

Special Council Meeting Minutes

26 November 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

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VENUE Council Chambers, Norwood Town Hall

HOUR 7.00pm

PRESENT

Council Members Mayor Robert Bria
Cr Kester Moorhouse
Cr Evonne Moore
Cr Garry Knoblauch
Cr John Minney
Cr Carlo Dottore
Cr Kevin Duke
Cr Connie Granozio
Cr Mike Stock
Cr Scott Sims
Cr Fay Patterson
Cr Sue Whittington
Cr John Callisto
Cr Christel Mex

Staff Mario Barone (Chief Executive Officer)
Lisa Mara (General Manager, Governance & Community Affairs)
Isabella Dunning (Manager, Governance, Legal & Property)
Tina Zullo (Administration Officer, Governance & Community Affairs)

APOLOGIES Nil

ABSENT Nil

1. CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 21 NOVEMBER 2018

Cr Whittington moved that the minutes of the Special Council meeting held on 21 November 2018 be taken as read and confirmed. Seconded by Cr Patterson and carried unanimously.

2. STAFF REPORTS

2.1 2018 LOCAL GOVERNMENT ELECTIONS

REPORT AUTHOR: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/00329
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with information regarding the 2018 November Local Government Elections.

BACKGROUND

The 2018 Local Government Elections (the Election) were held on Saturday 10 November 2018.

The Electoral Commission of South Australia conducted the election which was conducted by postal voting. The Council's General Manager, Governance & Community Affairs and Manager, Governance, Legal & Property, were appointed by the Electoral Commissioner to the position of Council Liaison Officers to assist with the conduct of the election.

Voting closed on Friday 9 November 2018 at 5.00pm. The counting of votes commenced at 9.00am on Saturday 10 November 2018, at the Don Pyatt Hall, Norwood Town Hall and concluded at 3.00pm on Sunday 11 November 2018.

An election was held for the position of Mayor and all Ward positions on the Council.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL IMPLICATIONS

The Council has allocated \$100,000 as part of the 2018-2019 Budget for the conduct of the election. However, the final costs associated with the 2018 Local Government Election for the City of Norwood Payneham & St Peters are unknown at this stage.

Details of the costs will be forwarded to Elected Members when this information becomes available.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

There are no risk management issues associated with this matter.

CONSULTATION

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

DISCUSSION

The Declaration of Results has been made by the Returning Officer (as required by Section 52 of the *Local Government (Elections) Act 1999*) and are set out below:

Mayor

Robert Bria

St Peters Ward

Kester Moorhouse
Evonne Moore

Torrens Ward

John Minney
Garry Knoblauch

Payneham Ward

Kevin Duke
Carlo Dottore

Maylands/Trinity Ward

Connie Granozio
Scott Sims
Mike Stock

West Norwood/Kent Town Ward

Sue Whittington
Fay Patterson

Kensington/East Norwood Ward

Christel Mex
John Callisto

A copy of the letter dated 16 November 2018, from the Returning Officer, Electoral Commission of South Australia and the Deputy Returning Officer's report on the number of Votes Received for the City of Norwood Payneham & St Peters, is contained within **Attachment A**.

OPTIONS

Not Applicable.

CONCLUSION

Nil.

COMMENTS

Nil.

RECOMMENDATION

That the report be received and noted.

Cr Stock moved:

That the report be received and noted.

Seconded by Cr Dottore and carried unanimously.

2.2 APPOINTMENT OF DEPUTY MAYOR

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/00329
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to provide the Council with relevant information to assist with its deliberations in respect to the appointment of a Deputy Mayor, as set out in Section 51(3) of the *Local Government Act 1999*.

BACKGROUND

Section 51 of the *Local Government Act 1999* (the Act), makes provision for a Council to appoint a Deputy Mayor, to be chosen by the Elected Members of the Council, for a term as determined by Council. The term, however, must not exceed four (4) years.

The Council has not traditionally appointed a Deputy Mayor. However in 2003, due to circumstances at the time, the Council did appoint a Deputy Mayor for a brief period of time (ie until the 2005 Supplementary Election for the position of Mayor).

Following the 2006, 2010 and 2014 Local Government Elections, the Council considered the appointment of a Deputy Mayor, however the Council determined not to appoint a Deputy Mayor on those occasions.

It is at the discretion of the Council whether or not to appoint a Deputy Mayor, as there is no legal requirement to do so.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL IMPLICATIONS

The Remuneration Tribunal determines the level of allowances for all Elected Members prior to each Local Government General Election, including the allowance payable to the position of Deputy Mayor.

The Remuneration Tribunal has determined that the allowance applicable to the position of Deputy Mayor will be equal to one and a quarter (1.25) times the annual allowance which is payable for Elected Members.

In respect to this Council, the allowance applicable to the position of Deputy Mayor is \$21,587.50 (ie \$17,270.00 x 1.25).

DISCUSSION

Section 51 (6) of the Act specifies the role of the Deputy Mayor as:

'In the absence of the mayor or chairperson, the deputy mayor or deputy chairperson may act in the office of mayor or chairperson.'

The role, therefore, of the Deputy Mayor is to represent the Mayor when the Mayor is required to perform a duty and is unable to do so. The Deputy Mayor may be called upon at short notice to participate in an official capacity on behalf of the Mayor, during both the day and evening.

The Act stipulates that the term of the Deputy Mayor must not exceed four (4) years, however, it is at the discretion of the Council to specify the term, should the Council determine to appoint a Deputy Mayor for a term which is less than four (4) years.

For example, the Council can resolve to appoint one (1) Member as the Deputy Member for the four (4) year term or appoint two (2) Members for an equal term of two (2) years each or resolve to appoint four (4) Members for an equal term of 12 months each.

Notwithstanding the above, it is the usual practice of this Council for the Mayor to share opportunities to represent the Mayor at various functions and events if the Mayor is unable to attend. This has worked well in the past and provided most Elected Members with an opportunity to represent the Mayor in an official capacity.

If the Mayor seeks leave from official duties and there is no Deputy Mayor, then the Council can appoint a Deputy Mayor for the period of leave.

OPTIONS

The Council is not obliged to appoint a Deputy Mayor. Therefore, there are two options available to the Council in respect to this matter:

- appoint a Deputy Mayor: or
- determine not to appoint a Deputy Mayor.

CONCLUSION

Nil.

COMMENTS

Nil.

RECOMMENDATION

To assist the Council, two (2) model Recommendations are set out below:

Recommendation 1

That pursuant to Section 51 of the Local Government Act 1999, Councillor/s _____ be appointed to the position of Deputy Mayor for the City of Norwood Payneham & St Peters for a term of _____.

OR

Recommendation 2

That pursuant to Section 51 of the Local Government Act 1999, the Council resolves to not appoint a Deputy Mayor for the term of this Council.

Cr Whittington moved:

That pursuant to Section 51 of the Local Government Act 1999, the Council resolves to not appoint a Deputy Mayor for the term of this Council.

Seconded by Cr Granozio and carried.

2.3 SCHEDULE OF COUNCIL MEETINGS 2019

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/03793
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to present for the Council's approval, the draft 2019 Schedule of Council Meetings and the proposed date for the January 2019 Council meeting.

BACKGROUND

Pursuant to Sections 81 and 87 of the *Local Government Act 1999*, the Council is required to appoint the times and places for Ordinary Meetings of the Council.

Following the completion of each General Election, the newly constituted Council, must appoint the times and places of meetings, in accordance with legislative requirements.

Previously, the Council has resolved that Ordinary Meetings of the Council, are held in the Council Chambers, Norwood Town Hall, commencing at 7.00pm on the first Monday of each month, unless otherwise determined by the Council. In addition, the Council has determined that Council Meetings will conclude by 11.00pm.

In the event of a Public Holiday occurring on the first Monday of the month, all meetings regularly scheduled for the first Monday of each month, have been held on the first Tuesday of the month, unless otherwise determined by the Council.

A draft Schedule of Meetings for 2019 has been prepared for consideration by the Council, based on the convention of conducting Council meetings on the first Monday of the month. A copy of the Schedule is contained in **Attachment A**.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

DISCUSSION

Previous arrangements in respect to the scheduling of meetings has worked well and in order to ensure consistency, it is recommended that this schedule be followed in 2019, with one exception, that being, the date of the January 2019 Ordinary Council meeting.

In previous years, the Council has scheduled its January meeting for the third Monday of the month. This provides for a two (2) week gap between the January Ordinary Meeting of the Council and the scheduled Ordinary Council Meeting in February.

The Schedule of Council Meetings for 2019 reflects this convention and includes Monday, 21 January 2019, as the recommended date of the first Ordinary Meeting of the Council for 2019, however this can be amended to reflect whatever date the Council determines for the first Ordinary Meeting of the Council.

During 2019, there is one (1) Ordinary Meeting of the Council which will be affected by a Public Holiday, this being the October Council meeting, which is the Labour Day Public Holiday. The attached Schedule of Meetings for 2019, therefore, in keeping with past practice, indicates that the October meeting will be held on Tuesday 8 October 2019.

OPTIONS

The Council can determine that the January 2019 Ordinary Meeting of the Council be held on Monday 21 January 2019 and determine the Schedule of Council meetings in accordance with the attached Schedule of Meetings 2019 or it can determine an alternative date for the January 2019 Council meeting and an alternative schedule for Council meetings during 2019.

CONCLUSION

Determination of the times and places for ordinary meetings of the Council, will ensure compliance with the requirements of the *Local Government Act 1999* and enables these dates and times to be communicated to the community.

COMMENTS

Nil.

RECOMMENDATION

1. That the first Ordinary Meeting of the Council for 2019, be held on Monday 21 January 2019, commencing at 7.00pm in the Council Chambers, Norwood Town Hall.
 2. That the Ordinary Meetings of the Council be held on the first Monday of each calendar month, in accordance with the Schedule of Council Meetings 2019 (Attachment A).
 3. That the Council meetings affected by a Public Holiday, be held on the first Tuesday of the month, in accordance with the Schedule of Council Meetings 2019 (Attachment A).
-

Cr Whittington moved:

1. *That the first Ordinary Meeting of the Council for 2019, be held on Monday 21 January 2019, commencing at 7.00pm in the Council Chambers, Norwood Town Hall.*
2. *That the Ordinary Meetings of the Council be held on the first Monday of each calendar month, in accordance with the Schedule of Council Meetings 2019 (Attachment A).*
3. *That the Council meetings affected by a Public Holiday, be held on the first Tuesday of the month, in accordance with the Schedule of Council Meetings 2019 (Attachment A).*

Seconded by Cr Duke and carried unanimously.

2.4 CITY OF NORWOOD PAYNEHAM & ST PETERS ANNUAL REPORT 2017-2018

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: S/4569
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to present the draft 2017-2018 Annual Report to the Council for consideration and endorsement.

BACKGROUND

The *Local Government Act 1999*, sets out the legislative requirements regarding a Council's Annual Report, with one of the key areas being reporting on the Council's performance in achieving the objectives set out in its Strategic Management Plan. The Council's Strategic Management Plan is *CityPlan 2030: Shaping Our Future*.

An Annual Report is also an important tool which is used to communicate with the local and wider community, current and potential employees, other councils and prescribed bodies, about the Council's operations, its services, activities, performance and achievements. Annual Reports are principally documents of accountability and form part of the Council's Governance Framework.

Annual Reports also provide a historical record of the Council's activities and achievements.

A copy of the draft 2017-2018 Annual Report is contained within **Attachment A**.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

The costs associated with the preparation, production and distribution will be funded from existing Budget lines.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

The Annual Report document will be printed in accordance with the Council's environmental standards.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

The draft 2017-2018 Annual Report has been prepared in accordance with the provisions of the *Local Government Act 1999*, and in doing so, ensures the Council meets its legislative requirements.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
All General Managers have been consulted in the preparation of the 2016-2017 Annual Report.
- **Other Agencies**
Not Applicable.

DISCUSSION

The draft 2018-2018 Annual Report, has been produced in accordance with the relevant statutory requirements.

Elected Members may recall that the Council's 2015-2016 Annual Report was awarded a Bronze Award and the 2016-2017 Annual Report was awarded a Silver Award by the Australasian Reporting Awards Association.

The Awards are administered by Australasian Reporting Awards Limited, an independent not-for-profit organisation run by volunteer professionals from the business, government and not-for-profit sectors, with the support of professional bodies concerned with the quality of financial and business reporting.

The Australasian Reporting Awards are open to all organisations in Australia, New Zealand and countries in the Asia-Pacific region, which prepare an annual report (private sector, public sector and the not-for-profit sector).

As part of the Australasian Reporting Awards, comments are provided to organisations to consider elements of the Annual Report which can be improved and/or areas which are no longer considered relevant in terms of reporting standards today. Based on the comments which were provided to staff regarding the structure of the Council's 2015-2016 and 2016-2017 Annual Reports, the 2017-2018 Annual Report has been structured slightly differently this year to align with the comments which have been received and ensure that the Annual Report reflects best practice in terms of reporting.

Following the Council's adoption of the 2017-2018 Annual Report, copies will be forwarded to all relevant persons and/or bodies, including the Presiding Members of both Houses of Parliament, in accordance with their requirements.

Whilst it is not a legislative requirement, a summary printed version will be included within the December edition of *Look East*.

A copy of the 2017-2018 Annual Report will also be made available on the Council's website.

The draft Annual Report will undergo some further editorial adjustments and formatting amendments prior to printing.

OPTIONS

Not Applicable.

CONCLUSION

The City of Norwood Payneham & St Peters 2017-2018 Annual Report provides a comprehensive review of highlights, activities and achievements during the reporting period.

The Annual Report also complies with the legislative requirements contained in the *Local Government Act 1999*.

COMMENTS

Nil.

RECOMMENDATION

1. That the draft City of Norwood Payneham & St Peters Annual Report for the 2017-2018 financial year be approved.
 2. That the Chief Executive Officer be authorised to make any required editorial changes prior to the printing of the City of Norwood Payneham & St Peters 2017-2018 Annual Report.
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Cr Stock moved:

1. *That the draft City of Norwood Payneham & St Peters Annual Report for the 2017-2018 financial year be approved.*
2. *That the Chief Executive Officer be authorised to make any required editorial changes prior to the printing of the City of Norwood Payneham & St Peters 2017-2018 Annual Report.*

Seconded by Cr Sims and carried unanimously.

3. CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.30pm.

Mayor Robert Bria

Minutes Confirmed on _____
(date)