern among footpath users. Council has little or no capacity to control this through fines/promotion etc. There are Council maintained poo bag dispensers in many local parks but this is no help to owners during the process of travelling to or from this park or walking their pooch to any other destination in this City that does not have this provision.

In addition the cost of dog registration has risen notably in recent years and the only interaction between the local dog owners and the Council is through the annual dog registration process.

In this situation if Council wants to promote owners removing their dog's waste while exercising their pet in a public place it should do more than just promote this responsibility as part of documentation sent to owners when their dog is registered.

In addition it should encourage them to do so by ensuring they have the necessary bags to hand by sending them a roll of 'dog waste bags' with their registration tag/s. A small roll of these bags costs less than \$2 and it may add \$1 or less to the posting cost of the registration tags each year.

Its greatest benefit is that for a small additional cost it is showing that the Council not only punishes owners if they do the wrong thing and promotes dog waste action, but by supplying these bags it is actively encourages them to do the right thing by ensuring they have these available which is the best way to get them to use them when needed,

#### **STAFF COMMENT**

A report as requested can be prepared. However, given that the draft 2018-2019 Budget has been endorsed by the Council and is about to be placed on consultation, the relevant information relating to this matter is set out below.

There are currently 3134 registered dogs within the City of Norwood Payneham & St Peters. There are approximately 2800 citizens who have a registered dog or dogs within the City.

It is important to note that the Council currently provides dog litter bags in most parks and reserves.

The number of bags per roll which the Council sources is 300. The Council's does not stock rolls of bags less than this amount (ie the supplier does not supply rolls of 100 bags).

The cost of the bags (ie rolls of 300 bags) is \$2.25 per roll, excluding GST.

Retailers on the other hand are provided with rolls of 100 bags, however these bags retail at approximately \$5.00 per roll of 100 bags.

The cost therefore to provide all dog owners with a roll of dog litter bags, based on the bags which are supplied to the Council, would be in excess of \$6300.00. This does not include the costs associated with posting the bags to dog owners.

The costs to post one (1) roll of the bags would be \$10.55 each. In addition, Australia Post would require that the bags be posted in either a padded bag or large cylinder given the shape of the rolls of the bags.

On the basis that not all dog owners register their dog via the post or on line (ie approximately 30% of dog owners pay their Dog Registration Fees at the Norwood Town Hall or the Libraries in person), it is assumed that not all bags would need to be posted as the dog owners who attend in person could collect a roll of bags at that time.

Postage alone therefore would be approximately \$20, 600.00 (based on \$10.55 postage only and the number of dog owners who pay on line or via the post (ie approximately 70% of dog owners)).

The cost therefore to supply one roll of bags to each dog owner within the City would be approximately \$26,900.00.

As stated above, the Council provides dog litter bags at most parks and reserves within the City and therefore, on this basis and the costs as set out above, the motion is not supported by staff.

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*Cr Wormald moved:*

*That Council Staff prepare a Report to Council concerning the feasibility of sending out a roll of 100 dog poo bags to each dog owner who registers (or re-registers) a dog within the City of Norwood Payneham & St Peters and implementing this in the 2018-2019 financial year.*

*The motion lapsed for want of a seconder.*

#### 10.4 EASTLINK ADELAIDE LIGHT RAIL (TRAM) ROUTE – SUBMITTED BY CR KEVIN DUKE

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**NOTICE OF MOTION:** EastLINK Adelaide Light Rail (Tram) Route  
**SUBMITTED BY:** Cr Kevin Duke  
**FILE REFERENCE:** S.00232 S.04309 S.02949  
**ATTACHMENTS:** Nil

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

#### NOTICE OF MOTION

1. That given the policy position which has been taken by the new State Government in respect to the AdeLINK Light Rail Tram Network and the EastLINK route, the Council resolves that it does not support the EastLINK route in its current configuration and alignment including The Parade and now resolves to proceed with the finalisation of The Parade Masterplan on the basis of the State Government's policy position that the EastLINK Tram Network will not extend along The Parade.
2. That the Council participates in any further discussions with the State Government which involves any extension to the current North Terrace CityLINK route.

#### REASONS IN SUPPORT OF MOTION

The Council has previously agreed to keep open the possibility of trams returning to The Parade, pending consideration of an acceptable scheme from the State Government.

To date, the State Government has not been able to provide an acceptable scheme for returning trams to The Parade.

The proposed EastLINK tram route will, in its proposed alignment, destroy the much admired ambience of the tree-lined setting which is highly valued by local residents, visitors and traders. These are environmental and engineering issues which the Council has previously brought to the attention of the State Government.

There has been considerable public opinion opposing the return of trams along The Parade, including from The Parade traders, who fear it will destroy the amenity and unique character of The Parade.

The Council has deferred completion of The Parade Masterplan, in order to assess what impacts the EastLINK route would have on the urban design components of the Masterplan. As the new State Government position in respect to EastLINK and the AdeLINK network is now clear, the Council should now proceed with completion of The Parade Masterplan.

Proceeding with The Parade Masterplan should not be delayed any further.

#### STAFF COMMENT

Nil

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*Cr Duke moved:*

- 1. That given the policy position which has been taken by the new State Government in respect to the AdeLINK Light Rail Tram Network and the EastLINK route, the Council resolves that it does not support the EastLINK route in its current configuration and alignment including The Parade and now resolves to proceed with the finalisation of The Parade Masterplan on the basis of the State Government's policy position that the EastLINK Tram Network will not extend along The Parade.*
- 2. That the Council participates in any further discussions with the State Government which involves any extension to the current North Terrace CityLINK route.*

*Seconded by Cr Dottore.*

#### Amendment

*Cr Wormald moved:*

- 1. That given the policy position which has been taken by the new State Government in respect to the AdeLINK Light Rail Tram Network and the EastLINK route, the Council resolves that it does not support the EastLINK route in its current configuration and alignment including The Parade at this time and now resolves to proceed with the finalisation of The Parade Masterplan on the basis of the State Government's policy position that the EastLINK Tram Network will not extend along The Parade.*
- 2. That the Council participates in any further discussions with the State Government which involves any extension to the current North Terrace CityLINK route.*

*The amendment lapsed for want of a seconder.*

*The original motion was put and was carried.*

#### Division

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

*Those in favour:*

*Cr Whittington, Cr Knoblauch, Cr Minney, Cr Duke, Cr Dottore, Cr Shepherdson, Cr Stock, Cr Mex and Cr Marcuccitti.*

*Those against:*

*Cr Wormald, Cr Granozio, Cr Frogley and Cr Moore.*

*The Mayor declared the original motion carried.*

*Cr Mex left the meeting at 7.44pm.*

*Cr Mex returned to the meeting at 7.45pm.*

**11. STAFF REPORTS**

## **Section 1 – Strategy & Policy**

### **Reports**

## 11.1 YOUTH DEVELOPMENT STRATEGY

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**REPORT AUTHOR:** Manager, Community Services  
**GENERAL MANAGER:** General Manager, Governance & Community Affairs  
**CONTACT NUMBER:** 8366 4600  
**FILE REFERENCE:** S/05194  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to present a proposal to develop a Youth Development Strategy.

### BACKGROUND

As part of facilitating well-being outcomes for young citizens, the Council's Youth Development Program has, for a number of years, delivered programs and events aimed at engaging and developing young people aged between 12- 25 years who live, work or study in the City. The Council's Youth Development Program has included a range of programs and events including the following:

- Youth Advisory Committee;
- YouthFM;
- Canvas Youth Arts Workshops and Events Program;
- Poolside (event);
- Young Achievers Program;
- Connecting Young people to leadership opportunities,( i.e. Youth Parliament and Duke of Edinburgh Award); and
- Provision of information on local services and programs.

As these programs and events have formed the basis of the Council's Youth Development Program for a number of years, it is timely that a review of the Council's Youth Development Program be undertaken.

To ensure that the future direction of the Council's Youth Development Program is appropriate to the needs of young people, it is recommended that a Youth Development Strategy should be prepared to guide the Youth Development Program over the next five (5) years.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

*Outcome 1 Social Equity*

*Objective .3.An Engaged and Participating Community*

*Strategy 3.3 - Provide opportunities for community input in decision-making and program development.*

*Strategy 3.4 - Recognise and use the skills, knowledge and resources of the community*

A Youth Development Strategy will provide strategic direction to the issues identified by young people within the community. The development of the Strategy will involve consultation with young people, schools and other youth related local stakeholders. The process will provide opportunity for young people to provide comments on issues and the types of services they require from the Council.

## **FINANCIAL AND BUDGET IMPLICATIONS**

The preparation of a Youth Development Strategy will require the engagement of a consultant who would undertake the research, consultation and development of the Strategy. It is estimated that the costs of engaging a consultant to develop the Strategy would cost approximately \$20,000 - \$25,000.

The Council's Youth Development Budget currently includes provision for a Youth Development Officer, however in the absence of a Strategy it is suggested that this position should not be filled until the Strategy has been finalised and endorsed by the Council. In this respect, the Strategy will provide the basis the work program and actions which will be undertaken by the Youth Development Officer. It is therefore proposed that the funds required to develop the Strategy will be taken from the 2017-2018 Salaries Budget for the purpose of this project.

## **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

## **SOCIAL ISSUES**

The City of Norwood Payneham & St Peters has approximately 8842 young people aged 12- 25 years, who reside in the City. This figure represents 25% of the City's population. In developing programs that respond to the needs and aspirations of young people, consideration needs to be given to the broader population of young people who, whilst they may not live in the City, spend a significant amount of time in the City either working or attending the local schools within the City.

In 2017, the State Government Department of Communities and Social Inclusion released the South Australian Youth Strategy<sup>1</sup>. This Strategy connects to the State Government's overall vision for a thriving state where all citizens can actively contribute to the social and economic wellbeing of their communities. The State Government's Youth Strategy recognises the importance of providing young people with opportunities and supports to build resilience and seeks to achieve the following three (3) outcomes;

- young people are earning, learning and confident in their future;
- young people are connected and actively participating; and
- young people are healthy and resilient.

In reviewing the Council's Youth Development Program, it will be important to align the future direction of the program with the State Government's Youth Strategy. By aligning with the State Government's outcomes there is more likely to be consistency in the direction of service and outcomes across the State, to ensure better wellbeing outcomes for young citizens.

## **CULTURAL ISSUES**

Approximately 7% (i.e. 2,307 citizens) of the City's population are young people from culturally and linguistically diverse backgrounds. Young people represented in these figures predominantly come from China, India and Malaysia.

The preparation of a Youth Development Strategy would review and update information concerning the needs and interests of young people from Culturally and Linguistically Diverse backgrounds.

## **ENVIRONMENTAL ISSUES**

Not Applicable.

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<sup>1</sup> A copy of the State 's Youth Development's Strategy 2017 can be found at [http://www.officeforyouth.sa.gov.au/\\_data/assets/pdf\\_file/0007/50893/DCSI-958-OFY-YOUthrive-Booklet-2017\\_WEB\\_FA.PDF](http://www.officeforyouth.sa.gov.au/_data/assets/pdf_file/0007/50893/DCSI-958-OFY-YOUthrive-Booklet-2017_WEB_FA.PDF)  
Accessed on 30/3/2018



## RESOURCE ISSUES

The development of the Youth Development Strategy will require the engagement of an external Consultant. It is expected that staff resources will be required to assist with the co-ordination of consultations with young people, staff and Elected Members and the development of the Strategy.

## RISK MANAGEMENT

Not Applicable.

## CONSULTATION

- **Elected Members**

A workshop was held for Elected Members in October 2016 regarding the Youth Development Program and Youth Development Officer role.

- **Community**

Not Applicable.

- **Staff**

Not Applicable.

- **Other Agencies**

Not Applicable.

## DISCUSSION

In developing programs for young people it is important to understand the issues that the City's young people experience, and to explore the role that the Council can play in responding to these issues.

Approximately 80% of young people who have participated in the Council's youth programs and activities have been aged between 12–18 years. Historically, programs and activities have been targeted to young people aged 12-25 to align with the State Government's definition of Youth. The development of a Youth Development Strategy will provide an opportunity to review the range of the Council's programs and events and determine whether the current range is still appropriate to suit the age profile or needs to be modified.

The Council has previously undertaken consultation with young people, however this was undertaken in 2013, as part of the Eastern Regional Alliance Youth Development project *Speaking of Which*. The main issues identified by young people at that time related to:

- school and study and in particular managing stress;
- the transition from Primary to High School and High School to Further Education, apprenticeships and work;
- desire for activities, events and facilities that cater for young people;
- importance of maintaining support and social networks - family and friends; and
- young people want their voices heard by decision makers.

Whilst these issues have underpinned the Council's existing Youth activities and programs, updated information is required to ensure that the Council's Youth Development Program continues to meet the needs of its young citizens through the development and delivery of appropriate programs and activities.

As mentioned previously, some of the Council's key Youth Programs have been operating for a number of years. For example, programs such as Youth Advisory Committee, YouthFM, and Young Achievers have been programs run by the Council since 2006. The Canvas Youth Arts and Poolside commenced in 2011.

It is envisaged that as part of this project, consideration will also be given to the relevance and continued inclusion of these programs and events, as part of the Council's Youth Development Program. A Youth Development Strategy will also provide an opportunity to identify potential new opportunities for programs or initiatives.

The Council's Youth Development Program is at a point where it requires a strategic review of its existing programs and direction and the subsequent development of a Youth Development Strategy. Whilst the strategy will drive the future direction and activities of the program it will also provide a clear direction for the new Youth Development Officer.

### **OPTIONS**

The Council can determine not to support the development of a Youth Development Strategy. The risk associated with this option is that future programs which are delivered by the Council may not respond to their needs or interests of the youth demographic and therefore not engage young people as effectively.

or

The Council can determine to support the development of a Youth Development Strategy. This will enable the Council to strategically respond to the needs and interests of young people and ensure the program is relevant to this sector of the community.

### **CONCLUSION**

In aligning the Council's services and programs with the outcomes of the State's Youth Strategy, it is important to understand the issues and experiences of the City's young people. The development of a Youth Development Strategy will provide this along with a strategic direction and programs for the Council's Youth Development Program and future Youth Development Officer

### **COMMENTS**

Nil

### **RECOMMENDATION**

1. That the Council endorses the development of a Youth Development Strategy.
  2. That the funds required to develop the Strategy be allocated from the 2017-2018 Youth Development Salaries Budget.
- 

Cr Whittington left the meeting at 7.45pm.  
Cr Whittington returned to the meeting at 7.47pm.  
Cr Marcuccitti left the meeting at 7.48pm.  
Cr Marcuccitti returned to the meeting at 7.49pm.

*Cr Wormald moved:*

1. *That the Council endorses the development of a Youth Development Strategy.*
2. *That the funds required to develop the Strategy be allocated from the 2017-2018 Youth Development Salaries Budget.*
3. *That a report regarding the Youth Development Strategy be presented to the September 2018 Council meeting.*

*Seconded by Cr Duke and carried unanimously.*

## 11.2 SMOKE-FREE POLICY & OUTCOMES OF COMMUNITY CONSULTATION

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**REPORT AUTHOR:** Strategic Projects Coordinator  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4524  
**FILE REFERENCE:** S/05156  
**ATTACHMENTS:** A – C

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### PURPOSE OF REPORT

The purpose of this report is to inform the Council of the outcome of the community consultation on the draft Smoke-Free Policy and to present the final Smoke-Free Policy to the Council for its endorsement.

### BACKGROUND

At its meeting held on 5 March 2018, the Council considered a report titled 'Smoke-Free Areas and Events', which proposed a draft Policy for the introduction of smoking restrictions at all of the Council's parks and reserves (except the Memorial Gardens on The Parade), Swimming Centres and at all Council-run or supported events. The introduction of the Smoke-Free Policy is intended to support the Council's commitment to promoting healthy lifestyles, and aligns with the overarching strategic directions which have been set by the Council.

The Policy, if endorsed, will apply to all parks, reserves and ovals where formal sports are played, such as Payneham Oval and Norwood Oval. The Memorial Gardens, located on The Parade, Norwood, has been excluded from the Policy, as it will be addressed as part of the Council's smoke-free considerations regarding the remaining section of The Parade (between the western side of Osmond Terrace and eastern side of Fullarton Road).

At its meeting held on 5 March 2018, the Council endorsed the release of the draft Smoke-Free Policy for community consultation.

Community consultation was undertaken between March and April 2018, in accordance with the Council's Consultation Policy. A total of twenty-eight (28) responses have been received, with the majority of responses expressing support for the proposed Smoke-Free Policy. A copy of all the responses which have been received in relation to the draft Policy is contained within **Attachment A**, and a table setting out a summary of the responses is contained within **Attachment B**. The consultation process and responses are assessed further in the Discussion section of this report.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Outcomes, Objectives and Strategies of the Council's *CityPlan2030: Shaping Our Future – Update 2017* that are relevant to the Smoke-Free Policy are provided below:

**Outcome 1: Social Equity – A connected, accessible and pedestrian-friendly community.**

- **Objective 1: Convenient and accessible services, information and facilities**
  - *Strategy 1.3: Design and provide safe, high quality facilities and spaces for people of all backgrounds, ages and abilities.*
- **Objective 3: An engaged and participating community**
  - *Strategy 3.3: Provide opportunities for community input in decision-making and program development.*
- **Objective 4: A strong, healthy, resilient and inclusive community.**
  - *Strategy: Encourage increased physical activity and support mental health to achieve healthier lifestyles and well-being.*

In addition, the introduction of further smoke-free areas and events will assist the Council in achieving the directions contained in the Regional Public Health and Wellbeing Plan, *Better Living, Better Health*, which sets out the strategic directions for improving community health and well-being for the eastern region. Specifically, the Policy will assist the Council in achieving the following Priority Areas of the Regional Public Health and Wellbeing Plan:

- **Priority Area 2:** *Increasing opportunities for healthy living, healthy eating and being active; and*
- **Priority Area 4:** *Sustaining and improving public and environmental health protection.*

The Regional Public Health and Wellbeing Plan identifies the establishment of smoke-free areas and events as a key initiative to works towards better public health outcomes, and will be supported through the implementation of this Policy.

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

There is currently no budget for this initiative. The draft Policy was prepared by Council staff, and all community consultation and communication materials have been prepared by Council staff.

Should the Council adopt the Smoke-Free Policy, it is recommended that permanent signage be installed at all Council-owned parks and reserves and the Council's Swimming Centres to advise and promote that these areas are smoke-free. A Budget Submission for the manufacture and installation of the signage has been prepared for consideration by the Council as part of the draft 2018-2019 Budget.

#### **EXTERNAL ECONOMIC IMPLICATIONS**

In general, the decision to implement the Smoke-Free Policy is unlikely to have significant external economic implications. It could be argued that the designation of Council-run and supported events as smoke-free may impact upon patrons, however designated smoking areas could be assigned within the defined boundaries of the event.

#### **SOCIAL ISSUES**

Community awareness of the harmful effects of passive tobacco smoke exposure has increased over the past few decades, which has also raised expectations that the community will be protected from tobacco smoke. By introducing additional smoking restrictions, the Council will be supporting the preferences of the majority of the population that do not smoke and will help to provide healthy public spaces and events for the community.

The introduction of a Policy to implement smoking restrictions at all Council-owned parks, reserves, swimming centres and events will particularly benefit the vulnerable members of the community, including children and the elderly, who are likely to be frequent visitors to these locations and attendees to these events.

Despite this, people do have a right to smoke and their choice to smoke should be respected. It is recognised that there will be some resistance and backlash towards the smoking restrictions at parks and reserves, particularly where formal sports are played.

#### **CULTURAL ISSUES**

Nil.

#### **ENVIRONMENTAL ISSUES**

The implementation of the Smoke-Free Policy is also likely contribute to reduction in the amount of litter in the affected public areas, through the reduction of the litter which is generated by cigarette butts, resulting in a positive environmental benefit.

#### **RESOURCE ISSUES**

Council staff have prepared the Smoke-Free Policy and have undertaken consultation with the community on the draft Policy, including preparing consultation and communication materials, and displaying temporary signs at the affected public spaces.

## RISK MANAGEMENT

The introduction of any smoking restrictions needs to be carried out in a manner that complies with the appropriate legislation, and all relevant Council policies.

## CONSULTATION

- **Elected Members**

Elected Members have been informed of the State Government's initiatives, as well as the Council's progress towards implementing further smoke-free areas and events, since the legislative changes first came into effect in 2012.

At its meeting held on 6 November 2017, the Council considered a report relating to a proposal to designate a section of The Parade, Norwood, as a permanent smoke-free area, and resolved to release the proposal (with amendments) for community consultation.

At its meeting held on 5 February 2018, the Council reviewed all of the submissions which were received in respect to the smoke-free proposal for The Parade. The Council endorsed the smoke-free area for the purpose of lodging an application to the Minister for Mental Health and Substance Abuse to designate the identified section of The Parade as a permanent smoke-free area under Section 52 of the *Tobacco Products Regulation Act 1997*.

Most recently, at its meeting held on 5 March 2018, the Council considered the draft Smoke-Free Policy, and resolved to release the draft Policy for community consultation.

- **Community**

The community was first consulted in November 2012 on a number of smoke-free initiatives through the release of the *Options for Introducing Smoke-Free Areas and Events Discussion Paper*.

Consultation was then undertaken on the proposal to designate a section of The Parade as a permanent smoke-free area in late 2017, with a total of 103 written submissions received in response. The results of this consultation were considered by the Council at its meeting held on 5 February 2018.

The community was consulted on the draft Smoke-Free Policy for a period of twenty-three (23) days from 21 March to 13 April 2018. All lessees of the Council's parks and reserves were notified in writing of the consultation on the draft Policy. A total of twenty-eight (28) submissions were received on the draft Smoke-Free Policy. An acknowledgement email was sent to all respondents thanking them for their submission and informing them that the Smoke-Free Policy would be considered by the Council at its May 2018 Meeting.

In addition to the written submissions, Council staff also received a number of telephone enquiries, with one (1) respondent requesting that their phone call be recorded as a submission in support of the Smoke-Free Policy.

A copy of all of the submissions is contained within **Attachment A**, and a summary table of the submissions is contained within **Attachment B**.

- **Staff**

General Manager, Governance & Community Affairs  
Manager, Economic Development & Strategic Projects  
Manager, Swimming Centres  
Team Leader, Customer Service  
Events Coordinators  
Communications Officer

- **Other Agencies**

Not applicable.

## DISCUSSION

As outlined above, the community was consulted on the draft Smoke-Free Policy for a period of twenty-three (23) days, in accordance with the Council's Consultation Policy. All lessees of the Council's parks and reserves were notified in writing. One (1) submission was received in response from the Payneham Table Tennis Academy in support of the draft Policy.

The consultation on the draft Smoke-Free Policy was promoted on the Council's website and within the two (2) Messenger Newspapers, with information posters displayed (where appropriate) at all parks and reserves, Swimming Centres, Libraries and at the Norwood Town Hall. Copies of the draft Policy were also provided at all of the Council's Swimming Centres, Libraries, and the Norwood Town Hall, and were available on the Council's consultation webpage or in hard copy, by request.

A total of twenty-eight (28) submissions have been received, two (2) of which were received after the consultation closing date. Notwithstanding the lateness of these submissions, they have still been considered herein. The majority of responses (75%, or 21 respondents) have expressed support for the draft Policy. Of those who did not support all components of the draft Smoke-Free Policy, one (1) respondent stated that they supported the designation of all Council-run supported events as smoke-free, however, they are opposed to the designation of parks and reserves as smoke-free areas. This respondent is of the view that the open nature of these areas would enable people to have a sufficient separation between smokers and non-smokers, whilst other respondents suggested that designating smoking areas could be established to address potential issues.

Those respondents who did not support the draft Smoke-Free Policy, cited a number of reasons, with the majority of responses listing one or more of the following reasons:

- the Policy is an infringement on people's right to smoke;
- there is too much Policy and regulation already in place, and further restrictions are unnecessary;
- the Council should focus on other issues and services such as park maintenance and litter collection;
- rather than banning smoking, the Council should implement dry zones in parks and reserves; and
- other pollutants, such as those generated by cars on the arterial roads, cause more harm to health than smoking does.

The Council has an obligation to consider existing and potential public health risks of the community through the preparation of the Regional Public Health and Wellbeing Plan. The Council is committed to supporting positive health outcomes for the community, and has identified a number of smoke-free initiatives that it wishes to pursue as outlined in the *Options for Introducing Smoke-Free Areas and Events Discussion Paper* and subsequent Position Paper. By introducing smoke-free areas, the Council will be helping to provide healthy public spaces for the community, which is supported by its Strategic Management Plan and the Regional Public Health and Wellbeing Plan objectives previously endorsed by the Council.

In consideration of the comments which have been received, minor amendments have been made to the draft Smoke-Free Policy, which have been depicted as tracked changes and contained within **Attachment C**.

It is proposed that a review period be undertaken after the first twelve (12) months, which will include any feedback received from the community in relation to the Smoke-Free Policy. A report will be presented to the Council following the review period analysing the success of the implementation and whether the Policy should be retained or amended.

## OPTIONS

Following consideration of the submissions, the Council has three (3) options available in respect to the Smoke-Free Policy. The Council can resolve to do nothing and not proceed further with the Policy, endorse the Smoke-Free Policy as is, or endorse the Policy with minor amendments.

### **Option 1 – Do Nothing (do not proceed further)**

The Council could resolve not to proceed with the introduction of the Smoke-Free Policy.

Given that the Council has previously resolved to undertake a number of smoke-free initiatives, and confirmed its support for promoting healthier lifestyles and encouraging the reduction of smoking in the community, this option does not progress the Council's position. The results of the consultation have also re-affirmed the community's general support, with approximately 75% of all responses in support of the proposed Policy.

Option 1 is **not** recommended.

### **Option 2 – Endorse the Smoke-Free Policy (in format utilised for community consultation)**

The Council could endorse the draft Smoke-Free Policy which was released for consultation. This option is not recommended on the basis that several minor amendments need to be made to the draft Policy to improve the clarity of the implementation of the Policy, and to incorporate reference to the Regional Public Health and Wellbeing Plan.

Option 2 is **not** recommended.

### **Option 3 – Endorse the Smoke-Free Policy (with minor amendments)**

The Council could adopt the draft Smoke-Free Policy as contained within **Attachment C**, which has incorporated some minor amendments and taken into account the comments received as part of community consultation. The main amendments include a reference to the Regional Public Health and Wellbeing Plan under the Discussion section of the Policy, and minor changes to the enforcement reference in the Policy. Specifically, the final sentence of the Policy now states that "This Policy can be enforced in any leases, licences, permits or other estate that apply to, or interests granted in relation to, Council-owned and managed land and property". It is also recommended that the Policy be reviewed at the end of the twelve (12) months following implementation, and then every two (2) years thereafter.

The adoption of the Smoke-Free Policy will further reinforce and re-affirm the Council's commitment to providing healthy public spaces and environments, as well as providing a mechanism to restrict smoking within the remit of its jurisdiction. It will also enable the Council to take tangible steps towards achieving the objectives of the Regional Public Health and Wellbeing Plan.

As the Council has previously endorsed a commitment to the introduction of further smoke-free initiatives, and resolved to prepare a draft Policy to designate all Council events, parks and reserves as smoke-free, it is recommended that the Council proceed with the Smoke-Free Policy as contained within **Attachment C**.

Option 3 is **recommended**.

## CONCLUSION

Smoking is a legal activity and people have the right to enjoy this activity. The consultation on the draft Smoke-Free Policy, has highlighted that this is a contentious and emotive issue and as such, the views of the entire community need to be considered.

Notwithstanding this, the Council is committed to introducing smoke-free areas to protect the health of the community and increase the comfort and enjoyment of all citizens using public spaces. The introduction of smoking restrictions at all Council-owned parks and reserves (excluding the Memorial Gardens), the Council's Swimming Centres, and at Council-run and supported events, will assist in promoting healthier lifestyles and contributing to de-normalising smoking within the Norwood Payneham & St Peters community and visitors to the area.

## COMMENTS

Should the Council endorse the Smoke-Free Policy, this issue will be included in the July 2018 edition of *LookEast*. Additionally, the installation of informational signage promoting the smoking restrictions at the locations identified within the Smoke-Free Policy will be undertaken in the coming months, subject to the outcome of the 2018-2019 Budget.

## RECOMMENDATION

1. That the Smoke-Free Policy as contained within Attachment C, be adopted.
  2. That the Council notes that staff will advise all respondents in writing of the Council's decision.
  3. That the Council notes that a review of the implementation of the Policy will be undertaken following the first twelve (12) months of operation of the Policy, and that a report will be prepared for the Council's consideration.
- 

Cr Wormald left the meeting at 8.05pm.  
Cr Wormald returned to the meeting at 8.06pm.

*Cr Whittington moved:*

1. *That the Smoke-Free Policy as contained within Attachment C, be adopted.*
2. *That the Council notes that staff will advise all respondents in writing of the Council's decision.*
3. *That the Council notes that a review of the implementation of the Policy will be undertaken following the first twelve (12) months of operation of the Policy, and that a report will be prepared for the Council's consideration.*

*Seconded by Cr Minney.*

## Amendment

*Cr Shepherdson moved:*

1. *That the Smoke-Free Policy as contained within Attachment C, be adopted with the following amendment:*
  - *Remove all references to Smoke Free Zones for Council owned reserves and parks.*
2. *That the Council notes that staff will advise all respondents in writing of the Council's decision.*
3. *That the Council notes that a review of the implementation of the Policy will be undertaken following the first twelve (12) months of operation of the Policy, and that a report will be prepared for the Council's consideration.*

*Seconded by Cr Stock.*

*The amendment was put and lost.*

*The original motion was put and carried.*



### 11.3 REVIEW OF POLICIES – REVIEW OF DECISIONS POLICY & PROCEDURE

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

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#### **PURPOSE OF REPORT**

The purpose of the report is to present the draft Review of Decisions Policy & Procedure to the Council for consideration and adoption.

#### **BACKGROUND**

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

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

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

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

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

As such, a review of the Council's Policy Manual commenced some months ago and a number of policies have been reviewed and updated and a number are in the process of being updated prior to presentation to the Council for consideration and adoption. The following policies have been reviewed and updated over the last few months:

- Bad Debt Write-Off
- Bank Accounts
- Budget Policy Guidelines
- Building Inspections
- Credit Card
- Credit
- Disposal of Land & Assets
- Expenditure
- Fringe Benefits Tax
- Funding
- Internal Control
- Outdoor Dining
- Payments
- Petty Cash
- Procurement
- Prudential Management
- Public Liability Insurance for Community Groups when Hiring Council Owned Facilities
- Rating
- Salaries & Wages Administration
- Treasury Management

In this instance, the draft Review of Decisions Policy & Procedure (the Policy) has been reviewed and, where required, amended to ensure it meets current legislative requirements and reflects a contemporary approach to the management of Reviews of Decisions.

A copy of the draft Review of Decisions Policy & Procedure is contained within **Attachment A**.

#### **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

Not Applicable.

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

Not Applicable.

#### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

#### **SOCIAL ISSUES**

Not Applicable.

#### **CULTURAL ISSUES**

Not Applicable.

#### **ENVIRONMENTAL ISSUES**

Not applicable.

#### **RESOURCE ISSUES**

Not Applicable.

#### **RISK MANAGEMENT**

Ensuring up to date and contemporary policies ensures the Council meets its legislative responsibilities and provides for good governance in terms of its commitment to ensure transparency and accountability and provide clarity in respect to the manner in which the Council conducts its business across a range of services and programs.

#### **CONSULTATION**

- **Elected Members**  
Nil.
- **Community**  
Policies are made available to the community via the Council's website and in hard copy if requested.
- **Staff**  
Not Applicable.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

Section 270(1) of the Local Government Act 1999 (the Act) requires a council to establish procedures for the review of decisions of:

- the Council;
- Employees of the Council; and
- other persons acting on behalf of the Council.

In accordance with the Act, the Council's draft Review of Decisions Policy & Procedure provides clarity in terms of how the Council will deal with formal requests for internal reviews of Council decisions, (including decisions by its employees and other people acting on behalf of the Council).

The draft Review of Decisions Policy & Procedure has been prepared on the basis of the Council's current Review of Decisions Policy and a Guideline (policy and procedure), which was recommended by the Ombudsman SA following an audit which the Ombudsman SA conducted in 2017 of 12 South Australian Council's Review of Decisions policies and procedures, including the City of Norwood Payneham & St Peters.

It is interesting to note that the Ombudsman's recommended template contained a number of sections which are in fact very similar to this Council's existing policy.

Notwithstanding this, in his report, the Ombudsman has suggested that *all councils include a reference to a six month time limit for accepting internal review of council decision applications in a revised version of their internal review of decisions procedure. Consideration should also be given to the exercise of discretion by councils to allow a longer time limit to apply in particular cases.*

This recommendation is not supported on the basis that a request for review lodged six (6) months following a decision, may give rise to serious delays in the implementation of the decision. It may also be too late as the decision may have already been implemented to a point where it is impossible to put the implementation of the decision on hold pending the outcome of the review.

On this basis and that the fact that the Ombudsman can only make a recommendation in this respect, the draft Review of Decisions Policy & Procedure makes provision for requests for a review to be *lodged within three (3) months of the original decision being made (with discretion provided to the Chief Executive Officer to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis).* (Page 4 of the draft Policy).

Whilst a number of minor amendments have been made, the draft Review of Decisions Policy & Procedure is essentially in the same format to the current Review of Decisions Policy.

## OPTIONS

There are no options available to the Council in respect to this matter. Each Council in South Australia is required to adopt a Review of Decisions Policy & Procedure in accordance with the *Local Government Act 1999*.

## CONCLUSION

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

## COMMENTS

Whilst the [Local Government Act 1999](#) requires the Council to undertake community consultation in respect to some policies (ie Community Consultation Policy), prior to formal adoption by the Council, it is not a legislative requirement that community consultation be undertaken regarding the Review of Decisions Policy & Procedure.

It is at the discretion of the Council to determine if a policy under development or review may benefit from community consultation on the basis of the merits of undertaking such consultation and the impact the policy may have on a specific sector or the community at large.

As the draft Policy has been in place for some time, is required by the *Local Government Act 1999* and has not been the subject of major change it is recommended that the Council does not undertake community consultation and adopts the policy.

#### **RECOMMENDATION**

That the draft Review of Decisions Policy & Procedure, as contained in Attachment A to this report, be adopted.

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*Cr Moore moved:*

*That the draft Review of Decisions Policy & Procedure, as contained in Attachment A to this report, be adopted.*

*Seconded by Cr Minney and carried unanimously.*

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

## 11.4 MONTHLY FINANCIAL REPORT – MARCH 2018

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

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### **PURPOSE OF REPORT**

The purpose of this report is to provide the Council with information regarding its financial performance for the period ended March 2018.

### **BACKGROUND**

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

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

Nil.

### **FINANCIAL AND BUDGET IMPLICATIONS**

Financial sustainability is an ongoing high priority for the Council. The Council adopted a Budget which forecast an Operating Surplus of \$3.081 million for the 2017-2018 Financial Year.

Year-to-date to 31 March 2018, the Council's Operating Surplus is \$3.072 million against a budgeted Operating Surplus of \$2.078 million, resulting a favourable variance of \$0.958 million.

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

Not Applicable.

### **RESOURCE ISSUES**

Not Applicable.

### **RISK MANAGEMENT**

Not Applicable.

## CONSULTATION

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

## DISCUSSION

Year-to-date to 31 March 2018, the Council's Operating Surplus is \$3.072 million against a budgeted Operating Surplus of \$2.078 million, resulting a favourable variance of \$0.958 million. The favourable result is caused by timing variances in the following areas:

- Employee expenses (\$11.110 million year-to-date spend) are favourable to Budget by \$0.395 million or 3%. The drivers of this variance are set out below:
  - Lower than anticipated hours of contractor labour being utilised to cover vacancies in Depot Field staff (\$0.050 million). The vacant positions have recently been filled with permanent staff.
  - Vacancies, which have been unfilled from 1 July 2017, pending a review of the method of service delivery and staffing required (\$0.095 million). As part of the Mid-Year Budget Review the Budget was adjusted in respect to these positions for the six months to December 2017.
  - Swimming Centre Staff actual hours were slightly lower than Budget estimates over the season resulting in a favourable variance of \$0.068 million.
  - Timing variations of actual leave taken compared the planned budget for Annual Leave, Long Service Leave and Purchased Leave.
- Expenditure on contracted services (\$5.980 million year-to-date spend) is reporting a favourable variance of 4% or \$0.234 million. The variance is driven by timings of actual expenditure compared to the planned budget with no single item contributing significantly to the variance.
- Total revenue is \$0.188 million or 0.6% favourable compared to Budget. This is due to by some unbudgeted Grant Funding being received for Age Friendly Signage and the continued positive income which has been received from funds held on deposit resulting from a higher than anticipated investment balance held with the Local Government Financing Authority

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

## OPTIONS

Not Applicable.

## CONCLUSION

Nil.

## COMMENTS

Nil.

## RECOMMENDATION

That the Monthly Financial Report – March 2018, be received and noted.

*Cr Shepherdson moved:*

*That the Monthly Financial Report – March 2018, be received and noted.*

*Seconded by Cr Minney and carried unanimously.*



## 11.5 LIBRARY SERVICES QUARTERLY REPORT

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**REPORT AUTHOR:** Manager, Library Services & Lifelong Learning  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8334 0228  
**FILE REFERENCE:** S/00612  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to provide the Council with information regarding the use, services and programs associated with the Council's Libraries for the Third Quarter of the 2017 - 2018 Financial Year (ie January to March 2018).

### BACKGROUND

Through the delivery of Library Services to the community, the Council aims to contribute to the development and enrichment of the community by:

- facilitating free access to ideas and information;
- linking customers with services and products through the provision of lifelong learning and literacy programs;
- providing collections, facilities and technology for education, communication, recreation and pleasure; and
- providing accessible Library Services in both the physical and digital realms tailored to the needs of the local community.

Analysis of the Council's Library Service's use, programs and services, assists in facilitating the continuous improvement of the Libraries to reflect the changing needs of the community and maximise the Council's contribution towards the delivery of Library Services. It is also particularly relevant to monitor the impact of changes to service delivery.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

This report informs the Council on Library Services and supports Council attaining:

Outcome 1: Social Equity

Objective 4: More Community life in public spaces.  
*Strategy: Host and facilitate community events and activities.*

Objective 5: Healthy and active community.  
*Strategy: Encourage lifelong learning.*

The Council's three (3) Libraries are shared spaces and places, which facilitate the pursuit of recreation and leisure, connect people through shared experiences and as a result, assist in building social capital and after lifelong learning experiences. Community participation in recreation programs in libraries encourages the exchange of ideas and information, and facilitates the celebration and promotion of the culturally diverse nature and identity of our community by providing access to a wide range of services, collections and programs to suit the needs and expectations of people who live and work in the City.

The Council's Libraries provide equal access to resources, programs and facilities for people from all ages and backgrounds to learn and develop at their own pace across all stages within their life. The Libraries foster self development by providing information, technology and study facilities for individuals who engage in both formal and informal learning in a community setting. The Libraries also provide resources that support individuals seeking employment, and provide resources utilised in the development of literacy and community language skills.

## **FINANCIAL AND BUDGET IMPLICATIONS**

There are no financial and budget implications arising from this report.

## **EXTERNAL ECONOMIC IMPLICATIONS**

The provision of Library Services not only provides services to individuals and families within the City, but also local businesses and traders. The Library Service provides small business traders with a variety of information, access to business oriented collections, online reference services and access to statistics which can be of benefit to their future business planning, sales, marketing, and operations. This information is vital to business growth, ongoing professional development of employees and traders and can facilitate sustainable business practices.

## **SOCIAL ISSUES**

Nil

## **CULTURAL ISSUES**

This report has been prepared for information purposes and as such, there are no cultural issues arising from this information. However, the Council's Library Service supports cultural diversity through the provision of community language collections and services that are tailored to the languages spoken or prevalent within the City. Through the provision of resources reflective of social and community life, the Library Service helps individuals to understand other experiences and points of view, developing a culture of understanding based on shared life experiences.

## **ENVIRONMENTAL ISSUES**

There are no environmental issues to be considered as a part of this report. The Council's Library Service provides programs and collections which serve to highlight community awareness of environmental issues and empower individuals with information to change community perception and encourage participation in environmental initiatives.

## **RESOURCE ISSUES**

Nil

## **RISK MANAGEMENT**

This report is for information purposes and as such there are no identified risks arising from this report.

## **CONSULTATION**

- **Elected Members**  
Not Applicable
- **Community**  
Consultation with the community occurs on a continual basis regarding satisfaction levels with the various programs and services which are offered at the Libraries.
- **Staff**  
This report was prepared in consultation with information from the User Education Co-ordinator and Collection Development Team Leader.
- **Other Agencies**  
This report was prepared with information supplied by Public Library Services.

**DISCUSSION**

The statistics included in this report, reflect the utilisation of the Council’s Libraries during the 2017-18 financial year. Contrasting data from the previous Quarters during the 2016-2017 financial year have also been provided, together with long term data for the past three (3) financial years, to provide long term comparisons where possible.

Information has been separated between the key aspects of the Library Service, including library use, collections, electronic accessibility and lifelong learning, recreation and literacy programs.

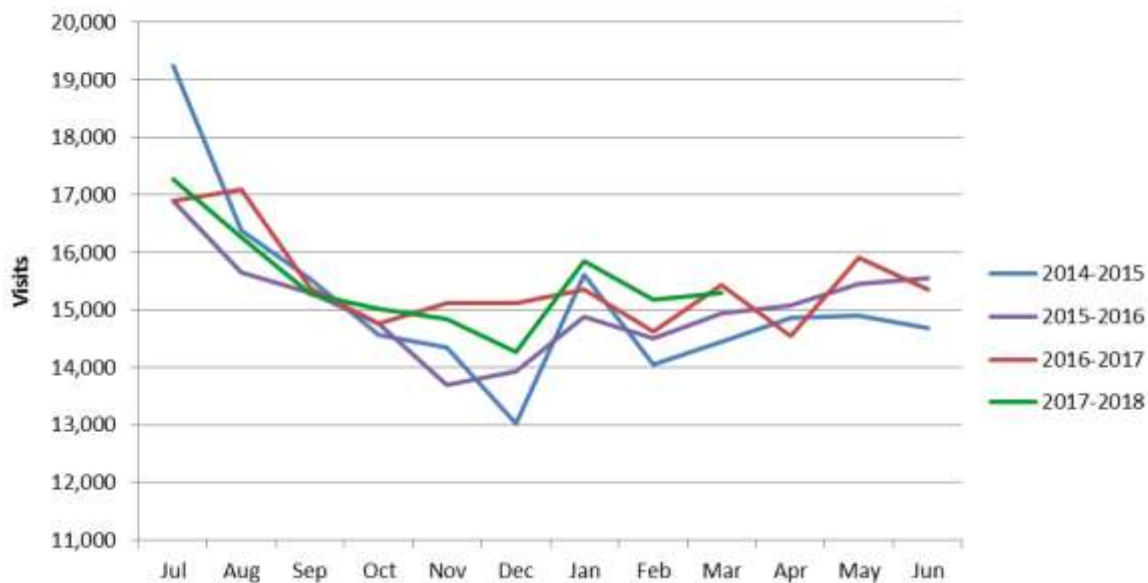
**TABLE 1 – LIBRARY USE\***

<b>LIBRARY USE</b>	<b>Third Quarter 2017-2018</b>	<b>Second Quarter 2017-2018</b>	<b>First Quarter 2017-2018</b>	<b>Fourth Quarter 2016-2017</b>
Total visits	46,326	44,117	48,792	45,817
Total members	13,867	13,669	13,518	13,570

*\*Note – Library use statistics do not reflect attendance at Library programs. These statistics are reflected in Table 5 and Figure 3.*

Total visitation in the Third Quarter has increased (5%) from the 2017-2018 Second Quarter, as shown in Figure 1 below, in accordance with seasonal trends.

**FIGURE 1 - LIBRARY SERVICE VISITATION 2014 – 2018**



**TABLE 2 – USAGE FOR EACH LIBRARY SITE**

<b>SITE LIBRARY USE:</b>	<b>NORWOOD</b>	<b>PAYNEHAM</b>	<b>ST PETERS</b>
Library Visits - Third Quarter 2017 - 2018	9,914	18,938	17,474
Library Visits - Second Quarter 2017 - 2018	9,742	17,121	17,254
Library Visits - First Quarter 2017 - 2018	11,110	18,572	19,110
Library Visits - Fourth Quarter 2016 - 2017	9,893	17,428	18,496

In respect to the visitation rates during the last twelve months’ as shown in Table 2 above, overall average monthly visitation to the (3) Libraries is (15,421) visits. As evidenced in Table 2 above, all three Library sites experienced increases in visitation in the 2017-2018 Third Quarter, as compared to the 2017-2018 Second Quarter in accordance with seasonal trends.

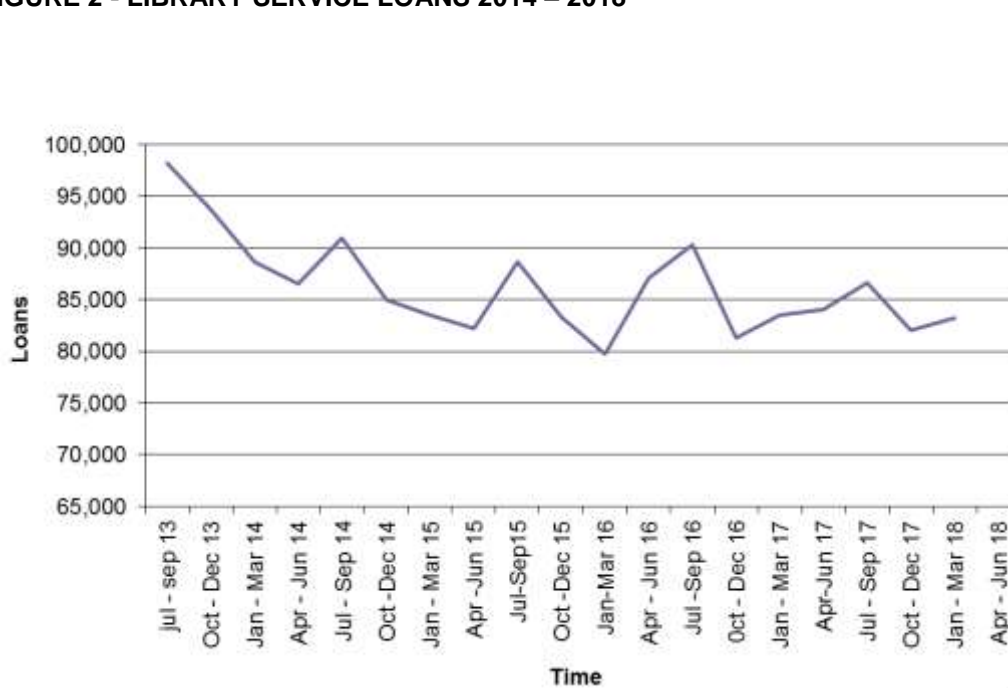
**TABLE 3 – LIBRARY COLLECTIONS**

<b>THE LIBRARY COLLECTION</b>	<b>Third Quarter 2017-2018</b>	<b>Second Quarter 2017-2018</b>	<b>First Quarter 2017-2018</b>	<b>Fourth Quarter 2016-2017</b>
Total items held	63,392	63,618	64,906	63,798
Total loans for quarter*	83,266	82,053	86,597	84,020
Total holds filled	28,015	23,294	24,134	25,039
Holds filled by NPS stock	10,885	9,960	10,704	10,395
Holds filled by other Council libraries	14,203	10,778	10,679	11,449
NPS items sent to fill holds at other Council libraries	2,927	2,556	2,661	3,195
Items added to the collection	2,929	3,136	3,337	3,496
E-book and e-audio book loans	3,708	2,710	2,847	2,486

\*Note – Total loans for the quarter reports on the loan of physical items held in the collection. Loan statistics on digital content is reported separately and not included in Figure 2 –below.

Loans for the Third Quarter have increased by 1.4% as shown in FIGURE 2 – LIBRARY SERVICE LOANS below, in correlation with the increase in visitation also experienced in the Third quarter of 2017-2018.

**FIGURE 2 - LIBRARY SERVICE LOANS 2014 – 2018**



**TABLE 4 – ELECTRONIC ACCESSIBILITY**

<b>ELECTRONIC SERVICES</b>	<b>Third Quarter 2017-2018</b>	<b>Second Quarter 2017-2018</b>	<b>First Quarter 2017-2018</b>	<b>Fourth Quarter 2016-2017</b>
Internet / word processing sessions	3,798	4,725	4,781	4,745
Catalogue access	146,480	140,083	152,993	103,729
SMS notification	4,965	4,358	4,735	4,767

Remote access to the Library Catalogue online remains strong, with Google Analytics recording (12,366) sessions being activated by (3,283) different users, with (146,480) page views in the Third Quarter. The average time spent browsing the catalogue for each visit is (52) minutes.

**TABLE 5 – LIFELONG LEARNING, RECREATION AND LITERACY PROGRAMS**

<b>LIBRARY PROGRAMS</b>	<b>Third Quarter 2017-2018</b>	<b>Second Quarter 2016-2017</b>	<b>First Quarter 2017-2018</b>	<b>Fourth Quarter 2016-2017</b>
Adult lifelong learning sessions	90	63	104	85
Adult lifelong learning attendance	556	657	702	395
Children's story-time participation	302 children 256 adults	492 children 380 adults	638 children 468 adults	696 children 522 adults
Children's story-time events	19	18	20	24
School holiday program participation	216 children 110 adults	329 children 199 adults	306 children 165 adults	282 children 134 adults
School holiday program events	13	9	9	9
Bouncing Babies participation	201 children 195 adults	158 children 165 adults	192 children 198 adults	187 children 197 adults
Bouncing Babies events	10	9	10	10
Other family programs	59 children 49 adults	1,067 children 295 adults	n/a	n/a
Other family events	18	22	n/a	n/a

Through its Libraries, the Council provides a range of informal and formal Lifelong Learning and recreation opportunities for the community, across a number of age groups.

In the Third Quarter, a total of (1,944) people participated in (150) Lifelong Learning sessions which are provided at the Libraries, as compared to (3,742) people participating in (121) programs in the Second Quarter. This is a decrease of 51% from the Second Quarter, where seasonal programs which attracted large attendance have temporarily inflated figures as shown in Figure 3 – Lifelong Learning Program Attendance.

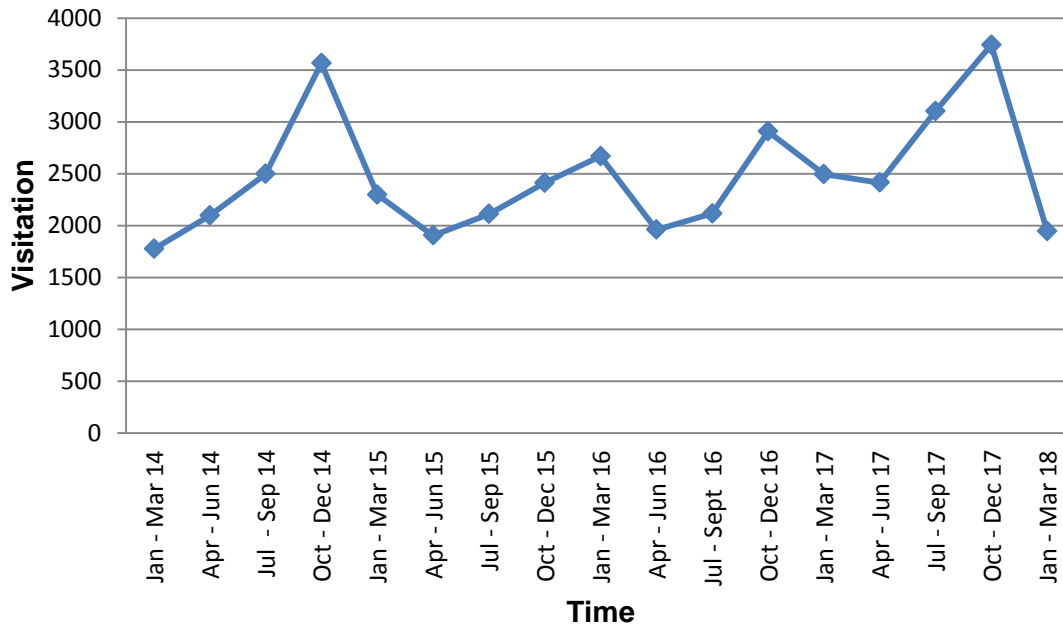
Adult Lifelong Learning events, workshops or information sessions for this Quarter, included (but are not limited to):

- one to one technology device support sessions;
- digital literacy training sessions;
- drop in tech assistance
- the meeting of (6) Library based regular book discussion groups;
- Weekly games afternoons
- Author talks or skill building workshops for personal growth,
- Weekly Knit and Stitch group; and
- Bi-monthly movie afternoons.

Family oriented programs for the Third Quarter included:

- the School Holiday Program in January 2017;
- weekly Storytime during term time;
- weekly Lego club
- baby Bounce and Rhyme sessions in term time; and
- Summer reading program.

**FIGURE 3 – ATTENDANCE AT LIFELONG LEARNING PROGRAM ATTENDANCE**



## OPTIONS

There are no proposals in this report which present any options for consideration.

## CONCLUSION

Through its Library Service the Council is committed to providing innovative and responsive services to the community. Ongoing analysis of usage, collection data and programs is required to position the Council to maximise the net community benefit of the service.

## COMMENTS

Nil

## RECOMMENDATION

That the report be received and noted.

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*Cr Duke moved:*

*That the report be received and noted.*

*Seconded by Cr Shepherdson and carried unanimously.*

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

## 11.6 REPORTS OUTSTANDING

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**REPORT AUTHOR:** Chief Executive Officer  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 83664520  
**FILE REFERENCE:** Nil  
**ATTACHMENTS:** A

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### 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.

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*Cr Wormald moved:*

*That the report be received and noted.*

*Seconded by Cr Moore and carried unanimously.*



## 11.7 2017 ZEST FOR LIFE PROGRAM

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**REPORT AUTHOR:** Manager, Community Services  
**GENERAL MANAGER:** General Manager, Governance & Community Affairs  
**CONTACT NUMBER:** 8366 4600  
**FILE REFERENCE:** S/03896  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to provide the Council with an evaluation of the 2017 *Zest for Life* Program.

### BACKGROUND

The Council on the Ageing (COTA) *Every Generation Festival* is one of Australia's longest running annual arts and community festivals, regularly attracting over 100,000 participants across South Australia. The *Every Generation Festival* celebrates the valuable contribution which is made by older people to the community.

The Council has been a longstanding supporter and partner of COTA's *Every Generation Festival* for the past eleven (11) years. Initially the Council held an annual concert as part of COTA's *Every Generation Festival*. In 2015 however, the Council conducted its *Every Generation Festival* (the Festival), over a four (4) week period.

In 2017, COTA's Festival underwent a review of its branding. The outcome of the review included a change in name of the Festival from *Every Generation* to *ZestFest 2017- a Festival for Modern Ageing*. COTA advised that the change of name for the Festival was designed to challenge stereotypes of older citizens.

To align with COTA's rebranding the Council's *Every Generation Festival* also underwent a change in name and branding. The Council's *Every Generation Festival* was subsequently renamed *Zest for Life*.

The 2017 *Zest for Life* Program was held in October 2017 over a two (2) week period and once again focused on well-being activities such as Yoga, Pilates, bike riding workshops. The activities were open to citizens of all ages.

A copy of the 2017 *Zest for Life* Program is contained within **Attachment A**.

This report provides an evaluation of the Council's 2017 *Zest for Life* program.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in City Plan 2030 are;

Outcome 1 Social Equity

Objective 4 A strong and resilient communities

Strategy - Encourage increased physical activity and healthier lifestyles.

Strategy - Encourage lifelong learning

The 2017 *Zest for Life* Program provides a range of opportunities for citizens of all generations to participate. The activities available promoted healthy lifestyles and lifelong learning through healthy eating, being physically active and socially engaged.

The focus on healthier lifestyles and lifelong learning is also consistent with the intent and priorities under the Eastern Regional Public Health Plan – *Better Living Better Health*. The activities provided through the *Zest for Life Program* align with *Priority Area 2: Increasing Opportunities for Healthy Living, Healthy Eating and Being Active*.

## FINANCIAL AND BUDGET IMPLICATIONS

The Council has allocated \$14,000 to 2017 *Zest for Life* Program. The total costs for the 2017 *Zest for Life* Program are set out in Table.1 below.

**TABLE.1: SUMMARY OF EXPENDITURE AND INCOME**

	<b>Budget</b>	<b>Actual</b>
Income	-\$2000	-\$1,902
Expenditure	\$14,000	\$11,919
<b>Total Cost to Council</b>	<b>\$12,000</b>	<b>\$10,017</b>

To assist in financing the program of activities, income was received through the sale of tickets for activities such as the *Zest for Life* Concert and Wine Tasting event. The income received was slightly under budget as the Concert attracted fewer participants than initially estimated.

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

## SOCIAL ISSUES

The Council's Community Profile indicates that there is a significant number of older citizens (approximately 21%) living in the City. One of the objectives of the *Zest for Life* Program is to provide opportunities for older citizens to engage positively in their local community and highlight the value and contribution of older citizens, thereby promoting a positive image of older people to the broader community.

In order to facilitate access for potential participants, consideration was given to accessibility by ensuring that the venues were accessible and that the activities were appropriate and affordable for citizens on low incomes. The Festival was open to citizens of all ages, cultures and abilities.

## CULTURAL ISSUES

There were no specific cultural issues associated with the *Zest for Life* Program.

## ENVIRONMENTAL ISSUES

There were no environmental issues in relation to the *Zest for Life* Program.

## RESOURCE ISSUES

The *Zest for Life* Program was managed internally by the Council's Events Coordinators and Community Services Unit with assistance from other Council Departments such as, the Customer Service Unit, Library Services & Lifelong Learning and Urban Planning and Sustainability.

## RISK MANAGEMENT

As with all Council events ,a risk assessment of all Festival activities was undertaken. Risks identified included managing the health and well-being of participants' in particular vulnerable citizens. In short ensuring Council's responsibility of duty of care was upheld. These risks were managed through actions such as:

- setting a maximum on the number of participants that could participate in various activities;
- ensuring contracted Instructors had the relevant skills and accreditation and clearances (National Criminal History Check) to undertake the activity;
- procedures in place to respond to incidents and accidents;
- ensuring facilities chosen for the events and activities were accessible;

## CONSULTATION

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

## DISCUSSION

Approximately 465 citizens participated in the range of activities as part of the *Zest for Life* Program. This estimated figure represents individual participants who participated in one or more of the activities. This result also reflects an 8% increase on the 2016 Program attendances. Approximately 5% of participants attended more than one (1) activity of the Program.

The majority of participants live locally, with approximately 60% residing in the City of Norwood Payneham & St Peters. The remaining 30% of attendees came from other Local Government Areas such as Campbelltown, Burnside, Unley, Prospect, Tea Tree Gully, Port Adelaide Enfield, Charles Sturt, West Torrens, Marion and Adelaide.

### The Program of Activities

The 2017 *Zest for Life* Program provided a range of events, activities and programs for all citizens. A total of eighteen (18) different events, programs and activities were held as part of the Festival, including the following:

- Zest for Life Concert;
- Computer Classes ( 4 Classes);
- Games Afternoon (2 sessions);
- Shop Like a Stylist Workshop;
- Downsizing your Home Seminar;
- St Peters Rotary Shed Sale;
- Community Garden Tours;
- Tai Chi;
- Chi Ball;
- Salsa Dancing;
- Exploring Mindfulness Workshop;
- Heart Foundation Walking Groups (2 Walks);
- Yoga;
- Pilates;
- Natural Skincare Workshop;
- Back on the Bike Workshops;
- Cross Stitch; and
- Tasting Room – Signature Wines (2 sessions).

There were a number of activities which were aimed at encouraging adults and older citizens to become active through low impact exercise options, including *Tai Chi in the Park*, *Yoga*, *Chi Ball* and *Pilate's* classes. All classes were delivered by experienced Instructors. The *Tai Chi in the Park* class was again held at Linde Reserve. The Yoga, Pilates and Chi Ball classes were held at the Payneham Library and Facilities complex.

As part of the 2017 *Zest for Life* Program two (2) new activities which included an Exploring Mindfulness workshop and Salsa Dancing. Exploring Mindfulness taught participants the process of focusing on the present and incorporated meditation. This practice can bring a variety of wellbeing benefits to assist in improving depression and managing stress. This workshop was well attended with twenty two (22) people participating in the activity. This is the first year that the program has included dancing as an activity. The Salsa Dancing class provided an introduction to the dance form for participants. A total of eighteen (18) citizens participated in this class.

The Heart Foundation Walking groups welcomed existing and new members to join their regular walks around Stepney lead by Heart Foundation Volunteers. The *Heart Foundation Walking Group* was well attended with a total of 36 citizens participating in the walks (i.e. 20 participants in the first walking session and 16 in the second walking sessions).

The *Zest for Life* Program continues to promote existing Council services and new initiatives. This year the Library's Free Games Afternoon was promoted. Participants participated in a fun filled afternoon of board games, cards and jig saw puzzles at the Payneham Library. A total of eighteen (18) participants attended the sessions.

The *Zest for Life* Program also had a lifelong learning focus, and included one on one computer training sessions and *Downsizing Your Home* Seminar. The one to one computer training sessions provided citizens with personalised sessions on topics such as the internet, android devices and email. The computer training also provided small group computer training sessions (i.e. 3-4 participants per session) delivered by the Council's Library Services Staff on topics such as:

- *IPad Essentials;*
- *Cyber Safety for Seniors; and*
- *Get started with Online Videos and Streaming TV.*

These sessions were well attended with all three (3) groups fully booked.

The *Downsizing Your Home* Seminar was held at the Payneham Library and presented by Ms Rebecca Mezzino, from Clearspace.. The presentation offered simple advice and strategies to help citizens prepare and declutter in preparation for a new start in a smaller home. The seminar was well attended. A total of 46 people attended the seminar.

Another Workshop offered included a styling workshop (*Shop like a Stylist*) for older citizens, which provided cost efficient advice and tips for older citizens in selecting clothes for their wardrobes. Whilst this event had twenty five (25) participants booked for the workshop, only seven (7) participants attended on the day

The 2017 *Zest for Life* Program again featured an open day at the Linde Reserve Community Garden on Saturday 21 October 2017. This event included a tour of the Linde Community Garden. The St Peters Rotary Shed was also open for business with a free morning tea for attendees.

The 2017 *Zest for Life* program included an arts and wellbeing theme with workshops held at Bricks and Mortar in Cross Stich, Ceramics and Natural Skincare. Whilst these activities were not fully booked participants who attended reported that they enjoyed the workshops they attended.

Based on the success of the Italian wine tasting event held as part of the 2016 Program , a wine tasting event was again included in the program. The *Tasting Room* was held at local producer Signature Wines Cellar Door for participants wanting to learn about wines. Signature Wines offered two (2) wine tasting sessions with a capacity for ten (10) participants to participate for each session. This event received a total of nine (9) bookings.

This 2017 *Zest for Life Concert* again featured the South Australian Police Band at the Norwood Concert Hall. Morning Tea was provided to all participants who attended.

Table.2 below provides a summary of the number of participants for each activity. The *Capacity* column indicates the maximum number of participants that could attend, taking into consideration costs, resources available and risk management requirements.

**TABLE.2: SUMMARY OF ATTENDANCES FOR THE 2017 ZEST FOR LIFE PROGRAM**

<b>Activity</b>	<b>Capacity</b>	<b>Participant Numbers</b>
Zest For Life Concert	200	142
Computer Classes (4 Classes)	4 (per class)	16
Downsizing Your Home	50	46
St Peters Rotary Shed Sale	No limit	60
Community Garden Tour	No limit	15
Exploring Mindfulness	30	22
Tai Chi (1 session)	20	18
Heart Foundation Walking Groups(2 walks)	No limit	36
Yoga (1 Sessions)	12	8
Pilates (1 Session)	12	7
Come and try Salsa Dancing	20	18
Back on the Bike Workshops	12	6
Chi Ball	20	7
Make your Own Mug	12	7
Natural Skincare	12	7
Beyond Cross Stich	12	7
Shop Like a Stylist	40	7
Tasting Room – Signature Wines (2 sessions)	10 (per session)	9
Games Afternoon (2 sessions)	15 (per session)	18

Most activities and events were well attended. Activities such as the *Salsa Dancing*, *Tai Chi in the Park*, *Exploring Mindfulness*, *Heart Foundation Walking*, *Computing training Sessions*, and *Downsizing Your Home* were particularly successful with all sessions being well attended and close to full capacity.

Attendances at the Yoga and Pilates Chi Ball were lower than expected. All activities were fully booked, however not all participants who booked attended their selected activity. This was generally an issue for activities in the program that were free to attend. Strategies have been developed to improve attendances on these activities which include providing reminders to participants.

The *Back on the Bike Workshops* attracted fewer participants than when it was run in 2016. There was a 50% reduction in participants who attended in the 2017 Program. Notwithstanding this, the participants who attended reported that they enjoyed the workshops.

Activities that were not successful included the *Shop Like a Stylist* workshop and the *Tasting Room - Signature Wines*.

The *Zest for Life Concert* featuring the SA Police Band was well attended. Whilst attendances was slightly less than 2016 (i.e. a 2% decline in people who attended), this concert was well attended and enjoyed by citizens.

### Feedback

Participants were provided with a survey seeking their comments regarding the 2017 *Zest for Life* Program activities. The Council received 177 responses to the survey. Of those surveyed 41% had participated in previous Festivals and 59% of respondents were new to the program. This suggests that whilst citizens are returning to participate in *Zest for Life*, the Program is also attracting new participants.

Respondents were asked whether the Festival Activities they participated in provided any well-being benefits to them. Approximately 92% of survey respondents reported that they received either health, social or learning benefits from participating in the Festival.

The majority of survey respondents (97%) indicated that they wanted the Festival to continue in 2018. Respondents from the survey provided positive feedback regarding the activities and events they participated in, including the following:

- *Fantastic, keep up the great work;*
- *There is something for everyone. Well Done;*
- *What was done was excellent;*
- *Relaxing, healing and good body mind and stress relief. Great teaching;*
- *First experience-wow;*
- *I thought the program was terrific. The teachers were very knowledgeable.*
- *I learnt so much on this course and it certainly has given me confidence to get back on my bike.*

## **OPTIONS**

This report is provided for information purposes only.

## **CONCLUSION**

The *Zest for Life* Program is based on an inclusive community engagement model which aims to foster participation of the aged and general community whilst promoting healthy lifestyles, increased physical activity and encouraging lifelong learning opportunities.

The Council's *Zest for Life* Program is continuing to establish itself in the community as a program of interest to older citizens. The completion of each program of activities provides better insight into the types of activities citizens' value which will improve the quality and level of participant engagement for future *Zest for Life* Programs.

Based on attendances and feedback over the past three (3) years, the results suggest that activities focusing on exercise and relaxation such as Tai Chi, Yoga, Pilates and walking continue to consistently be well attended whereas other activities that are focused on the creativity (arts) are not as well attended. Therefore the next program will not include art themed activities.

It may be that the model to adopt for the *Zest for Life* Program in the future is one that includes fewer activities, but includes regular feature activities (i.e. Tai Chi in the Park, Yoga, and Walking, Computer Training) and more choice in session times for participants.

## **COMMENTS**

Nil

## **RECOMMENDATION**

That the report be received and noted.

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*Cr Duke moved:*

*That the report be received and noted.*

*Seconded by Cr Stock and carried.*

## 11.8 MURRAY DARLING ASSOCIATION – APPOINTMENT OF COUNCIL DELEGATE

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**REPORT AUTHOR:** Chief Executive Officer  
**GENERAL MANAGER:** Not Applicable  
**CONTACT NUMBER:** 8366 4539  
**FILE REFERENCE:** S.00333  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to seek an appointment of a Council delegate to attend meetings of the Murray Darling Association Inc.

### BACKGROUND

The Council is a Member of the Murray Darling Association Inc (MDA).

Essentially, the role of the MDA is to act as the “go-to” organisation for State and Federal Government Agencies, seeking input from Local Government and local communities on issues affecting the Murray Darling Basin.

The MDA has been involved in and contributed to reviews of the Murray Darling Basin Authority Regional Engagement Officer Program and the Commonwealth Environmental Water Office and the 2017 independent analysis of the Basin Plan Water Efficiency measures.

The MDA is divided into twelve (12) Regions, with Region Seven comprising essentially of the metropolitan area of Adelaide (including the District Council of Yankalilla and the District Council of Mount Barker). The Murray Darling Basin covers 14% of the land mass of Australia.

Within the area of the Basin, there are 179 Local Government Authorities. Of these (as at 2015-2016), 80 are Members of the MDA.

The role of each MDA Region is to provide local knowledge and experience to inform State and Federal Policy on issues affecting the Murray Darling Basin.

Whilst this Council is a Member of the MDA, it has not been an active Member aside from paying its annual subscription/membership fee of \$2,897.19.

The Chief Executive Officer recently met with the current Chair of Region Seven, Cr David Shetliffe (Town of Walkerville) to discuss the holding of the next Region meeting at the Norwood Town Hall and whether the Council wished to be more actively involved by appointing a representative.

In this respect, the next meeting of the Region is scheduled for Thursday 24 May 2018 at the Norwood Town Hall (Mayor’s Parlour).

In respect to more active participation by the Council, the Chief Executive Officer, advised Cr Shetliffe that a report would be prepared for the Council to appoint a representative to attend meetings.

Typically, representatives who are appointed to attend meetings are Mayors or Elected Members. A copy of the 2016-2017 Annual Report of the MDA is contained in **Attachment A**.

### RECOMMENDATION

That \_\_\_\_\_ be appointed as the Council’s delegate/representative to attend meetings of the Murray Darling Association Inc. and to act as the Council’s representative on matters associated with the activities of the Association.

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*Cr Minney moved:*

*That the Council resolves not to appoint a delegate/representative to attend meetings of the Murray Darling Association Inc. and to act as the Council's representative on matters associated with the activities of the Association.*

*Seconded by Cr Moore and carried unanimously.*



## 12. ADOPTION OF COMMITTEE MINUTES

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

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### PURPOSE OF REPORT

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

- Quadrennial Public Art Assessment Panel – (1 May 2018)  
(A copy of the Minutes of the Quadrennial Public Art Assessment Panel is contained within **Attachment A**)

### ADOPTION OF COMMITTEE MINUTES

- **Quadrennial Public Art Assessment Panel**

*Cr Dottore moved that the minutes of the meeting of the Quadrennial Public Art Assessment Panel held on 1 May 2018, be received and noted. Seconded by Cr Whittington and carried.*

**13. OTHER BUSINESS**

**13.1 Art On Parade – 16 April 2018 – 7 May 2018**

*Cr Wormald moved:*

*That all the Artists who participated in the Art on Parade event, be commended and thanked for their artwork and involvement.*

*Seconded by Cr Knoblauch and carried.*

**14. CONFIDENTIAL REPORTS**

## 14.1 TENDER SELECTION REPORT – KENT TOWN STREETScape ENHANCEMENT PROJECTS

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### RECOMMENDATION 1

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

(k) tenders for the supply of goods, the provision of services or the carrying out of works;

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, and consideration of the information confidential.

### RECOMMENDATION 2

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

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the minutes be kept confidential until the contract has been entered into by all parties to the contract.

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*Cr Knoblauch moved:*

*That pursuant to Section 90(2) and (3) of the Local Government Act 1999, the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Urban Planning & Environment, Manager, Economic Development & Strategic Projects, Project Manager, Urban Design & Special Projects, Project Manager, Assets and Executive Assistant, Urban Services], be excluded from the meeting on the basis that the Council will receive, discuss and consider:*

*(k) tenders for the supply of goods, the provision of services or the carrying out of works;*

*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, and consideration of the information confidential.*

*Seconded by Cr Minney and carried.*

Cr Stock left the meeting at 9.00pm.  
Cr Stock returned to the meeting at 9.01pm.

*Cr Minney moved:*

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

*Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the minutes be kept confidential until the contract has been entered into by all parties to the contract.*

*Seconded by Cr Knoblauch and carried.*

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## 14.2 TENDER SELECTION REPORT – RIVER TORRENS LINEAR PARK – SHARED PATH ENHANCEMENT

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### RECOMMENDATION 1

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

(k) tenders for the supply of goods, the provision of services or the carrying out of works;

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, and 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 and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the minutes be kept confidential until the contract has been entered into by all parties to the contract.

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*Cr Stock moved:*

*That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Urban Planning & Environment, Manager, Economic Development & Strategic Projects, Project Manager, Urban Design & Special Projects, Project Manager, Assets and Executive Assistant, Urban Services], be excluded from the meeting on the basis that the Council will receive, discuss and consider:*

*(k) tenders for the supply of goods, the provision of services or the carrying out of works;*

*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, and consideration of the information confidential.*

*Seconded by Cr Duke and carried.*

*Cr Dottore moved:*

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

*Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the minutes be kept confidential until the contract has been entered into by all parties to the contract.*

*Seconded by Cr Shepherdson and carried unanimously.*

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### 14.3 COUNCIL RELATED MATTER

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#### RECOMMENDATION 1

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

- (g) matters that must be considered in confidence in order to ensure that the council does not breach any duty of confidence;

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, discussion and minutes be kept confidential until the announcement is made.

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Mayor Bria declared a conflict of interest in this matter and left the meeting at 9.05pm.

#### Appointment of Acting Mayor

*At 9.06pm Cr Shepherdson moved:*

*That Cr John Minney be appointed Acting Mayor.*

*Seconded by Cr Dottore and carried.*

Cr Minney assumed the Chair for the purposes and duration of Item 14.3.

*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 [Chief Executive Officer, General Manager, Urban Planning & Environment and Executive Assistant, Urban Services], be excluded from the meeting on the basis that the Council will receive, discuss and consider:*

- (g) matters that must be considered in confidence in order to ensure that the council does not breach any duty of confidence;*

*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 Dottore moved:*

*Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential until the announcement is made.*

*Seconded by Cr Shepherdson and carried.*

#### Resumption of Chair

Mayor Bria returned to the meeting at 9.07pm and resumed the Chair.

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**15. CLOSURE**

There being no further business, the Mayor declared the meeting closed at 9.07pm.

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**Mayor Robert Bria**

**Minutes Confirmed on** \_\_\_\_\_  
(date)