

# Council Meeting Minutes

**3 June 2019**

## **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** Cr John Minney (Acting Mayor)  
Cr Kester Moorhouse  
Cr Evonne Moore  
Cr Garry Knoblauch  
Cr Carlo Dottore  
Cr Kevin Duke  
Cr Connie Granozio  
Cr Mike Stock  
Cr Scott Sims  
Cr Fay Patterson  
Cr John Callisto  
Cr Christel Mex

**Staff** Mario Barone (Chief Executive Officer)  
Peter Perilli (General Manager, Urban Services)  
Carlos Buzzetti (General Manager, Urban Planning & Environment)  
Lisa Mara (General Manager, Governance & Community Affairs)  
Andrew Alderson (Financial Services Manager)  
Keke Michalos (Manager, Economic Development & Strategic Projects)  
Mark Thomson (Manager, Development Assessment)  
Emily Crook (Senior Urban Planner)  
Tina Zullo (Administration Officer, Governance & Community Affairs)

**APOLOGIES** Mayor Robert Bria, Cr Sue Whittington

**ABSENT** Nil

**1A. APPOINTMENT OF ACTING MAYOR**

*Cr Duke moved that Cr John Minney be appointed Acting Mayor for this meeting. Seconded by Cr Stock and carried.*

**1B. KAURNA ACKNOWLEDGEMENT**

**2. OPENING PRAYER**

The Opening Prayer was read by Cr Evonne Moore.

**3. CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 15 MAY 2019**

*Cr Patterson moved that the minutes of the Special Council meeting held on 15 May 2019 be taken as read and confirmed. Seconded by Cr Knoblauch and carried.*

#### 4. MAYOR'S COMMUNICATION

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Monday, 6 May	<ul style="list-style-type: none"><li>• Presided over a Council Meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 7 May	<ul style="list-style-type: none"><li>• Radio interview with Sonia Feldhoff, ABC Radio 891.</li></ul>
Wednesday, 8 May	<ul style="list-style-type: none"><li>• Attended a meeting with The Honourable Stephan Knoll, Minister for Planning, Transport, Infrastructure and Local Government, Adelaide.</li></ul>
Wednesday, 8 May	<ul style="list-style-type: none"><li>• Officially launched 'History Week', St Peters Town Hall Complex, St Peters.</li></ul>
Wednesday, 8 May	<ul style="list-style-type: none"><li>• Attended an Information Session: The Parade Masterplan, Mayors Parlour, Norwood Town Hall.</li></ul>
Saturday, 11 May	<ul style="list-style-type: none"><li>• Attended The Parade Masterplan Bus Tour with Elected Members and staff of various mainstreets in Adelaide.</li></ul>
Monday, 13 May	<ul style="list-style-type: none"><li>• Attended the Australia Day Honours Reception, Payneham Library &amp; Community Complex, Felixstow.</li></ul>
Wednesday, 15 May	<ul style="list-style-type: none"><li>• Presided over a Special Council meeting, Council Chamber, Norwood Town Hall.</li></ul>
Saturday, 18 May	<ul style="list-style-type: none"><li>• Attended the Norwood Swimming Club Trophy Presentation Night, Fogular Furlan, Felixstow.</li></ul>
Tuesday, 21 May	<ul style="list-style-type: none"><li>• Attended a meeting with The Honourable Stephan Knoll, Minister for Planning, Transport, Infrastructure and Local Government, Roma Mitchell House, Adelaide.</li></ul>
Tuesday, 21 May	<ul style="list-style-type: none"><li>• Presided over a Business &amp; Economic Development Committee meeting, Mayor's Parlour, Norwood Town Hall.</li></ul>
Sunday, 26 May	<ul style="list-style-type: none"><li>• Attended the Volunteers Week Morning Tea, St Peters Youth Centre, Stepney.</li></ul>
Monday, 27 May	<ul style="list-style-type: none"><li>• Attended a meeting with the General Manager, Governance &amp; Community Affairs, Ms Eira Swaine, Executive Director and Ms Rosie Riggir (Australian Dance Theatre), Mayor's Office, Norwood Town Hall.</li></ul>
Monday, 27 May	<ul style="list-style-type: none"><li>• Attended a meeting of the Audit Committee, Mayor's Parlour, Norwood Town Hall.</li></ul>
Tuesday, 28 May	<ul style="list-style-type: none"><li>• Presided over the Norwood Parade Precinct Committee meeting, Mayor's Parlour, Norwood Town Hall.</li></ul>
Wednesday, 29 May	<ul style="list-style-type: none"><li>• Presided over a Public Meeting to receive submissions on the 2019-2020 Draft Annual Business Plan, Mayor's Parlour, Norwood Town Hall.</li></ul>
Friday, 31 May	<ul style="list-style-type: none"><li>• Attended the Norwood versus West Adelaide football match, Cooper's Stadium.</li></ul>

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#### 5. DELEGATES COMMUNICATION

- Cr Knoblauch advised that on Monday 27 May 2019, he attended the Marden Senior College Governing Council's monthly meeting.
- Cr Minney advised that on Friday 10 May 2019, he attended a meeting of the ERA Water Board.

**6. QUESTIONS WITHOUT NOTICE**  
Nil

**7. QUESTIONS WITH NOTICE**

## 7.1 QUESTIONS WITH NOTICE – GREENER NEIGHBOURHOODS GRANT PROGRAM - SUBMITTED BY CR FAY PATTERSON

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**REPORT AUTHOR:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/00474  
**ATTACHMENTS:** Nil

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### BACKGROUND

Cr Fay Patterson has submitted the following Questions with Notice:

Under Outcome 4: Environmental Sustainability, *CityPlan 2030* contains a number of objectives, indicators and targets. This Question on Notice seeks to clarify progress on three of the objectives.

1) Objective 2: Healthy and sustainable watercourses.

Indicator C: Number of projects with WSUD / stormwater capture and treatment considerations in at least 2 Council projects per year.

Target: C: Incorporate water sensitive urban design (WSUD) / stormwater capture and treatment considerations in Council projects, where appropriate.

- How was progress against this objective reported in the 2017-18 Annual Report?
- How many WUSD/stormwater capture and treatment projects are proposed for 2019-20?
- How will the proposed concreting of part of Second Creek be addressed and accounted for under this objective, noting in particular Strategy 2.1 Revegetate and restore natural watercourses and Strategy 2.3 Encourage the capture and re-use of stormwater and reduce stormwater run-off?

2) Objective 5. Mitigating and adapting to the impacts of a changing climate.

Indicator F: Annual amount of greenhouse gas emissions generated by Corporate activities.

Target F: Reduce the amount of Corporate greenhouse gas emissions by 5% from the 2015/2016 level by 2020/2021.

Progress against this objective as reported in the 2017-18 Annual Report was in terms of canopy cover and heat mapping.

- What was the progress against Target F as at 30 June 2018?
- How does the canopy target reported in the 2017-18 Annual Report compare to the State government target as contained in the 30-Year Plan for Greater Adelaide 2017 Update?
- Apart from tree cover, has there been confirmation of how other green cover can be accounted for under the State government target?

3) Objective 3. Sustainable and attractive streetscapes and open spaces.

Indicator D: Number of street trees, measured annually.

Target D: Plant an additional 300 trees in streets and / or in public places by 2020, to increase the total number of street trees by 1.3% on the 2016 level.

- How was progress against this objective reported in the 2017-18 Annual Report, with respect to street trees?
- What was the progress against Target D as at 30 June 2018?
- How has tree planting affected canopy cover to 30 June 2018?

## **REASONS IN SUPPORT OF QUESTIONS**

The State government has recently announced that the Greener Neighbourhoods Grant program has opened. This provides an opportunity for Council to leverage funds to deliver additional green infrastructure over a period of 18 months after the grant agreement is completed, i.e. in the 2019-20 and 2020-21 financial years for the current grant round.

Apart from planting trees, the Greener Neighbourhoods Grant program specifically targets planting shrubs and grass to increase shade and cool streets with a focus on connecting a network of green corridors and spaces; and installing water sensitive urban design and green infrastructure features to support new or existing greening. Of particular relevance to NPSP Council area is our current policy of using dolomite in verges and further opportunities to incorporate WSUD into other projects.

Current reporting against Outcome 4 of *CityPlan 2030* is not necessarily well aligned with State government targets. The Question on Motion is intended to help clarify how Council's progress on *CityPlan 2030* objectives could translate into an application under the Greener Neighbourhoods Grant program.

Insofar as targets and indicators are not well aligned with broader reporting, it is requested that staff note this for consideration as part of the *CityPlan 2030* mid-term review scheduled to occur in the 2019-20 financial year.

## **RESPONSE TO THE QUESTIONS PREPARED BY GENERAL MANAGER, URBAN PLANNING & ENVIRONMENT**

A response to the questions will be provided to the Council when all of the information has been compiled.

**8. DEPUTATIONS**

Nil

**9. PETITIONS**



## 9.1 PETITION – EXTENSION OF YELLOW LINE - HENRY STREET, PAYNEHAM

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/04633  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received requesting the extension of the yellow line marking at the exit of Bowillia Court onto Henry Street, Payneham.

### BACKGROUND

The petitioners are requesting the extension of the yellow line at the intersection of Bowillia Court and Henry Street, Payneham.

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

The petition has been signed by a total of forty (40) residents of the Lutheran Homes Retirement Village in Bowillia Court, Payneham.

A photograph showing the location of Bowillia Court and its intersection with Henry Street, Payneham is contained within **Attachment B**.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

**Outcome 1: Social Equity**

*A connected, accessible and pedestrian-friendly community.*

**Objectives:**

2. A people-friendly, integrated and sustainable transport and pedestrian network.

### DISCUSSION

The petitioners are requesting that the yellow line which is currently on Henry Street at the entrance to Bowillia Court, Payneham be increased by six (6) metres (one (1) car length), on either side of the entrance to Bowillia Court to improve sight lines when existing Bowillia Court onto Henry Street.

The petitioners have cited safety reasons for this request as vehicles which park close to the exit point of Bowillia Court obscure sight lines for exiting drivers.

The extension of the line marking will ensure that vehicles do not park right up to the entrance to Bowillia Court and therefore will assist to improve sight lines at this intersection for residents of the retirement village.

### RECOMMENDATION

1. That the petition be received and noted and that all petitioners be formally thanked, through the convenor of the petition, Ms Ann Packham, for bringing their concerns to the Council's attention.
  2. That Ms Packham be advised that the yellow line marking on Henry Street at the entrance to Bowillia Court, Payneham will be increased by six (6) metres (ie one (1) car length) on either side of the entrance to Bowillia Court.
-

*Cr Duke moved:*

- 1. That the petition be received and noted and that all petitioners be formally thanked, through the convenor of the petition, Ms Ann Packham, for bringing their concerns to the Council's attention.*
- 2. That Ms Packham be advised that the yellow line marking on Henry Street at the entrance to Bowillia Court, Payneham will be increased by six (6) metres (ie one (1) car length) on either side of the entrance to Bowillia Court.*

*Seconded by Cr Dottore and carried unanimously.*

## 9.2 PETITION – NEW FOOTPATH - GOUGH CRESCENT, FIRLE

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/04633  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received requesting the construction of a new footpath on Gough Crescent, Firle, for the Council's consideration.

### BACKGROUND

The petitioners are requesting the construction of a new footpath on the section of Gough Crescent which does not currently have a footpath.

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

The petition has been signed by a total of seven (7) residents who reside on the section of Gough Crescent which does not have a footpath.

A photograph showing the location of Gough Crescent is contained within **Attachment B**.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

**Outcome 1: Social Equity**

*A connected, accessible and pedestrian-friendly community.*

**Objectives:**

2. A people-friendly, integrated and sustainable transport and pedestrian network.

### DISCUSSION

The petitioners are requesting that the Council include the construction of new footpath on the section of Gough Crescent which does not currently have a footpath. Gough Crescent has a footpath on one side of the road only.

The petitioners have advised that currently each property owner located on this section of Gough Crescent maintains the road verge, however these areas are now difficult to maintain and expensive in terms of the costs associated with watering the verges.

Gough Crescent is one of 51 roads within the City which currently have a footpath on only one side of the road.

A preliminary inspection of the area has been undertaken by the Council's Urban Services Staff who have advised that the construction of a new footpath in this section of Gough Crescent would cost approximately \$18,000.00.

The construction of a new footpath on the eastern side of Gough Crescent, Firle has not been included within the Council's draft 2019-2020 Capital Works Program and therefore if the Council did resolve to approve the request and construct a new footpath as part of the 2019-2020 Capital Works program, the Council would be required to either increase the budget for the Capital Works Program or reschedule a proposed footpath construction to the following financial year.

It is important to note that the Council's draft Capital Works Program for 2019-2020 contains a number of required footpath reconstructions and therefore rescheduling a footpath already included within the 2019-2020 Program will mean that this reconstruction work will be delayed further (ie another 12 months) as a result.

On the basis, therefore that the request is for the construction of a new footpath and that there is currently a footpath in place on the western side of Gough Crescent, it is recommended that the Council consider this matter as part of the 2020-2021 Budget, together with the other works programmed for this period.

#### **RECOMMENDATION**

1. That the petition be received and noted and that all petitioners be formally thanked for bringing their concerns to the Council's attention.
  2. That the petitioners be advised that the Council will consider the construction of a new footpath on the eastern side of Gough Crescent as part of the 2020-2021 Capital Works Program.
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Cr Duke declared a conflict of interest in this matter, as his brother is one of the signatories on the petition and left the meeting at 7.05pm.

*Cr Stock moved:*

1. *That the petition be received and noted and that all petitioners be formally thanked for bringing their concerns to the Council's attention.*
2. *That the petitioners be advised that the Council will consider the construction of a new footpath on the western side of Gough Crescent as part of the 2020-2021 Capital Works Program.*

*Seconded by Cr Granozio and carried unanimously.*

Cr Duke returned to the meeting at 7.09pm.

**10. WRITTEN NOTICES OF MOTION**  
Nil

**11. STAFF REPORTS**

## **Section 1 – Strategy & Policy**

### **Reports**

## 11.1 REGULATED TREE CONSERVATION GRANTS TRIAL PROGRAM

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**REPORT AUTHOR:** Manager, Development Assessment  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4567  
**FILE REFERENCE:** S/00995  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the findings of the Regulated Tree Conservation Grants Trial Program to the Council, for consideration in determining whether to continue with the Program.

### BACKGROUND

On 20 April 2000, the State Government introduced via the *Development (Significant Trees) Amendment Act 2000*, the requirement for owners of prescribed trees (as defined at that time) to obtain Development Approval in order to remove or otherwise damage those trees.

A number of amendments to the regulatory framework relating to trees have occurred since 2000, with the most recent changes occurring in November 2011. Most notably the following changes were introduced:

- subject to exemptions, all trees with a trunk circumference exceeding 2.0 metres were defined as Regulated Trees;
- subject to exemptions, all Regulated Trees with a trunk circumference exceeding 3.0 metres were defined as a sub-set of Regulated Trees, known as Significant Trees;
- other than in relation to eucalypt species, any tree located within 10 metres of a dwelling or swimming pool, was exempted from constituting a Regulated Tree; and
- separate assessment criteria was introduced to all South Australian Development Plans, for Regulated Trees with a trunk circumference of between 2.0 and 3.0 metres and those with a trunk circumference greater than 3.0 metres (ie. Significant Trees).

In the 2018 calendar year, the Council received Development Applications for the removal of 29 Regulated Trees, of which 19 were approved to be removed.

At the Council meeting held on 18 April 2017, the Council considered a Budget Submission for a *Significant Tree Conservation Grants – Trial Program* and resolved as follows:

*“That “in principle”, Project No. O-ES2 (Significant Tree Conservation Grants – Trial Program) be included in the 2017-2018 Budget”*

It is understood that the author of the Budget Submission intended that the Program was intended to apply to all Regulated Trees, not just Significant Trees. As such, the Program has been referred to in this report and Program Guidelines accordingly.

At the Council meeting held on 1 May 2017, the Council allocated \$10,000 within the 2017-2018 Annual Budget, for a Regulated Tree Conservation Grants Trial Program.

At the Council meeting held on 4 December 2017, the Council endorsed a draft framework for the Regulated Tree Conservation Grants Trial Program and in particular resolved:

1. *That the draft guidelines for the Regulated Tree Conservation Grants Trial Program contained in Attachment A, be endorsed.*
2. *That a report be presented to the Council at the completion of the trial, reviewing the Policy and providing recommendations with respect to the continuation of the Program.*

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

The following Goals contained in *City Plan 2030*, have been identified as relevant to the conservation of Regulated Trees within the City.

### Outcome 4: *Environmental Sustainability - A leader in environmental sustainability*

Strategies which have been identified to achieve this Outcome include:

- *Protect, diversify and increase the existing tree stock.*
- *Identify and protect remnant vegetation and enhance habitat quality.*
- *Encourage appropriate biodiversity in privately owned open space.*
- *Lead initiatives to substantially reduce our City's 'Ecological Footprint', including reducing carbon emissions.*

The operation of a *Regulated Tree Conservation Grants Trial Program*, is consistent with each of the above strategies. Large trees across the City are under increasing pressure, due to increasing rates of urban in-fill development and the increasing costs of maintaining them.

Regulated Trees are important to the health and well-being of the Council's citizens and visitors through the provision of shade, carbon dioxide sequestration and enhancing amenity, as well as providing important habitat to native fauna and supporting biodiversity.

## FINANCIAL AND BUDGET IMPLICATIONS

The Council allocated \$10,000 within the 2017-2018 Annual Budget, for a Regulated Tree Conservation Grants Trial Program. The first trial took place in March 2018, with promotion costs of \$1700 for a notice in the Messenger, however no eligible applications were received. As a result, the remaining budget of \$8300 was carried forward to the 2018/2019 budget.

The second trial occurred in January and February 2019. The trial was promoted in the Council's regular Messenger column and *Look East*. Grants were approved to the value of \$1,925.00. In addition, \$2200 was spent on engaging an Arboricultural Consultant to assess the grant applications against the eligibility criteria.

On 17 November 2011, the *Development Act 1993* was amended, introducing the requirement for development approvals to remove Regulated Trees, to be conditional upon the planting of replacement trees or alternatively, upon request of the applicant, payment into a fund established by the Council – the Urban Trees Fund.

Money standing to the credit of an urban trees fund may be applied by the council—

- (a) to maintain or plant trees which are or will (when fully grown) constitute Significant Trees; or
- (b) to purchase land in order to maintain or plant trees which are or will (when fully grown) constitute Significant Trees.

The Council has collected and retained \$14,335 within its Urban Trees Fund over the past eight (8) years, averaging approximately \$1800 per year. This money may be used to fund grant applications for the maintenance of trees which are or will (when fully grown) constitute Significant Trees (ie. trees with a trunk circumference greater than 3.0m).

Whilst the Regulated Tree Grants Trial Program applies to all Regulated Trees, including those which are not Significant Trees because their trunk circumference is between 2.0m and 3.0m, it can be assumed that all such trees are capable of becoming Significant Trees when fully grown. It follows that the Urban Tree Fund can be applied to all eligible grants issued through the Program.

To summarise, based on the second trial, the Program cost \$2,200 to administer, comprising the assessment costs. In addition, grants were issued to the value of \$1,925.

The total cost of the trial was \$4,125. This is equivalent to the amount collected in the Urban Trees Fund approximately every two years.



If the Council determines to continue with the Program, based on the results of the second trial, the Urban Trees Fund could potentially sustain the cost of grants if there was a funding round once every year. This would, however, require the Council to allocate a budget of approximately \$2200 for assessment costs.

## **EXTERNAL ECONOMIC IMPLICATIONS**

No external economic implications are anticipated, other than the provision of financial assistance to the successful grant recipients.

## **SOCIAL ISSUES**

The provision of financial assistance towards tree maintenance could result in owners of some Regulated Trees choosing to retain their tree, rather than seek approval for removal. With more Regulated Trees retained across the city, the wider community will benefit from the amenity and increased health and well-being benefits that they offer.

## **CULTURAL ISSUES**

Not Applicable

## **ENVIRONMENTAL ISSUES**

The Regulated Tree Conservation Grants Trial Program seeks to encourage the retention of Regulated Trees. By virtue of their classification, Regulated Trees are large trees and therefore provide important habitat and biodiversity value in urban areas where opportunities for vegetation are limited. Regulated Trees also assist with carbon dioxide sequestration and reducing the 'urban heat island' effect.

## **RESOURCE ISSUES**

Promotion of the *Regulated Tree Grants Trial Program* was undertaken with inputs from the Manager, Development Assessment, Communications Officer and Website Officer.

Assessment of the grant applications was undertaken by a Panel comprising the Manager, Development Assessment, Manager Urban Planning & Sustainability and City Arborist.

An Arboricultural Consultant, Mr Colin Thornton, was engaged to review and provide recommendations in respect of each of the grant applications, to assist the Assessment Panel. Mr Thornton inspected and provided a Visual Tree Assessment of each of the trees. This was particularly important given that it was not a requirement for applicants to include an arborist report with their applications. However, even if this had been a requirement, it would have been appropriate for the Council to engage an independent Arboricultural Consultant to review the applications.

## **RISK MANAGEMENT**

As only two (2) of the fourteen (14) applications received in the second trial were eligible for a grant, there is a risk if the Council continues with the Program, that there will be a greater number of applicants who are disappointed and/or unsatisfied following the trial, than those who are pleased to have been provided financial assistance, despite there being sound reasons for their ineligibility. This could lead to criticism of the Program.

There is also a risk that the Program could be criticised for being an inefficient use of finances and resources. Based on the second trial, with only \$1925 of the total \$4125 spent on the Program going towards actual tree maintenance, this is arguably an inefficient use of public monies.

## CONSULTATION

- **Elected Members**

Elected Members were provided with information on the *Regulated Tree Conservation Grants Trial Program* through the Funding Submission which was considered at the Council meeting held on 18 April 2017 and through periodic updates in the weekly communique.

- **Community**

The *Regulated Tree Conservation Grants Trial Program* formed part of the draft 2017-2018 annual budget which underwent public consultation in May 2017. No submissions were received in relation to the Program.

- **Staff**

General Manager, Urban Planning & Environment

- **Other Agencies**

Nil

## DISCUSSION

The endorsed framework for the Program provided for a reimbursement of up to 50% of the cost of work, capped at \$1,000 per tree, for works which either:

1. will be beneficial to the long term health of the tree; or
2. is necessary in order to minimise risk to life and property.

The *Regulated Tree Conservation Grants Trial Program* was first trialled in March 2018. The Program was promoted in the Council's Messenger newspaper column, seeking applications over a four (4) week period.

Only three (3) applications were received and none were eligible, as the trees which were the subject of the applications were not Regulated Trees. Following feedback received and upon reflection of the trial, it was considered that the Program should be re-trialled, with some changes to the application criteria, nature of promotion and application timeframe. In particular, the following changes were introduced:

- a two (2) month window for applications (January and February) was introduced, whereas previously there was a one (1) month window;
- promotion was increased. In addition to a Messenger column article, website and social media content, an article was included in the December 2018 edition of *Look East*;
- a requirement for applicants to supply a Certificate of Title with applications was removed; and
- a requirement for applicants to supply an arborist report with applications was replaced with a requirement for applicants to supply a quote specifying the nature and extent of the proposed works.

The Program changes were introduced to simplify the submission process and costs for Applicants.

Although unplanned and unsolicited by the Council, The Advertiser newspaper also ran a news story on the Program on 17 December 2018, titled "*No interest so tree trial expands*" referring to the lack of eligible applications in the first trial and the commencement of the second trial. Approximately half of the applicants in the second trial advised that they became aware of the Program via the Advertiser news story.

At the end of the two (2) month application period, fourteen (14) applications had been received. Of those applications, two (2) were identified as being ineligible due to the trees not being Regulated Trees.

Of the remaining twelve (12) applications, a further ten (10) were identified as being ineligible due to the proposed works not being either:

- beneficial to the long term health of the tree; or
- necessary in order to minimise risk to life and property.

The Council engaged Mr Colin Thornton to review the applications. Mr Thornton considered each application against the eligibility criteria. In respect to the criteria relating to risk, Mr Thornton conducted a Quantified Tree Risk Assessment (QTRA), to determine whether the tree represented an unacceptable risk, requiring mitigation through pruning works. In the case of the ten (10) ineligible applications, it was determined that the trees did not pose an unacceptable risk and that the proposed pruning was therefore unnecessary. In addition, Mr Thornton advised that undertaking pruning to those trees, would not assist in improving and/or will impact negatively on the health of the trees, as removal of foliage decreases the tree's ability to photosynthesise.

Accordingly, only two (2) applications were eligible for grants. Both eligible applications were for pruning of significant River Red Gum (*Eucalyptus camaldulensis*) trees; one at 36 Elizabeth Street, Norwood and the other at 75 Frederick Street, Maylands. A copy of the report prepared by Mr Thornton is contained in **Attachment A**.

In considering whether or not to continue with the Program, its intent should be properly understood. By limiting grant eligibility to Regulated Trees, rather than any large non-regulated tree, it could be inferred that the intent of the Program is to assist to offset the 'burden' placed on the owners of Regulated Trees through the legislation which controls their removal. In other words, since the owner of a Regulated Tree is unable to remove the tree in response to a risk concern, the inference is that they should be compensated for the cost of managing the risk through ongoing maintenance pruning of the tree.

If that is the case, there could be a question as to whether it should be the place of the Council or the State Government to provide any such compensation, since the State Government introduced the legislation, not the Council.

If the intent of the Program is not to offset the 'burden' on the owners of Regulated trees, but rather to generally promote the management and therefore facilitate the longevity of large trees throughout the Council area, then arguably the Program should apply regardless of whether the tree satisfies the Regulated Tree tests. However, opening the Program to all large trees would obviously be untenable and not good use of public funds. In this context, limiting the Program to the owners of Regulated Trees could potentially be viewed as inequitable.

Regardless of the intent of the Program, the results of the trials introduce questions as to whether continuing with the Program is the most efficient use of the Urban trees Fund and any additional public monies. Of the two trees which were eligible for a grant, it may be the case that the owners would have undertaken the pruning works, regardless of whether or not a grant was provided. If that is the case, then the Council will have spent \$4,125 on the Program, whilst not in practice facilitating any works which would not have occurred in the ordinary course of events.

Both the City of Unley and the City of Burnside have a similar program of offering grants for the conservation of Regulated Trees. Table 1 below shows the results of each of their programs over the past five (5) years.

**TABLE 1: GRANTS APPROVED ANNUALLY BY THE CITY OF UNLEY AND CITY OF BURNSIDE**

Year	Number of Grants Approved	
	City of Burnside	City of Unley
2014/15	13 grants	1 grant
2015/16	8 grants	2 grants
2016/17	6 grants	0 grants
2017/18	3 grants	3 grants

The City of Unley have advised that they do not promote or advertise their Conservation Grant, other than for the 3 weeks it is open and a couple of weeks before. The City of Burnside have advised that the declining uptake of the program is likely due to the level of promotion and their requirement for arborists reports to be submitted with applications.

The eligibility criteria for both the City of Unley and the City of Burnside is very similar to that used for the trial. In fact, the assessment criteria for the trial was based on the criteria for the City of Burnside. That said, it may be the case that applications are not assessed against the eligibility criteria as rigorously at those two Councils, as all applications received are approved. In the case of the City of Unley, applications are assessed by their arboricultural staff, while at the City of Burnside, they accept the recommendations contained in the Arborist reports submitted with the applications.

An alternative use of the Urban Trees Fund would be for the Council to plant additional trees in parks and reserves which over time will become Significant Trees. Noting that Significant Trees have a trunk circumference greater than 3.0 metres, this could not occur in streets, but rather would take place in parks and reserves. The Council's City Arborist has advised that there is great potential for many trees to be planted within the River Torrens Linear Park and along boundaries of other reserves throughout the city, where access for a watering cart throughout the warmer summer months is achievable.

It has been estimated that it would cost the Council approximately \$300 per tree to plant and maintain for the first year. Based on that estimate, the Council would be able to plant and maintain 48 trees initially using the existing \$14,335 within its Urban Trees Fund and thereafter a projected additional six (6) trees per year through the use of the Fund.

## **OPTIONS**

The Council can determine to continue with the Regulated Tree Conservation Grant Program. This could occur on an annual basis, which based on the second trial, would likely require a budget allocation of approximately \$2200 to cover the assessment costs, while grant costs would likely be able to be covered by the Urban Trees Fund.

Alternatively, the Council can determine that the continuation of the Program would not be an efficient and equitable use of Council resources and resolve to simply note the results of the trial.

The Council could additionally resolve to allocate existing and future monies collected in the Urban Trees Fund, towards the planting of trees which will over time become Significant Trees, within Council's reserves.

The latter two resolutions are recommended, for the reasons set out in the report.

## **CONCLUSION**

Despite the low promotion costs of the Program afforded through the use of various existing platforms, there is a significant financial cost and resource allocation associated with the assessment of grant applications. The trial results show that the large majority of applicants wish to undertake works which are not required to address safety and which will either not improve tree health or will reduce tree health.

That said, the trial did result in two owners of Significant Trees being provided financial assistance with works which was important for the ongoing management of tree safety. In considering whether to continue with the Program, the Council must consider whether the costs, both financial and human resource, justify this benefit. In doing so, consideration should be given to those applicants who go to the effort of applying for a grant, the majority of whom will likely not be successful, due to not achieving the eligibility criteria.

The Council could determine to relax the eligibility criteria, however, such a relaxation would be hard to justify given the current criteria require works to be beneficial to the long term health of the tree and or minimising risks to life and or property. It would be non-sequitur to provide citizens with tree conservation grants if the works undertaken would not be beneficial to the long term health of the tree, or to address safety risks.

Consideration should also be given to whether the Program is equitable, when there are many other large trees in the Council area, which are not Regulated Trees and therefore not eligible for a grant.

## **COMMENTS**

Nil.

**RECOMMENDATION**

1. That the Council notes the results of the *Regulated Tree Conservation Grants Trial Program* and resolves to discontinue the operation of the Program.
  2. That the Urban Trees Fund be used for the planting of trees in suitable locations (such as reserves), commencing with the planting of forty eight (48) trees in the 2019-2020 financial year, at the discretion of the General Manager, Urban Services.
- 

*Cr Sims moved:*

1. *That the Council notes the results of the Regulated Tree Conservation Grants Trial Program and resolves to discontinue the operation of the Program.*
2. *That the Urban Trees Fund be used for the planting of trees in suitable locations (such as reserves), commencing with the planting of forty eight (48) trees in the 2019-2020 financial year, at the discretion of the General Manager, Urban Services.*

*Seconded by Cr Duke and carried.*

## 11.2 REVIEW OF POLICIES

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**REPORT AUTHOR:** General Manager Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/00638  
**ATTACHMENTS:** A - E

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### PURPOSE OF REPORT

The purpose of the report is to present a number of draft policies to the Council for consideration and adoption.

### BACKGROUND

Policies, Codes of Practice and Codes of Conduct are important components of a Council's 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 Policies commenced some months ago and to date a number of policies have been reviewed, updated and amended 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 and adopted by the Council over the last few months:

- Bad Debt Write-Off
- Bank Accounts
- Budget Policy Guidelines
- Building Inspections
- Civic Bands & Orchestra
- Community Consultation
- Community Information
- Complaints Handling
- Conditions of Library Use
- Council's Role in Markets
- Credit Card
- Credit
- Disposal of Land & Assets
- Elected Member Training & Development
- Emergency Disaster Donations
- Expenditure

- Fringe Benefits Tax
- Funding
- Informal Gatherings
- Internal Control
- Library Collection Development
- Live Music
- Local Government Elections Caretaker
- Local Area Traffic Management
- Naming of Roads and Public Places
- Outdoor Dining
- Payments
- Petty Cash
- Private Laneways Policy & Procedure
- Procurement
- Prudential Management
- Public Art
- Public Liability Insurance for Community Groups when Hiring Council Owned Facilities
- Rating
- Review of Decisions
- Salaries & Wages Administration
- Temporary Road Closures for Non-Council Initiated Events
- Treasury Management
- Whistleblower

The following policies have also been reviewed, however these policies have been revoked on the basis that due to the nature of the subject matter, these policies are redundant and therefore no longer required:

- Community Care Services
- Graffiti Removal
- Kerbside Numbering
- Register of Parking Controls – Fees
- Requests for Reports
- Traffic Management

The following Policies have now been reviewed and, where required, amended to ensure that the Policies meet current standards and reflect the Council's requirements:

1. Code of Practice - Access to Meetings and Documents (**Attachment A**).
2. Charges – Reinstatement of Public Utilities (**Attachment B**).
3. Removal and Impounding of Vehicles (**Attachment C**).
4. Irrigation (**Attachment D**)

In addition to the policies set out above, the *Petitions Policy* has been reviewed and based on the nature of this Policy, it has been determined that this Policy is redundant and therefore no longer required.

The basis for the recommendation to rescind the *Petitions Policy* is set out in the Discussion section of this report.

A copy of the *Petitions Policy* is contained within **Attachment E**.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

## DISCUSSION

### Code of Practice - Access to Meetings & Documents

The *Code of Practice - Access to Meetings & Documents* is an existing Code.

Section 92 of the *Local Government Act 1999* (the Act), requires a Council to prepare and adopt a *Code of Practice* relating to the principles, policies, procedures and practices, which will apply to ensure access to Council meetings and documents, as required by Sections 90 and 91 of the Act respectively.

The draft *Code of Practice – Access to Meetings & Documents* has been prepared on the basis of the requirements of the Act and aims to inform and educate the community about public access to Council and Committee meetings, Agendas and Minutes of Council and Committee meetings and other Council documents.

Section 92 (5) of the Act also requires the Council to undertake community consultation prior to the adoption of its *Code of Practice for Access to Meetings & Documents*, as set out below:

- (5) *Before a council adopts, alters or substitutes a code of practice under this section it must—*
  - (a) *make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection or purchase at the council's principal office and available for inspection on a website determined by the chief executive officer; and*
  - (b) *follow the relevant steps set out in its public consultation policy.*
- (6) *A person is entitled to inspect (without charge) the code of practice of a council at the principal office of the council during ordinary office hours.*
- (7) *A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.*

As Elected Members may recall, in accordance with the provisions of the Act, the draft *Code of Practice – Access to Meetings & Documents* was endorsed by the Council at its meeting held on 4 March 2019, for the purpose of conducting community consultation prior to final consideration and adoption of the Code.

An advertisement was placed in the local Messenger newspapers and on the Council's website advising of the draft *Code of Practice* and inviting residents to provide feedback in relation to the draft *Code of Practice*.

The consultation process, in accordance with legislative requirements and the Council's *Community Consultation Policy*, commenced on 27 March 2019 and concluded on Friday 19 April 2019.

No submissions have been received in relation to the draft *Code of Practice*.

As the legislated consultation process has been undertaken, the Council can now adopt the *Code of Practice – Access to Meetings & Documents* in accordance with the Act.

A copy of the amended *Code of Practice – Access to Meetings & Documents* is contained within **Attachment A**.

### Reinstatement of Council Infrastructure by Public Utilities

In September 1999, the Council adopted the *Charges – Reinstatement of Public Utilities Policy* to ensure that Council's infrastructure is reinstated in good order and at no cost to the Council, following works which are undertaken by public utilities. As this Policy was adopted a considerable time ago and whilst it has served its purpose, it has been reviewed against current legislative requirements and an updated Policy has been prepared to replace the current *Charges – Reinstatement of Public Utilities Policy*.

As set out in the Policy, the *draft Reinstatement of Council Infrastructure by Public Utilities Policy*, provides for public utilities (ie SAPN, SA Water and Telstra) to rectify any damage which is caused to Council-owned infrastructure (eg roads and footpaths) when undertaking works on their own infrastructure.



Public utility is required at their cost, to reinstate the Council's infrastructure to the condition it was in immediately prior to the works being undertaken and in accordance with the Council's specifications in all respects. Where a public utility requests that the reinstatement works be undertaken by the Council, the amended Policy continues to provide for the full recovery of the costs incurred by the Council in undertaking such works from the public utility.

The amended Policy also includes a new requirement for public utilities to conduct an inspection of the Council infrastructure prior to commencing works and to advise the Council of any pre-existing damage, if they wish to have this damage excluded from their reinstatement works requirements

The existing Policy does not reflect current legislative requirements and therefore has been replaced with the updated *Reinstatement of Council Infrastructure by Public Utilities Policy*, to reflect current legislative requirements.

A copy of the draft *Reinstatement of Council Infrastructure by Public Utilities Policy* is contained within **Attachment B**.

#### Removal and Impounding of Vehicles

This is an existing policy.

The requirement for this Policy was due to investigations undertaken in 2010, by the Acting Ombudsman into regulatory issues associated with abandoned vehicles.

As a result of the investigation and the recommendations which were made by the Acting Ombudsman, councils and the Local Government Association of SA, prepared draft policy templates and procedural templates dealing with Section 237 of the *Local Government Act 1999* and the *Unclaimed Goods Act 1987*.

In response, the Council approved a number of specific delegations relating to Section 237 of the *Local Government Act 1999* and the *Unclaimed Goods Act 1987*. These delegations relate specifically to addressing the recommendations which were made by the Acting Ombudsman.

In addition, a policy and procedure relating to Section 237 and the *Unclaimed Goods Act 1987*, was prepared and adopted by the Council.

Section 237 of the *Local Government Act 1999* states that:

- (1) *If a vehicle is left on a public road or public place, or on local government land for not less than 24 hours, an authorised person may have the vehicle removed to an appropriate place.*
- (2) *As soon as practicable after removal of the vehicle, the council must give to the owner of the vehicle written notice of the removal and the pace to which the vehicle was removed.*
- (3) *The notice must, where practicable, be served on the owner personally but if the owner is unknown or cannot be found, the notice may be given by advertisement in a newspaper circulating generally in the State.*
- (4) *If the owner of the vehicle does not, within 14 days after the service or advertisement of the notice, pay all expenses in connection with the removal, custody, and maintenance of the vehicle, and of serving or advertising the notice, and take possession of the vehicle, the council must sell the vehicle and apply the proceeds as follows:*
  - (a) *firstly – in payment of the expenses of the sale;*
  - (b) *secondly – in payment of the cost of removal, custody and maintenance of the vehicle, and of the notice served or advertised under this section;*
  - (c) *thirdly – in payment of the balance to the owner or if, after reasonable inquiry, an owner cannot be found, to the general funds of the council.*

- (5) *If, in the council's opinion, it is not practicable or convenient to sell the vehicle, it may dispose of it in any way it thinks fit.*
- (6) *The owner of the vehicle is liable to the council for any expenses incurred by the council in the removal, custody, maintenance, sale or attempted sale, or otherwise in the disposal, of the vehicle under this section, and the council may recover so much of those expenses as have not been satisfied by proceeds from the sale of the vehicle as a debt due to it.*

Whilst on the surface, the “step-by-step” process outlined in Section 237 appears straight forward, there are a number of details (ie policy and administrative practice and procedures) which need to be factored into the process. Whilst one could assume that the application of the provisions of Section 237, together with the application of common sense and good administrative principles, should be fairly straight forward. However, this is not the case.

As such, the *Removal and Impounding of Vehicles Policy*, the *Unclaimed Goods Procedure* and the *Procedure for the Removal of Vehicles on a Public Road, Public Place or Local Government Land*, were formalised. The Procedures are essentially administrative processes and practice, however, the Policy document must be approved by the Council, as it provides the over-arching framework for the administration of Section 237 of the *Local Government Act 1999*.

The Policy is self-explanatory and sets out the Council's position in respect to how it will deal with vehicles which are reported as being left for more than 24 hours on a public road, public place or Local Government land.

The principle threshold issue, however, which the Council must note is that simply because a vehicle has been left for more than 24 hours on a public road, public place or Local Government land, does not mean that the vehicle is “abandoned”. As such, the Council must enact a process as set out in the Policy to determine whether the vehicle is in fact “abandoned”. In short, it is simply not a matter of towing a vehicle following the receipt of a complaint. All attempts must be made to identify and contact the owner of a vehicle, determine the status of why the vehicle has been left in a particular location and then seek to have the vehicle moved by the owner.

The Policy seeks to take a common sense approach to what is a fairly complex and time consuming process.

At the same time, it must be remembered that on most occasions, both the owner of the vehicle and the complainant are citizens of this City and the Council must therefore act with proportionality, transparency and consistency.

The existing Policy has been reviewed and some minor amendments to the wording have been proposed. The Policy is still applicable, current and required.

A copy of the *Removal and Impounding of Vehicles Policy*, as amended, is contained within **Attachment C**.

#### Irrigation

The Irrigation Policy is an existing Policy.

The Irrigation Policy was developed in response to the drought conditions which were being experienced in South Australia circa 2009.

The existing Policy and the *Irrigation Management Plan* has been reviewed and it has been determined that the *Irrigation Management Plan* will require significant updating and the Policy also needs to be re-cast in light of the fact that the Council will be using recycled stormwater (ERA Water) for many of its irrigated areas.

This work will be undertaken over the next twelve (12) months.

As such, in the interim, the existing *Irrigation Policy* has been amended to contemporise the Policy and a number of components which are out-dated and no longer relevant, have been removed. This will ensure that the Policy can remain in place until a new Policy and Management Plan are prepared and endorsed by the Council.

A copy of the *Irrigation Policy*, as amended, is contained within **Attachment D**.

## Petitions

The *Petitions Policy* is an existing policy.

The *Petitions Policy* was developed in 1999, following the introduction of the new *Local Government Act 1999*, to provide clarity to both citizens and the Council when petitions were lodged with the Council for consideration by the Council.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations), make provision for the lodgement of petitions with the Council and set out the requirements associated with petitions.

On the basis that the *Local Government (Procedures at Meetings) Regulations 2013*, provides the legislative framework associated with petitions, the Policy is therefore recommended to be revoked, as the Council deals with petitions in accordance with the legislation.

In the event the Council does revoke the *Petitions Policy*, information will be provided on the Council's website regarding the process associated with lodging a petition with the Council.

A copy of the current *Petitions Policy* is contained within **Attachment E**.

## **OPTIONS**

The Council can determine not to endorse the draft Policies, however as the draft Policies have been prepared for the purpose of either legislative compliance or setting out the Council's formal position in respect to a particular issue, it is recommended that the Council adopts the draft Policies as presented.

The Council could also determine not to revoke the Policy which has been recommended for revocation, (ie the *Petitions Policy*). Based upon the fact that this Policy is not required, it is recommended that the *Petitions Policy* be revoked.

## **CONCLUSION**

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

## **COMMENTS**

Nil.

## **RECOMMENDATION**

1. That the Council adopts the following Policies:
    - 1.1 Code of Practise Access to Meetings & Documents (Attachment A).
    - 1.2 Reinstatement of Council Infrastructure by Public Utilities Policy (Attachment B).
    - 1.3 Removal and Impounding of Vehicles (Attachment C).
    - 1.4 Irrigation (Attachment D).
  2. That, having conducted a review, the Council revokes the *Petitions Policy* (Attachment E).
-

*Cr Knoblauch moved:*

1. *That the Council adopts the following Policies:*

- 1.1 *Code of Practise Access to Meetings & Documents (Attachment A).*
- 1.2 *Reinstatement of Council Infrastructure by Public Utilities Policy (Attachment B).*
- 1.3 *Removal and Impounding of Vehicles (Attachment C).*
- 1.4 *Irrigation (Attachment D).*

2. *That, having conducted a review, the Council revokes the Petitions Policy (Attachment E).*

*Seconded by Cr Duke and carried unanimously.*

## **Section 2 – Corporate & Finance**

### **Reports**

### 11.3 MONTHLY FINANCIAL REPORT – APRIL 2019

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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 year ended April 2019.

#### **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 as an ongoing high priority for the Council. The Council adopted a Budget which forecasts an Operating Surplus of \$1.430 million for the 2018-2019 Financial Year. As part of the Mid-Year Budget Update, the Operating Surplus was revised down to \$1.374 million.

For the period ended April 2019, the Council's Operating Surplus is \$2.560 million against a budgeted Operating Surplus of \$2.066 million, resulting in a favourable variance of \$0.494 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

For the period ended April 2019, the Council's Operating Surplus is \$2.560 million against a budgeted Operating Surplus of \$2.066 million, resulting in a favourable variance of \$0.494 million. This favourable variance is consistent with the with the Monthly Financial Report for March 2019.

Total expenditure is favourable to the budget by \$272,000 or 0.8%. Significant variations to the budget are:

- Employee Expenses are reporting a favourable variance of \$440,000 (3.4%). As Elected Members may recall this issue is being driven by two major areas being, staff vacancies and budget hours worked compared to the actual hours worked. Staff positions that are currently vacant or recently recruited have resulted in a favourable variance of \$175,000 that in part has been offset by an increase in the utilisation of consultant services or contractors (refer below). The other factor is driven by a variation in the number of budget hours worked compared to the actual hours worked. This favourable variance arises due to the timing of staff taking Annual and Long Service Leave compared to the allowance made in the budget, combined with the careful utilisation of contracted and casual staff hours when backfilling absences and vacant positions.
- Water Consumption is higher than budgeted expectations due to the usually dry conditions at the commencement of the 2019 year, which has resulted in an increase in watering requirements to maintain the Councils reserves to the levels expected by the community.

There are no other individually significant variations to highlight with variances primarily caused by expenditure timings to the budget.

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

## OPTIONS

Nil

## CONCLUSION

Nil

## COMMENTS

Nil

## RECOMMENDATION

That the April 2019 Monthly Financial Report be received and noted.

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*Cr Duke moved:*

*That the April 2019 Monthly Financial Report be received and noted.*

*Seconded by Cr Dottore and carried unanimously.*



## 11.4 ERA WATER 2018-2019 BUDGET REVIEW & DRAFT 2019-2020 BUDGET

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**REPORT AUTHOR:** General Manager, Corporate Services  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** S/4501  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to present to the Council the ERA Water 2018-2019 Budget Review and Draft 2019-2020 Budget for endorsement.

### BACKGROUND

ERA Water is a Regional Subsidiary established pursuant to Section 43 of the *Local Government Act 1999*, for the primary purpose of implementing the Waterproofing Eastern Adelaide Project (the Scheme), which involves the establishment of wetland bio-filters, aquifer recharge and recovery, pipeline installations and water storage facilities. ERA Water manage the Scheme on behalf of the Constituent Councils and provide recycled stormwater for the irrigation of parks and reserves to Constituent Councils. The City of Norwood Payneham & St Peters, together with the City of Burnside and the Town of Walkerville make up the Constituent Councils of ERA Water.

Pursuant to Clause 5.1.1 of the ERA Water Charter (the Charter), prior to 31 March of each year, ERA Water must prepare and submit the ERA Water Draft Budget to the Constituent Councils for approval. ERA Water advised the Council that it would not be in a position to present the Draft Budget to Constituent Councils by 31 March 2019. Elected Members may recall that various issues associated with ERA Waters' borrowing limits had to be resolved.

The Draft Budget can only be adopted by the ERA Water Board, following unanimous approval of the Constituent Councils.

Upon completion of the Draft Budget, pursuant to Clause 6.1 of the Charter, ERA Water must prepare and provide the draft Annual Business Plan to Constituent Councils. The Annual Business Plan can only be adopted by the ERA Water Board, with absolute majority approval of the Constituent Councils.

Pursuant to Clause 5.1.6 of the Charter, ERA Water must reconsider its annual Budget in accordance with the Act at least (3) times at intervals of not less than three (3) months between 30 September and 31 May (inclusive) in the relevant Financial Year and may with the unanimous approval of the Constituent Councils amend its annual Budget for a Financial Year at any time before the year ends.

The Annual Budget can only be modified by the ERA Water Board, following unanimous approval of the Constituent Councils.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

The Draft 2019-2020 Budget is forecasting an Operating Deficit of \$713,000. This Councils share of the Operating Deficit, which will be required to be included in the Council 2019-2020 Budget is \$238,000. While ERA Water is budgeting for an Operating Deficit, ERA Water has sufficient access to cash to fund the expenditure shortfall and therefore, there will be no capital contributions required to be made by the Constituent Councils.

## **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**  
Cr John Minney is a member of the ERA Water Board.
- **Community**  
Not Applicable
- **Staff**  
Nil
- **Other Agencies**  
Not Applicable

## **DISCUSSION**

### **2018-2019 Budget Review**

As part of the Second Budget Review, ERA Water is forecasting an Operating Deficit of \$919,000, compared to an adopted Operating Deficit of \$375,000. This Council's shared of the revised Operating Deficit is \$306,000.

The increase in the Operating Deficit is primarily due to the commencement of water sales, which have been delayed primarily as a result of the low rainfall experienced during the year. The low rainfall coupled with reduced bore capacity resulting from the failure of one of the original bores, has severely impacted water production, which in turn has delayed commissioning activities due to the reduced water available within the system. The Schemes operating expenditure is forecast to be below the Adopted Budget (saving of \$147,000) due to the delay in completing commissioning activities.

A copy of the 2018-2019 Budget Review is contained in **Attachment A**.

## **Draft 2019-2020 Budget**

As previously advised, due to the low rainfall, the commissioning of the Scheme has been delayed, with the commissioning activities now scheduled to be undertaken in the 2019-2020 Financial year. Subject to sufficient rainfall, the Draft Budget assumes that 300ML of water will be sold in the 2019-2020 Financial year, with the first 205ML of the available water being sold to the Constituents Councils and the balance (95ML) being made available for third parties. The water sold will be priced at the SA Water price, which is forecast at \$3.45/kl. Forecast income from Constituent Councils is in the order of \$721,000.

The third party water sales, are assumed to be made at 85% of the SA Water price, with the income forecast at \$279,000.

Operating costs are forecast to be \$742,000 which includes Employee Expenses of \$99,000 and \$643,000 to operate and maintain the Scheme. The Scheme's operational costs include mechanical and electrical operations and maintenance support provided by an external contractor, licence fees, water testing, utilities costs and administration costs such as insurances, audit fees and general administrative costs. It should be noted that the operational costs are higher than past years due to additional operational and maintenance costs being incurred as a result of the deferral of the commissioning activities due to the dry winter experienced in 2018.

The ERA Water Draft Budget includes Capital Expenditure of \$405,000 to provide connectivity to the identified Constituent Council's reserves and parks. An additional \$400,000 has been allocated for the replacement bore.

A copy of the Draft Budget is contained in **Attachment B**.

## **OPTIONS**

The Council can choose not to endorse the 2018-2019 Budget Review and Draft 2019-2020 Budget, however, there are no specific issues or activities which present a financial or risk management issue for this Council to take this course of action.

## **CONCLUSION**

As with any forecast, the financial projections contained within the Budget are meant to provide an indication of the Scheme direction and financial capacity based on a set of assumptions. The achievement of the financial forecast is dependent on the assumptions holding true. The key assumption, in which ERA Water has limited influence on, is the level of rainfall which is received.

## **COMMENTS**

Nil

## **RECOMMENDATION**

1. That ERA Water be advised that pursuant to Clause 5.1.6 of the Charter, the Council has considered the 2018-2019 Budget Review, as contained in Attachment A and hereby approves 2018-2019 Budget Review.
2. That ERA Water be advised that pursuant to Clause 5.1.1 of the Charter, the Council has considered and hereby approves the Draft 2019-2020 Budget, as contained in Attachment B.

*Cr Sims moved:*

- 1. That ERA Water be advised that pursuant to Clause 5.1.6 of the Charter, the Council has considered the 2018-2019 Budget Review, as contained in Attachment A and hereby approves 2018-2019 Budget Review.*
- 2. That ERA Water be advised that pursuant to Clause 5.1.1 of the Charter, the Council has considered and hereby approves the Draft 2019-2020 Budget, as contained in Attachment B.*

*Seconded by Cr Duke and carried unanimously.*

## 11.5 ENDORSEMENT OF THE DRAFT NORWOOD PARADE PRECINCT COMMITTEE 2019-2020 ANNUAL BUSINESS PLAN

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

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### PURPOSE OF REPORT

The purpose of this report is to present to the Norwood Parade Precinct Committee (NPPC), the final *Draft of the 2019-2020 Annual Business Plan* for final review and endorsement prior to the Council's consideration and approval at its meeting to be held on 3 June 2019.

### BACKGROUND

At its meeting held on 26 February 2019, the Committee resolved the following:

*That the Draft 2019-2020 Annual Business Plan be endorsed as being suitable to present to the Council for endorsement and approval to be released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.*

The Draft Annual Business Plan was subsequently presented to the Council at its meeting held on Monday 4 March 2019. At that meeting, the Council considered the Draft Annual Business Plan and endorsed it for the purposes of consultation with The Parade business community.

The Draft Plan, which was endorsed by the Committee for recommendation to the Council for the purposes of consultation, is based on the revenue which the Council proposes to collect from The Parade Separate Rate in 2019-2020, totalling \$215,000.

The Draft 2019-2020 Annual Business Plan was subsequently released for consultation for a period of twenty-four (24) days, from Wednesday 17 April until Friday 10 May 2019. Letters were distributed to all businesses and property owners within The Parade Precinct. Notices were also placed in both the Eastern Courier and the City Messenger. In addition to this, information was published on The Parade and Council website and Council's Facebook page along with an Electronic Direct Marketing advising The Parade traders of the consultation was also distributed.

No submissions have been received in respect to the Draft 2019-2020 Annual Business Plan.

A copy of the final Draft 2019-2020 Annual Business Plan is contained in **Attachment A**.

### FINANCIAL AND BUDGET IMPLICATIONS

The Draft 2019-2020 Annual Business Plan is based on a total budget of \$215,000 which is the total amount that the Council will receive from the Separate Rate.

Expenses incurred in placing the Draft Plan on consultation related to the:

- Letter distribution to The Parade Precinct business community; and
- Notices in the Eastern Courier and City Messenger Papers.

### RESOURCE ISSUES

The implementation of the Draft 2019-2020 NPPC Annual Business Plan will be undertaken by the Council's Economic Development Coordinators with input and involvement from other Council staff and external contractors as required.

## CONSULTATION

The Draft 2019-2020 Annual Business Plan was released for consultation on Wednesday 17 April, with comments sought in writing by no later than 5.00pm, Friday 10 May 2019.

A letter was forwarded to all businesses and property owners on The Parade advising of the Draft Plan and the consultation process. Notices were placed in the Eastern Courier and City Messenger papers on Wednesday 17 April 2019. In addition, information was published on The Parade and Council's websites and Council Facebook page along with an Electronic Direct Marketing (EDM) advising The Parade traders of the draft Plan and consultation was also distributed.

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

## DISCUSSION

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

A summary of how the Committee proposes to allocate the revenue received from the Separate Rate is outlined in Table 1 below.

**TABLE 1: NORWOOD PARADE PRECINCT COMMITTEE 2019-2020 ANNUAL BUSINESS PLAN**

<b>STRATEGIES</b>	<b>BUDGET</b>
<b>Events &amp; Activations</b>	
<i>Events &amp; Activations</i>	\$35,000
	<b>\$35,000</b>
<b>Marketing &amp; Communication</b>	
<i>Website</i>	\$10,000
<i>Social Media</i>	\$20,000
<i>Advertising</i>	\$50,000
	<b>\$80,000</b>
<b>Identity &amp; Brand</b>	
<i>Sponsorship</i>	\$10,000
<i>Signage &amp; Street Decorations</i>	\$55,000
<i>Merchandise</i>	\$5,000
<i>Competitions &amp; Promotions</i>	\$20,000
	<b>\$90,000</b>
<b>Business Development</b>	
<i>Networking</i>	\$4,000
<i>Business Training</i>	\$4,000
	<b>\$8,000</b>
<b>Administration</b>	
<i>Catering</i>	\$500
<i>Print, Post &amp; Distribution</i>	\$1,500
	<b>\$2,000</b>
<b>TOTAL</b>	<b>\$215,000</b>

## **OPTIONS**

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

## **CONCLUSION**

Nil

## **COMMENTS**

Nil.

## **RECOMMENDATION**

That the *Draft 2019-2020 Norwood Parade Precinct Committee Annual Business Plan*, as contained in Attachment A, be endorsed.

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*Cr Patterson moved:*

*That the Draft 2019-2020 Norwood Parade Precinct Committee Annual Business Plan, as contained in Attachment A, be endorsed.*

*Seconded by Cr Callisto and carried.*

**Section 3 – Governance & General  
Reports**



## 11.6 CHRISTMAS DECORATIONS ON THE PARADE

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**REPORT AUTHOR:** Manager, Economic Development & Strategic Projects  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4509  
**FILE REFERENCE:** S/04864  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present to the Council for its consideration and endorsement, options and costs for the installation of Christmas decorations on The Parade adjacent to The Norwood Town Hall.

### BACKGROUND

At its meeting held on 4 June 2018, the Council resolved the following in respect to the Christmas decorations on and adjacent to the Norwood Town Hall.

*That the proposal for Christmas decorations as outlined in Option 2 (stars and lights) be endorsed and that staff contact Chas Clarkson to discuss other decorative options for the Norwood Town Hall, including decorations for the Town Hall tower (lower arch), banners and any other decorative treatments which may be considered appropriate, to complement the decorations in Option 2, within the allocated budget.*

More specifically, the Council endorsed the purchase and installation of the following Christmas decorations which were installed for the 2018 Christmas period:

1. Town Hall Window Frames – installation of red metallic non-illuminated UV stars (430mm) and silver white illuminated LED static wire stars (500mm) displayed within the externally-facing windows of the Norwood Town Hall along The Parade and George Street;
2. Live Tree Decorations –red LED Twinkle Sea Stars (500mm) and white LED static Wire Balls (500mm) displayed organically within each of the three (3) street trees surrounding the Norwood Town Hall.

Following the Council's resolution, Council staff met with Chas Clarkson (suppliers) to identify additional options for the Town Hall. The recommended option is outlined in the Discussion Section of this report. Due to the lead time required to enable concepts to be developed and costings to be finalised, it was not possible to present additional options to the Council until now.

Christmas is the largest festive celebration, bringing together people of all ages and many different cultural backgrounds. By installing Christmas decorations on The Parade, the Council will be providing a valuable and much appreciated 'community and cultural message' to its community in recognition of this important festive celebration for the thousands of citizens who live, work or visit the City.

The current range of Christmas decorations along The Parade commenced with the installation of three (3), six (6) metre tall contemporary illuminated Christmas Trees on The Parade median strip in front of the Norwood Town Hall, a series of LED star burst motifs in the SAPN pole banners and 'Christmas on Parade' branded street banners, all of which have been funded through the Norwood Parade Precinct Separate Rate. These decorations were installed in 2016, 2017 and 2018, and will once again be installed for the 2019 Christmas season. The 2018 Christmas Season also saw the installation of the Town Hall Window and Street Tree Decorations described earlier in this report.

The other significant Christmas display which forms part of the Council's *Christmas in NPSP* program, is the *Christmas Tree Gallery* on Osmond Terrace, which is the compilation of Christmas Trees decorated by children from various schools from across the City and displayed in the median strip on Osmond Terrace as an open air gallery.

The new decoration proposed for The Parade outside of the Norwood Town Hall, will complement the existing decorations and enhance the Council's current 'package' of Christmas decorations, activities and initiatives which include the *Norwood Christmas Pageant*, *Twilight Carols & Christmas Market*, *Norwood Oval Film Night* and the *Christmas Trees Gallery* on Osmond Terrace. Leading by example may encourage traders and residents to also decorate their premises and contribute to the festive spirit and shopping experience of The Parade.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Outcomes, Objectives and Strategies of the Council's *CityPlan2030: Shaping Our Future – Update 2017* that are relevant to the Christmas Decoration initiative are provided below:

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

- **Objective 3:** *An engaged and participating community.*
- **Objective 4:** *A strong, healthy, resilient and inclusive community.*

### **Outcome 2: Cultural Vitality – A culturally rich and diverse city, with a strong identity, history and sense of place.**

- **Objective 1:** *An artistic, creative, cultural and visually interesting City.*
- **Objective 2:** *A community embracing and celebrating its social and cultural diversity.*
- **Objective 5:** *Dynamic community life in public spaces and precincts.*

## FINANCIAL AND BUDGET IMPLICATIONS

As part of the 2018-2019 Budget, the Council considered an additional funding allocation of \$50,000 for the installation of Christmas decorations on and around The Norwood Town Hall.

The additional allocation of \$50,000 brought the total budget for the Christmas decorations project to \$74,000 (\$50,000 plus a carried forward amount of \$24,000). The purchase and installation of the 2018 suite of decorations cost approximately \$49,000 (including freight, installation and dismantling) resulting in an available budget of approximately \$25,000.

## EXTERNAL ECONOMIC IMPLICATIONS

The display of additional Christmas Decorations on The Parade and at the Norwood Town Hall will be an attractive visual contribution to The Parade during the Christmas season, and will enhance the experience of the community and visitors to the precinct, which may have positive flow-on benefits for the local businesses in the area.

## SOCIAL ISSUES

Not Applicable.

## CULTURAL ISSUES

Christmas decorations are much appreciated by the community and will help to bring together people of all ages and many different cultural backgrounds through a shared experience.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Council staff will oversee the commissioning and installation of the Christmas Decorations through the proposed provider, Chas Clarkson.

## RISK MANAGEMENT

Council staff will work with Chas Clarkson to prepare a risk management plan and a traffic management plan in relation to the required road closures to enable installation and dismantling of the decorations in a timely and safe manner.

Chas Clarkson will obtain the necessary structural engineering advice and specifications by a suitably qualified consultant in relation to the installation of the Christmas Decorations.

## CONSULTATION

- **Elected Members**

The Council considered the matter of Christmas decorations in a Notice of Motion submitted by the Mayor at its 15 January 2018 meeting and a report at its 4 June 2018 meeting.

- **Community**

Not Applicable.

- **Staff**

All relevant staff will be consulted as required through the commissioning and installation of the Christmas Decorations:

- **Other Agencies**

Not Applicable.

## DISCUSSION

Subsequent to the Council's resolution, Council staff sought additional proposals from Chas Clarkson, a reputable and well-established organisation to design, produce and install additional Christmas Decorations at the Norwood Town Hall for the 2019 Christmas season. Chas Clarkson has supplied and installed the Christmas Decorations for the Council along The Parade in recent years and on the Norwood Town Hall in 2018, and is the largest supplier of Christmas decorations in Australia.

In response, Chas Clarkson have submitted a proposal comprising of two (2) size options.

Given the scale of the Norwood Town Hall building and the location and scale of the street trees on The Parade adjacent to the Town Hall, it was determined that any decorations on the actual building would have very little impact, as they would need to be located too high or would be obstructed by the trees. Based on a direction to maximise the impact at street level, Chas Clarkson have proposed a 3metre by 3metre large star filled with baubles on a plinth to match the theme of the decorations located on the remainder of the street.

An illustration of the proposed Christmas decoration is contained in **Attachment A**.

It is proposed that a simple colour palette of red, white and silver will be used in the decorations to complement the existing decorations and to provide a coordinated and elegant appearance along The Parade.

This option has been selected to be visually appealing during both the day and at night when illuminated.

All options include the installation and dismantling of the decorations by suitably experienced and qualified staff at Chas Clarkson. All decorations have a one (1) year warranty, and all of the externally displayed decorations are UV-rated.

Chas Clarkson have provided a second variation of the proposal (2metre by 2metre) to enable the Council to consider different price points. The two (2) options are summarised below.

### **Christmas Decoration Option 1 – 3metre x 3metre Illuminated LED Star**

This option includes a 3metre illuminated 3D Silver LED Star featuring LED lights and accentuated with 50% red bauble fill. The Star sits on a glass red plinth which has a width of 3metre, depth of 600mm and height of 250mm. A diagram showing this option and its positioning against the Town Hall Arch is contained in **Attachment A**.

This option will cost \$30,170 (incl. GST), comprising of \$26,618 for the purchase of the decoration, \$1,281 for the installation and dismantle and \$2,271 for freight. Total cost excluding GST is \$27,427.27.

### **Christmas Decorations Option 2 – 2metre x2metre Illuminated LED Star**

The only difference between Option 1 and Option 2 is the size of the Star. Option 2 contains a 2metre illuminated 3D Silver LED Star featuring white LED lights and accentuated with 50% red bauble fill. The Star sits on a glass red plinth which has a width of 2metre, depth of 600mm and height of 250mm. A diagram showing this option and its positioning against the Town Hall Arch is contained in **Attachment A**.

This option will cost \$18,540 (incl. GST), comprising of \$15,525 for the purchase of the decorations, \$1,281 for the installation and dismantle and \$1,734 for freight. Total cost excluding GST is \$16,854.54.

## **OPTIONS**

The Council has three (3) options available in respect to the Christmas decorations. The Council can resolve to do nothing and not proceed further with the installation of any additional Christmas Decorations, or it could consider one of the two (2) options for the proposed decoration as outlined in the Discussion section of this report and briefly summarised below.

### **Option 1 – Christmas Decorations Option 1**

This option will deliver a 3metre x 3metre star at the entrance of the Town Hall, which would make a significant statement both during the day and at night. Unfortunately, this option exceeds the Council's available budget by approximately \$2,000.

Notwithstanding this, **Option 1 is the recommended option** on the basis that it matches the scale of the building and creates a centre piece at the entrance of the Town Hall.

### **Option 2 – Christmas Decorations Option 2**

This option would deliver a significantly smaller star, which still makes a significant contribution but does not detract from the details of the building. Unlike Option 1, the cost of this option is within the available budget. Notwithstanding this, Option 2 is **not** the recommended option on the basis of its scale.

### **Option 3– Do Nothing (do not proceed further)**

The Council could resolve not to proceed with the purchase and installation of any additional Christmas decorations as outlined in this report.

Given that the Council has previously resolved to investigate the costs for different Christmas decoration option at its meeting held on 15 January 2018 and again on 4 June 2018, this option is **not** recommended.

## **CONCLUSION**

Should the Council resolve to proceed with the Christmas decorations as recommended, the decorations would be installed in November 2019, together with all of the other Christmas decorations prior to the Christmas Pageant and dismantled in early January 2020.

## COMMENTS

Nil

## RECOMMENDATION

That the purchase and installation of a 3metre illuminated 3D Silver LED Star featuring LED lights and accentuated with 50% red bauble fill as illustrated in Attachment A for the total cost of \$27,427.27 (excl. GST) be approved.

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*Cr Duke moved:*

*That the purchase and installation of a 3metre illuminated 3D Silver LED Star featuring LED lights and accentuated with 50% red bauble fill as illustrated in Attachment A for the total cost of \$27,427.27 (excl. GST) be approved.*

*Seconded by Cr Dottore and carried unanimously.*

## 11.7 PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 - ACCREDITED PROFESSIONALS SCHEME

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**REPORT AUTHOR:** Senior Urban Planner  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4561  
**FILE REFERENCE:** S/04363  
**ATTACHMENTS:** A - D

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### PURPOSE OF REPORT

The purpose of this report is to present information to the Council regarding the introduction of the *Accredited Professionals Scheme*, under the *Planning, Development and Infrastructure Act 2016 (PDI Act 2016)* and to seek endorsement of the recommended implementation approach.

### BACKGROUND

The *PDI Act 2016*, underpins wholesale reform of the South Australian planning system, the elements of which are being progressively 'switched on' and implemented by the State Government, through the Department of Planning Transport and Infrastructure (DPTI). Two of the key administrative changes affecting the development assessment system, are the implementation of new relevant authorities (decision makers) and the need for some of these relevant authorities to be accredited under an Accredited Professionals Scheme.

#### Relevant Authorities

The relevant authorities under the *PDI Act 2016* include:

- the Minister;
- State Planning Commission;
- Assessment Panels;
- Assessment Manager;
- Council; and
- Accredited Professionals.

The role of each of these relevant authorities in the new planning system is summarised in Figure 1, contained in **Attachment A**.

Changes to the decision making role and responsibilities of Councils will be one of the most significant differences for Local Government in the new planning system. For the majority of Development Approvals, the applicant is required to obtain Development Plan Consent and Building Rules Consent.

Currently, under the *Development Act 1993*, most Development Plan Consents are granted by a Council, but in some circumstances, Consents are issued by the State Planning Commission, the Minister for Planning, or a private planning certifier. When a Council is the relevant authority for planning consent, it is responsible for setting the delegations for applications which will be considered by the Council Assessment Panel (CAP) and which are delegated to planning staff.

Under the *PDI Act 2016*, Assessment Panels and Assessment Managers will be relevant authorities for planning consents in lieu of the Council (other than where the Minister or the Commission are specifically identified as the relevant authority, or in circumstances where a private Accredited Professional can process an application). As such, the Council will not be responsible for determining the delegations of the CAP or its Assessment Manager. Rather, the *PDI Regulations* will specify the decision making responsibilities for CAPs and Assessment Managers, and the *PDI Act 2016* allows these relevant authorities to delegate functions or powers to a particular person or body. For example, the *PDI Regulations* may specify that the CAP is the relevant authority for applications which are publically notified, but the CAP may delegate the decision to the Assessment Manager if no opposing representations are received during the public notification period.

The Council will, however remain the relevant authority for Building Rules Consent (other than where an Accredited Professional assesses the application) and for full Development Approval.

#### Accreditation Scheme

The *Accredited Professionals Scheme* has purportedly been introduced to provide:

- better decisions;
- better recognition of professionals;
- more choices for professionals;
- faster processing for applicants; and
- better management of complaints and investigations; and
- a centralised public register for all accredited professionals.

Under the Scheme, accredited planning and building professionals will be able to determine Development Applications, based on the nature and complexity of a proposed development. The *PDI Act* will require professionals to be accredited to undertake some development assessment roles, while it will be optional for others.

The various accreditation levels for planning and building decision making are illustrated in Figures 2 and 3, contained in **Attachment B**.

It is worth noting that during the initial public consultation prior to the Scheme being introduced, the *Accredited Professional – Surveyor* level, which was intended to enable private professionals to process prescribed types of land division applications, received considerable negative feedback, particularly from Local Government. There were significant concerns that land divisions were too complex to be dealt with by a private professional rather than by Local or State Government authorities. Following the initial consultation, the Department of Planning, Transport and Infrastructure (DPTI) communicated that this level had been removed from the Scheme in response to the concerns which were raised, however the level was reintroduced in the final approved version of the Scheme without any explanation as to why this decision was made.

Under the new *PDI Act*, CAP members (other than the appointed Elected Member) will also require accreditation (Planning Level 2) to fulfil their role as Panel Members.

Accompanying the introduction of the Accredited Professionals Scheme, DPTI has released the *Guide to the Accredited Professionals Scheme*, which is contained in **Attachment C**.

## **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

### **Outcome 1: Social Equity**

*A connected, accessible and pedestrian-friendly community.*

#### **Objective:**

1. *Convenient and accessible services, information and facilities.*

### **Outcome 2: Cultural Vitality**

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

#### **Objective:**

4. *Pleasant, well designed and sustainable urban environments.*

## **FINANCIAL AND BUDGET IMPLICATIONS**

Councils will incur costs associated with maintaining appropriate levels of accreditation for relevant development assessment staff and potentially for its Independent Assessment Panel Members, in line with the new requirements. These new costs will include payment of individuals' accreditation assessment fees and registration fees, annual renewal fees and the costs of providing Continuing Professional Development (CPD) for staff.

Although not directly attributed to the Accredited Professionals Scheme, there may be longer term budget impacts (either favourable or unfavourable) as a far greater percentage of assessment functions which have been traditionally undertaken by Local Government, may be increasingly chosen by applicants to be assessed by private Accredited Professionals. The extent of this impact is currently unknown, until such time as the accompanying Regulations are finalised and the *Planning and Design Code* is enacted in lieu of the current Development Plan.

There may be impacts as a result of Councils being required to undertake a greater complaints-based or compliance role in the new planning system, with a reduction in the number of fee-recovery planning and building assessment functions being considered by Councils.

## **EXTERNAL ECONOMIC IMPLICATIONS**

*A key premise of the new Planning, Development and Infrastructure Act 2016, is to provide greater flexibility and choice for applicants by changing the way planning and development decisions are made and who can make them.*

## **SOCIAL ISSUES**

Not Applicable.

## **CULTURAL ISSUES**

Not Applicable.

## **ENVIRONMENTAL ISSUES**

Not Applicable.

## **RESOURCE ISSUES**

Due to the new mandated accreditation and training requirements for some development assessment staff and all Independent CAP Members, the Accredited Professionals Scheme requires consideration by employers of the extent to which they will pay for the accreditation and Continuing Professional Development (CPD) requirements involved in undertaking the roles requiring an accredited professional. For example, an increase in attendance at courses, conferences and training modules will be required for Accredited Professionals to meet their CPD requirements. As noted under *Financial and Budget Implications*, these training courses will have some budget implications and may also have a small impact on staff resources when this training is conducted during business hours.

In the longer term, the potential shifts in the volume and type of development assessment work being undertaken by private Accredited Professionals rather than Council staff, may alter the role and resourcing needs of the Council's development assessment unit, however this is unable to be quantified until further information on the new system is provided and the new private Accredited Professional processing options are taken up by applicants.



## RISK MANAGEMENT

In accordance with the Accredited Professionals Scheme Regulations, obtaining accreditation will be mandatory for some Council staff and optional for others. For example, an Assessment Manager requires accreditation but planning staff members who are delegates of the Assessment Manager, are not required to be accredited. In delegating to staff, an Assessment Manager may choose to assign tasks of differing complexity to appropriately qualified and experienced staff. The delegations will allow day-to-day operations to continue even during temporary absences of the Assessment Manager. Building staff have specific accreditation requirements, different to those of planning staff.

## CONSULTATION

- **Elected Members**  
Nil
- **Community**  
Nil
- **Staff**  
General Manager, Urban Planning & Environment  
Manager, Development Assessment
- **Other Agencies**  
Nil

## DISCUSSION

The Accredited Professionals Scheme has been open for practitioners to apply for accreditation since 1 April 2019, however the date by which specified practitioners must be accredited varies depending on their role and in which part of the State they will be operating. For this Council, the Assessment Manager, CAP Members and Building Officers, must be accredited by no later than 1 July 2020. For other planning staff, as accreditation is optional, there is no fixed date for when this must occur, providing these staff are only issuing decisions as a delegate of the Assessment Manager.

Prior to the Accredited Professionals Scheme being implemented in this Council, various options will need to be considered as outlined below.

### Who Will Be Accredited?

Under the Scheme, the Council requires the employment (or contractual engagement) of the following:

- **Planning Level 1 Assessment Manager**
  - appointed by the Chief Executive of the Council;
  - responsible for managing staff and the operations of the Assessment Panel;
  - acts as a relevant authority under the Act;
  - can assess Code Assessed – Performance Based applications; and
  - can delegate functions to staff (not holding accreditation) within a Council.
- **Planning Level 2 Assessment Panel Member (4 Independent Members)**
  - the CAP is a relevant authority under the Act. (continues to be appointed by the Council every two (2) years).
- **Building Levels 1 – 4, dependent on Council requirements and qualification of staff (at least one)**
  - undertakes assessment against the Building Rules (either as full assessment or limited to certain classes of structures); and
  - while the Council is a relevant authority for Building Rules Consent, the Council must seek and consider the advice of an accredited professional. As such, not all Building Officers in a Council are required to be accredited but there should be at least one accredited Building Officer to oversee the assessments. If a Council does not have an accredited Building Officer in-house, advice would need to be obtained from a contracted private building professional.

Although not a legislative requirement, the option exists for other Council staff to also become accredited, including:

- *urban planners* who will make decisions as delegates of the Assessment Manager and prepare reports for the CAP;
- the Council's second *building officer*; and
- *policy planners*.

Organisational charts illustrating the different development assessment roles in this Council, and who is required to be accredited are contained in **Attachment D**.

The accreditation of additional staff beyond those who must be accredited to perform their development assessment role, could be considered to be 'in the spirit' of the Accreditation Scheme; that is, accrediting decision makers even if they are operating as delegates of a relevant authority in the interests of building community confidence in development decision making. However, in determining whether to require and fund the accreditation costs for staff members who are not legislatively obligated to become accredited under the Scheme, consideration should be given to potential equity issues for staff across the organisation.

If the Council determines to go above and beyond minimum legislative requirements for funding professional accreditation of planning and building staff by determining to fund the accreditation of staff members for which accreditation is optional, this could be viewed as inequitable for other staff across the organisation who work in other professional fields, who currently fund their own professional association fees or accreditation.

#### *Urban Planners*

It is expected that the day-to-day operations of the Council's development assessment planners in the new system will not be dissimilar to the current situation. The majority of development assessment decisions will likely continue to be made under delegation (i.e. by a single staff member at officer level). However, in the new system, planning staff will be making decisions as delegates of the Assessment Manager rather than delegates of the Council as is currently the case.

Development assessment planning staff for whom accreditation is optional may choose to become accredited, however as this is not a requirement of the Scheme, it is recommended that the council not fund such accreditation, in the interest of maintaining equity across the organisation.

#### *Building Officers*

As outlined above, Councils are required to seek and consider the advice of an accredited person when assessing and issuing Building Rules Consent. In order to fulfil this requirement, an accredited person would need to have some level of oversight over each application. This operates differently to the assessment of planning consent, where the Assessment Manager can delegate decision making with as much or as little oversight as deemed necessary.

The Council currently employs two (2) building staff - a Senior Building Officer and a Development Officer, Building - and engages a consulting structural engineer who visits in-house on a weekly basis. Although most of the time having only one (1) out of Council's two (2) Building Officers accredited may be sufficient, during periods of leave, the Council would need to engage a private building accredited professional to provide advice on applications if only one of the staff members held accreditation. However, if both of the Council's Building Officers were accredited, this would allow each officer to operate more independently and would account for periods of leave.

As such, it is recommended that the Council fund the accreditation of the Senior Building Officer and the Development Officer, Building, to allow for efficient processing of applications for building rules consent and in the interest of risk management in demonstrating that the Council has the appropriately accredited staff to undertake such assessments.

*Policy Planners*

The *Development Act 1993* currently requires a Council to consider the advice of a person with prescribed qualifications prior to preparing a Development Plan Amendment. The draft *Planning, Development and Infrastructure (General) Regulations*, do not include a similar requirement for policy planners in the new planning system. In response to feedback from practitioners that policy writing is a key task of the new planning system, DPTI has advised that the primary objective of the accreditation scheme is to accredit decision makers (that is, those making development assessment decisions) and not staff who prepare planning policy.

Given the above context, as the accreditation of the Council's planning policy staff is not a requirement of the Scheme, it is recommended that the Council not fund such accreditation, in the interest of maintaining equity across the organisation.

Council Contribution to Accreditation Fees

The current Municipal Officer's Enterprise Agreement, which sets out employee's entitlements, allows employees to seek up to 50% reimbursement from the Council of professional association membership fees and 100% reimbursement of accreditation fees where these are an expressed requirement for the performance of the role. However, as a new Enterprise Agreement will be negotiated over the next four months and there is no guarantee that this clause will remain in the Agreement on an ongoing basis, it is considered appropriate for the Council to adopt a position on its financial contribution to accreditation fees, prescribed in the *PDI Act*.

The Accredited Professional Scheme fees are set out in Table 1 below:

**TABLE 1 – ACCREDITED PROFESSIONAL SCHEME FEES**

Accreditation Activity	Cost
Accreditation for Level 1 Assessment Manager	\$760
Accreditation for all other planning and building levels	\$560
Accreditation for members of a professional association or body (e.g. PIA, AIBS)	\$270
<i>*Note that the Council may be contributing to industry professional association fees in addition to the accreditation fee</i>	
Annual renewal	\$180

It is necessary for the Council to cover the full cost of accreditation for any staff who are required by the legislation to be accredited.

The application of these costs to this Council is set out in Table 2 below:

**TABLE 2 – COST PROJECTIONS FOR NPSP STAFF ACCREDITATION (FIRST YEAR)**

Position	Accreditation Fee (First Year)	Annual Renewal (Each year thereafter)
Assessment Manager	\$760	\$180
Senior Building Officer	\$560	\$180
Development Officer, Building	\$560	\$180
<b>TOTAL</b>	<b>\$1880</b>	<b>\$540</b>

The likely costs of the ongoing Continuing Professional Development for Council staff members referred to in Table 2 is not able to be quantified due to the varying nature and costs associated with different training and learning opportunities. However, it is anticipated that these costs can be accommodated within the existing training budget.

Any remaining staff who opt to be accredited will need to do so at their own expense, noting that the Enterprise Agreement only relates to professional membership fees and required accreditation, not optional accreditation.

### *Council Assessment Panel Members*

In the new system, although Independent CAP Members are required to be accredited in order to fulfil their role, it is not uncommon for Panel Members to sit on more than one CAP. In these circumstances, it would be inequitable for one Council to cover the full accreditation costs for its Independent Members who sit on multiple Panels.

Cost sharing arrangements with other councils have been investigated, however, this has proved too impractical to administer. It is not practical for a Council to contribute a proportionate amount (e.g. 50/50 with another Council sharing the Member) as membership on Panels does not necessarily align with accreditation renewal timelines and membership can change over time.

The Accreditation Scheme also requires Independent CAP Members to undertake 10 hours of CPD related activities within a 12 month period. Again, given the potential for CAP Members to sit on multiple Panels, the Council also needs to consider whether any CPD related costs will be reimbursed by the Council or Councils that the Panel Member is engaged by.

An alternative to directly funding accreditation fees and associated CPD activities, is to increase the sitting fees of Independent CAP Members. The current sitting fees for Independent Panel Members is \$500 per meeting for the Presiding Member and \$400 per meeting for other Members. This fee structure has been in place since December 2006 and has remained unaltered since that time.

Assuming on average that twelve (12) CAP meetings will be held every year, an increase of \$50 per meeting per Member would result in at least \$600 of additional sitting fees per year for each CAP Member. This additional amount would cover the cost of initial accreditation (\$560) and would well exceed the subsequent annual renewal cost thereafter (\$180), noting that the remaining amount would assist in offsetting the costs associated with Panel Members having to meet their ongoing CPD requirements.

If the Council endorses an increase of sitting fees for its Independent CAP Members by \$50 per Member per meeting, the total additional cost to the Council would be \$2400 per annum. It is recommended that this approach be adopted to assist in offsetting the cost of accreditation for Independent CAP Members.

In providing feedback on the draft Scheme, many practitioners expressed concern that the new Accreditation Scheme requirements may impact on the current composition of Panels due to the increased administrative arrangements and the need to demonstrate CPD points. Notwithstanding this, the requirement still remains part of the Scheme.

### Delegations

The commencement of the *Accredited Professionals Scheme* and *PDI Act* will require changes to the Council's delegations to reflect that the Council will no longer be a relevant authority for Development Plan Consent (now assigned to Assessment Manager and CAP). The necessary amendments to the delegations will be made prior to commencement of the operation of the *PDI Act* (1 July 2020).

## **OPTIONS**

### **Option 1**

The Council could determine to fund accreditation costs for all development assessment staff and policy planners and increase the sitting fee for Independent CAP Members to offset the cost of their accreditation requirements. While accrediting most (or all) assessment staff would be 'in the spirit' of accrediting decision makers, it is a costly option and potentially raises equity issues for staff in other departments who currently fund their own optional accreditation.

The total projected cost of this option would be in the order of \$6000 for staff accreditation and \$2400 in additional CAP sitting fees per annum.

This option is not recommended.

## **Option 2**

In order to reduce the overall costs of complying with the Scheme requirements and maintaining equity for staff across the organisation, the Council could determine to only fund accreditation for the staff who are legislatively required to become accredited (Assessment Manager and Senior Building Officer) and increase the sitting fee for Independent CAP Members. The approximate cost of this option would be \$2080 for the required staff members and \$2400 in additional CAP sitting fees per annum.

Although this is a more cost effective approach, this option would impact on the operational efficiency of issuing Building Rules Consent and would not accommodate for periods of leave or absence of the Senior Building Officer.

This Option is not recommended.

## **Option 3**

The Council could determine to fund the accreditation of staff who are legislatively required to become accredited (Assessment Manager and Senior Building Officer) as well the Development Officer, Building to ensure operations continue uninterrupted during periods of leave and absence. As per the previous two options, the Council could also determine to increase the sitting fees of the independent CAP Members. The approximate cost of this option would be \$2640 for staff accreditation and \$2400 in additional CAP sitting fees per annum.

This option provides the most cost effective and pragmatic approach to meeting the accreditation requirements of the Scheme. As such, this Option is recommended.

## **Option 3A**

As a variation to Option 3, rather than increasing the sitting fee for Independent CAP Members, the Council could determine to pay for their accreditation at a cost of \$2240 in the first year. Although this would save the Council \$160 annually, funding the accreditation of Independent Members is more difficult to administer, particularly if there is any cost sharing between Councils where Members serve on multiple panels and therefore any financial savings would be offset by the additional administration costs incurred to administer the accreditation requirements of the Independent CAP Members.

As such, this option is not recommended.

## **CONCLUSION**

Under the *PDI Act*, decision-making planning and building professionals are required to become accredited through the *Accredited Professionals Scheme* in order to carry out development assessment functions. The Council has a range of options available to it with respect to the funding of accreditation for relevant staff and Independent CAP Members. However, there is a need for the council to strike a balance with the extent to which it will fund accreditation whilst maintaining equity for professional staff across the organisation.

For the reasons set out in this report, it is recommended that the Council fund the accreditation of staff who are legislatively required to become accredited (Assessment Manager and Senior Building Officer) as well the Development Officer, Building, to ensure operations continue uninterrupted during periods of leave and absence. It is also recommended that the sitting fees of the Independent CAP Members be increased by \$50 per meeting per member.

## **COMMENTS**

Nil

## RECOMMENDATION

1. That the full cost of accreditation and ongoing Continuing Professional Development (CPD) requirements for the following employee positions be funded by the Council, to enable the effective and efficient administering of development assessment functions under the *Planning, Development & Infrastructure Act 2016*:
    - Assessment Manager;
    - Senior Building Officer; and
    - Development Officer, Building.
  2. That the sitting fee for each Independent Council Assessment Panel Member be increased by \$50 per meeting to assist in offsetting the cost of accreditation and Continuing Professional Development requirements prescribed for Independent CAP Members under the *Planning, Development & Infrastructure Act 2016*.
- 

*Cr Dottore moved:*

1. *That the full cost of accreditation and ongoing Continuing Professional Development (CPD) requirements for the following employee positions be funded by the Council, to enable the effective and efficient administering of development assessment functions under the Planning, Development & Infrastructure Act 2016:*
  - *Assessment Manager;*
  - *Senior Building Officer; and*
  - *Development Officer, Building.*
2. *That the sitting fee for each Independent Council Assessment Panel Member be increased by \$50 per meeting to assist in offsetting the cost of accreditation and Continuing Professional Development requirements prescribed for Independent CAP Members under the Planning, Development & Infrastructure Act 2016.*

*Seconded by Cr Duke and carried unanimously.*

**11.8 LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA - LOCAL GOVERNMENT REFORM DISCUSSION PAPER**

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/0022  
**ATTACHMENTS:** A - B

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**PURPOSE OF REPORT**

The purpose of this report is to advise the Council of the *Local Government Reform Discussion Paper* (the Discussion Paper), which has been prepared by the Local Government Association of South Australia, to enable the Council to provide comments to the Local Government Association of South Australia.

**BACKGROUND**

The Local Government Association of South Australia (LGA), has released the *Local Government Reform Discussion Paper* (the Discussion Paper), which outlines a range of measures aimed at improving governance across the Local Government sector.

The LGA has invited comments from councils in respect to the Discussion Paper.

A copy of the Discussion Paper 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**

Not Applicable.

## CONSULTATION

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

## DISCUSSION

The *Local Government Reform Discussion Paper* has been prepared in response to the State Government's reform program which focuses on amendments to the *Local Government Act 1999* (the Act), and the *Local Government (Elections Act) 1999* (the Elections Act), in the following areas:

- strong Council Member capacity and better conduct;
- efficient and transparent Local Government representation;
- lower costs and enhanced financial accountability; and
- simpler regulation.

Based on comments which have been received by Councils at various LGA Annual General Meetings and Ordinary Meetings, together with various consultations with member Councils over the last few years, the LGA has incorporated various reform opportunities within the Discussion Paper for consultation with member Councils.

The Discussion Paper covers the following topics:

1. Strengthening the Code of Conduct for Council Members;
2. Prevention to Intervention;
3. General Duties of Council Members;
4. Mandatory Training Requirements;
5. 2014 Elections Review and the Local Government (Elections) Amendment Bill 2017;
6. 2018 Elections Review;
7. Representation Reviews;
8. Electronic Voting in Local Government Elections;
9. Supplementary Elections;
10. Caretaker Policy and Code of Conduct;
11. Audit Committees;
12. Standardising External Audits;
13. Fee for the Lodgement of a Section 270 Complaint;
14. Increasing the maximum penalty for a breach of a By-law;
15. Benchmarking;
16. Prescribed format for Asset Management Plans and Long Term Financial Plans;
17. Informal Gatherings;
18. Conflict of Interest;
19. Suspension of Elected Members Allowances during State or Federal Elections;
20. Mobile Food Vendors;
21. Public Consultation requirements in the *Local Government Act 1999*;
22. Requirements to publish in newspapers;
23. Public consultation requirements for permits under Sections 221 and 222 of the *Local Government Act 1999*;



24. Developer contributed assets;
25. Rating equity for Commercial and/or industrial land uses;
26. Regulations under section 245A of the *Local Government Act 1999* (Development Bonds);
27. Regulation 21 of the *Local Government (Procedures at Meetings) Regulations 2013*;
28. Management of Unmade Roads;
29. Community Housing; and
30. Meeting Procedures.

The Discussion Paper sets out the context for these issues and the LGA's comments regarding the issues and asks for comments in relation to the issues.

### **General Observations in respect to the Discussion Paper**

The generation of any discussion paper aimed at improving governance processes across Local Government is generally welcomed. This Council has always responded to reviews aimed at improving processes and has always advocated for an holistic approach to legislative reform – albeit there will always be different agendas and differences of opinions.

The Local Government Act 1999 has now been in operation for almost twenty (2) years and therefore it is beneficial and indeed prudent for a more holistic review of the Act to be undertaken to ensure that it remains contemporary and relevant, rather than focusing only on selected areas in isolation, which has been the case of a number of years now.

It is therefore important that the Council provide a submission to ensure the Council's views regarding the various issues set out in the Discussion Paper are considered as part of the review. The issues which have been raised and are set out in the Discussion Paper have been reviewed and a draft submission incorporating a response has been prepared for the Council's consideration and endorsement.

The comments which have been provided as part of the draft submission are based upon previous submissions which have been made by the Council over the last few years, including the following:

- *Local Government Elections Review - Interim Report* in 2007;
- *Local Government Elections Review - Final Report* in 2008;
- *Strengthening Public Confidence in Local Government* Discussion Paper in 2008;
- *Electoral (Voting Age) Amendment Bill* in 2008;
- *Independent Review of Local Government Elections – State Government Response* in 2009;
- *Local Government Accountability Paper* in 2009;
- *Local Government (Accountability Framework) Amendment Bill* in 2009;
- *Local Government in South Australia Improving Governance* Discussion Paper in 2012;
- *Review of the Local Government (Procedures at Meetings) Regulations 2000* in 2012;
- *Towards the Council of the Future* Discussion Paper in 2013;
- *Appropriate Levels of Representation for a Council Undertaking a Representation Review* Discussion Paper in 2014;
- *Review of 2014 Local Government Elections* Discussion Paper in 2015;
- *Local Government (Boundary Adjustment) Amendment Bill* in 2016;
- *Review Of The Automatic Property Franchise Provisions And Requirements Associated With Campaign Donation Returns* Discussion Paper in 2016;
- *Proposed Amendments to the Local Government (Elections) Act 1999* in 2017;
- *Council Boundary Change Proposals Guidelines* in 2018; and
- *Local Government (Boundary Adjustment) Amendment Act 2017* in 2018.

A copy of the draft submission to the Discussion Paper is contained within **Attachment B**.

In addition to this review, the Electoral Commissioner of South Australia (ECSA) has advised the LGA that ECSA is undertaking a comprehensive evaluation of the 2018 Local Government Elections and has invited the LGA to provide a submission.

The LGA has advised the Council that Councils can choose to provide comments regarding the 2018 Local Government Election as part of the response to the Discussion Paper or directly to the ECSA.

It is therefore recommended that a copy of the Council's comments regarding the 2018 Local Government Election, as contained within the draft submission contained in Attachment B be forwarded to ECSA for consideration as part of ECSA's evaluation.

Following the consultation period, it is anticipated that the State Government will issue a Local Government Reform paper for further consultation later in the year.

A Local Government Reform Amendment Bill is then anticipated to be developed in early 2020 with further opportunity provided to Councils to comment on specific legislative changes.

## **OPTIONS**

The Council can resolve to either provide feedback to the LGA in respect to the *Local Government Reform Discussion Paper* or decline the opportunity.

It is however recommended that the Council does respond to the LGA in respect to the Discussion Paper, to ensure the Council's position is considered by the State Government and the LGA as part of the State Government's Reform Agenda.

## **CONCLUSION**

It is acknowledged that reform of governance has been an ongoing issue of concern for the State Government, the LGA and councils for some time, however, this Council, and indeed many councils, strive to achieve excellence in governance to ensure the integrity and accountability of Local Government.

As set out in the draft submission (Attachment B), any proposals which can and should be supported which improve accountability and governance should be embraced.

## **COMMENTS**

Nil

## **RECOMMENDATION**

1. That the *Local Government Reform Discussion Paper Submission*, as contained within Attachment B to this report, be submitted to the Local Government Association of South Australia in response to the request for feedback from councils regarding the review of the *Local Government Reform Discussion Paper*.
  2. That the comments regarding the 2018 Local Government Election, as set out in the *Local Government Reform Discussion Paper Submission*, as contained within Attachment B to this report, be submitted to the Electoral Commissioner of South Australia for consideration as part of the evaluation of the 2018 Local Government Election.
-

Cr Sims left the meeting at 7.58pm.  
Cr Sims returned to the meeting at 8.00pm.

*Cr Patterson moved:*

1. *That the Local Government Reform Discussion Paper Submission, as contained within Attachment B to this report, be submitted to the Local Government Association of South Australia in response to the request for feedback from councils regarding the review of the Local Government Reform Discussion Paper, as amended to include the following:*
  - *The Local Government Association of South Australia be advised that the Council supports 'in principle', electronic voting for Local Government Elections on the basis that a secure and cost effective model can be developed in the future.*
2. *That the comments regarding the 2018 Local Government Election, as set out in the Local Government Reform Discussion Paper Submission, as contained within Attachment B to this report, be submitted to the Electoral Commissioner of South Australia for consideration as part of the evaluation of the 2018 Local Government Election.*

*Seconded by Cr Callisto.*

#### Variation

*Cr Patterson, as the mover of the motion, with the consent of Cr Callisto as the seconder, sought leave of the meeting to vary the motion by the inclusion of the additional amendment to the Local Government Reform Discussion Paper submission, as follows:*

- *That the Council supports the Local Government Association of South Australia's position on the Reform Issue - 2018 Elections Review, with the exception of the proposed requirement that candidates disclose their political party affiliation. This is due to concerns that disclosure would provide incentive for political parties to increase their involvement in Local Government elections.*

Cr Mex left the meeting at 8.20pm.  
Cr Mex returned to the meeting at 8.22pm.

*Cr Minney (Acting Mayor) put the request for leave to the meeting.  
The meeting granted leave and the motion was varied as set out above.*

*The motion (as varied) was put and was lost.*

*Cr Duke moved:*

1. *That the Local Government Reform Discussion Paper Submission, as contained within Attachment B to this report, be submitted to the Local Government Association of South Australia in response to the request for feedback from councils regarding the review of the Local Government Reform Discussion Paper, as amended to include the following:*
  - *That the Council supports the Local Government Association of South Australia's position on the Reform Issue - 2018 Elections Review with the exception of the proposed requirement that candidates disclose their political party affiliation. This is due to concerns that disclosure would provide incentive for political parties to increase their involvement in Local Government elections.*
2. *That the comments regarding the 2018 Local Government Election, as set out in the Local Government Reform Discussion Paper Submission, as contained within Attachment B to this report, be submitted to the Electoral Commissioner of South Australia for consideration as part of the evaluation of the 2018 Local Government Election.*

*Seconded by Cr Sims and carried unanimously.*

## 11.9 GREATER ADELAIDE REGION ORGANISATION OF COUNCILS (GAROC): DRAFT STRATEGIC PLAN 2019-2023

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/0022  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the Local Government Association of South Australia Greater Adelaide Region Organisation of Council (GAROC) draft Strategic Plan 2019-2023 (the Strategic Plan), and draft Annual Business Plan to the Council to enable the Council to provide comments to the Local Government Association of South Australia.

### BACKGROUND

The Greater Adelaide Region Organisation of Councils (GAROC) Committee was formally established through the new LGA Constitution in October 2018. The Terms of Reference for the GAROC stipulates that the role of GAROC is to *provide advocacy, policy initiation and review, leadership, engagement and capacity building for the benefit of metropolitan South Australian councils and their communities.*

In addition, and in accordance with the GAROC Terms of Reference, the GAROC has prepared a Strategic Plan and Annual Business.

A copy of the draft Strategic Plan and Annual Business Plan is contained within **Attachment A**.

The draft Strategic Plan and draft Annual Business Plan are the first Strategic Plans and Annual Business Plans prepared by GAROC under the new constitutional arrangements which were established by the LGA in 2018.

The four (4) year Strategic Plan identifies the key objectives that GAROC are seeking to progress on behalf of Member councils, while the Annual Business Plan identifies the key actions that the GAROC will be seeking to progress in 2019-2020.

It is important for GAROC to understand whether the key objectives and actions identified in these Plans align with what Member Councils consider are the priority issues across the Greater Adelaide region. To this end, whilst it is difficult to gauge and incorporate all of the various issues which metropolitan councils would like to see addressed and consider to be a priority, it is unclear how the priorities were arrived at by the GAROC.

### 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

Not Applicable.

## CONSULTATION

- **Elected Members**  
Cr Mex is a Member of the GAROC.
- **Community**  
Not Applicable.
- **Staff**  
Not Applicable.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

As set out in the draft Strategic Plan, “*the GAROC Committee supports the LGA to ‘advocate, assist and advance’ the interests of Local Government by:*

1. *supporting the activities of the LGA at a regional level;*
2. *promoting communication between Members and the LGA;*
3. *advocating in respect of matters which affect the GAROC Regional Group;*
4. *encouraging engagement of Members within the GAROC Regional Group with GAROC and the*
5. *LGASA; and*
6. *participating in policy development and implementation.*

In addition to the above, the GAROC has developed the following guiding principles that it intends to operate under:

1. Be community centered and put people first in decision making;
2. Prioritise and address issues that are common across the metropolitan region;
3. Carefully consider items of business from any Member of the metropolitan area or items raised independently by GAROC Members, for consideration by the LGA Board of Directors or at a General Meeting;
4. Collaborate closely with the LGA and SAROC on issues that matter to metropolitan councils; and
5. Be nimble, agile and responsive to the needs of metropolitan councils.

GAROC has identified the following three (3) key themes to guide the work of GAROC over the next four (4) years:

1. Built Environment and Planning;
2. Economic Development and Jobs; and
3. Best practice & continuous improvement.

The Objective of Theme 1: Built Environment and Planning is set out as follows:

*“Advocate to the State Government to ensure that South Australia’s planning system reflects leading practice and that the Planning and Design Code and associated resources delivers quality design outcomes that complement and preserve the special qualities of local communities.”*

The objective of Theme 2: Economic Development and Jobs is as follows:

*“Enable advocacy and partnership opportunities that recognise the specific needs of metropolitan Adelaide; and assist councils to contribute to creating conditions that support increased and sustainable employment in the region.”*

The objective of Theme 3: Best practise and continuous improvement is as follows:

*“Assist councils to drive best practice and continuous improvement through innovations in systems thinking, data management and processes to enhance governance and operations.”*

The GAROC is a Committee which has been established by the LGA to support the activities of the LGA, whilst representing its metropolitan Member Councils and advocating for issues which are raised by its Members to the LGA.

Section 19.4 of the LGA’s Constitution sets out the following regarding the Terms of Reference for GAROC:

*“19.4 Terms of reference for SAROC and GAROC as approved by the Board of Directors will:*

*19.4.1 list the Regional Groupings of Members comprising SAROC and GAROC respectively; and*

*19.4.2 provide for:*

- (a) the conduct of business including requirements for strategic and annual business planning and budgeting, and reporting requirements;*
- (b) the receipt and consideration of proposals for policy development for the betterment of local government from Members;*
- (c) the referral of proposals to the Board of Directors or General Meetings;”*

In terms of Theme 1, advocating on behalf of Local Government on high level matters, such as planning reforms, should be the responsibility of the LGA, therefore it is unclear as to how the GAROC will undertake this role and how this differs from how the role will be undertaken by the LGA.

In terms of Themes 2 and 3, whilst these are admirable pursuits, it is unclear how GAROC intends to implement these initiatives.

## **OPTIONS**

The Council can choose to provide comments to the LGA regarding the GAROC Strategic Plan 2019-2023 or decline the opportunity.

Based on the comments as set out within this report it is recommended that the Council advises the LGA that, whilst the Council supports the development of a Strategic Plan and Annual Business Plan, the Council requires further details of how the Strategic Plan will be implemented (ie the Actions), and how GAROC integrates its functions and objectives with those of the LGA.

## **CONCLUSION**

The Greater Adelaide Region Organisation of Councils (GAROC) has been established under the LGA’s Constitution to review and develop policy positions for Local Government and provide strategic advice to the LGA Board. It is therefore important that any Strategic Plan developed by the GAROC align with its Terms of Reference to ensure compliance with the LGA’s Constitution.

## COMMENTS

Nil.

## RECOMMENDATION

That the Council advises the Local Government Association of South Australia, that whilst Council supports the development of a Strategic Plan and Annual Business Plan, the Council requires further information in respect to how GAROC proposes to implement the strategies (ie what actions it proposes to undertake), and how the GAROC's role and functions integrate with the functions and objectives of the LGA (ie. clarification of roles).

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Cr Granozio left the meeting at 8.30pm.  
Cr Granozio returned to the meeting at 8.33pm.

*Cr Moore moved:*

1. *That the Council urges GAROC to include as part of 'Theme 1: Built Environment and Planning', as set out in the Strategic Plan, the following:*
  - *Advocate to the State Government to ensure that built heritage and groups of historic buildings are protected for present and future generations.*
2. *That the Council advises the Local Government Association of South Australia, that whilst Council supports the development of a Strategic Plan and Annual Business Plan, the Council requires further information in respect to how GAROC proposes to implement the strategies (ie. what actions it proposes to undertake) and how the GAROC's role and functions integrate with the functions and objectives of the Local Government Association of South Australia (ie. clarification of roles).*

*Seconded by Cr Sims and carried unanimously.*

## 11.10 REVIEW OF DELEGATIONS

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/00421  
**ATTACHMENTS:** 1 - 28

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### PURPOSE OF REPORT

The purpose of the report is to present to the Council, the Schedule of Delegations for the Council's consideration and adoption.

### BACKGROUND

The Council has the ability to delegate many of its decision-making powers and functions under the *Local Government Act 1999* (the Act) and a number of other Acts. The primary purpose of delegating powers and functions, is to facilitate an efficient and effective organisation by allowing decisions to be made by the staff who carry out the day-to-day operations and to ensure that decisions are made at the appropriate level.

The majority of the delegations contained in the Instruments of Delegations, are given to the "person occupying the office of Chief Executive Officer of the City of Norwood Payneham & St Peters".

However, the delegations contained in the *Development Act 1993*, *Development Regulations 2008* and the *Planning, Development & Infrastructure Act 2016*, are given to the "person occupying the office of Chief Executive Officer of the City of Norwood Payneham & St Peters and the person occupying the office of the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters".

The current delegations have been reviewed and are now presented to the Council for consideration and adoption.

### RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

Nil.

### EXTERNAL ECONOMIC IMPLICATIONS

Nil.

### SOCIAL ISSUES

Nil.

### CULTURAL ISSUES

Nil.

### ENVIRONMENTAL ISSUES

Nil.

### RESOURCE ISSUES

Nil.



## RISK MANAGEMENT

The adoption of an appropriate framework of delegations allows for decision making at appropriate levels within the organisation.

## CONSULTATION

- **Elected Members**  
Not Applicable.
- Community  
**Not Applicable.**
- **Staff**  
Consultation has taken place with relevant staff in relation to the review which has been undertaken and the amended (where required) Delegations.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

Section 44(3) of the *Local Government Act 1999*, places some limitations on the powers and functions which can be delegated, by identifying a number of matters that must remain solely with the Council for decision. These include:

- power to make a by-law;
- power to declare rates or a charge with the character of a rate;
- power to borrow money or to obtain other forms of financial accommodation;
- power to adopt or revise a strategic management plan or budget of the Council;
- power to approve expenditure of money on works, services or operations of the Council not contained in a budget approved by the Council;
- power to determine annual allowances under Chapter 5 of the Act;
- power to approve payment or reimbursement of expenses that may be paid at the discretion of the Council and for which the Council has not adopted a formal policy or made specific financial provision;
- power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
- power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- power to fix, vary or revoke a fee under Section 188(1)(d) to (h);
- a power or function excluded from delegation by the regulations.

Subsection 44(4) of the Act, provides that a delegation:

- is subject to conditions and limitations determined by the Council or specified by the Regulations;
- if made to the Chief Executive Officer, authorises the sub-delegation of the delegated power or function unless the Council directs otherwise and if made to anyone else authorises the sub-delegation of the delegated power or function with the approval of the Council; and
- is revocable at will and does not prevent the Council from acting in a matter.

The Schedule of Delegations has been reviewed and updated for the Council's consideration and adoption.

A copy of the Delegations under each of the relevant Acts are contained in **Attachments 1 - 28**.

The Delegations dealt with in this report do not include the Council's Delegations to the Eastern Health Authority (EHA), as these delegations are reviewed separately to the Council's delegations.

## OPTIONS

Delegations are an essential component of any organisation. In essence, the majority of the delegations are of an administrative nature and are necessary for the efficient and effective implementation of decisions and the administration of Council business and operations and the efficient use of limited resources.

Without the use of delegations, a significant number of minor matters would need to be referred to the Council for decision. Given the number of matters already being referred to the Council and Committees and the commitment already required of Elected Members, together with limited staff resources, without appropriate and relevant delegations, the task of running the Council's operation efficiently and effectively would be made unnecessarily more difficult, complex, unwieldy and unsustainable.

Put simply, an organisation such as a council cannot operate or perform the necessary functions as required under the various pieces of legislation without delegations.

## CONCLUSION

The review of delegations ensures compliance with the *Local Government Act 1999*, and the effective administration of Council's powers, functions and duties with respect to various legislative requirements.

## COMMENTS

The delegations contained in the "Instruments of Delegations", will be effective immediately upon the Council's approval and adoption.

## RECOMMENDATION

That, having conducted a review of the Council's Register of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council:

### 1. Revocations

- 1.1 Hereby revokes its previous delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters, those powers and functions under the following:
  - 1.1.1 Community Titles Act 1996;
  - 1.1.2 Development Act 1993 and Development Act Regulations 2008;
  - 1.1.3 Dog & Cat Management Act 1995;
  - 1.1.4 Environment Protection Act 1993 and Environment Protection (Waste to Resources) Policy 2010;
  - 1.1.5 Expiation of Offences Act 1996;
  - 1.1.6 Fences Act 1975;
  - 1.1.7 Fire & Emergency Services Act 2005 and Fire & Emergency Services Regulations 2005;
  - 1.1.8 Freedom of Information Act 1991;
  - 1.1.9 Land & Business (Sale and Conveyancing) Act 1994;
  - 1.1.10 Liquor Licensing Act 1997;
  - 1.1.11 Local Nuisance & Litter Control Act 2016 and Local Nuisance & Litter Control Regulations 2017;
  - 1.1.12 Local Government Act 1999;
  - 1.1.13 Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005;
  - 1.1.14 Planning, Development & Infrastructure Act 2016;
  - 1.1.15 Real Property Act 1886;
  - 1.1.16 Roads (Opening & Closing) Act 1991;
  - 1.1.17 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999;
  - 1.1.18 Strata Titles Act 1988;
  - 1.1.19 Unclaimed Goods Act 1987;
  - 1.1.20 Work Health & Safety Act 2012.

1.2 Hereby revokes its previous delegations to the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters, those powers and functions under the following:

- 1.2.1 Development Act 1993 and Development Act Regulations 1993; and
- 1.2.2 Planning, Development & Infrastructure Act 2016.

## **2. Delegations made under the Local Government Act 1999**

2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999*, the powers and functions under the following Acts (each of which is individually identified as indicated below), are hereby delegated this 3<sup>rd</sup> day of June 2019, to the person occupying the office of Chief Executive Officer of the City of Norwood Payneham & St Peters, subject to the conditions and or limitations specified in the Schedule of Conditions in each such proposed Instrument of Delegation:

- 2.1.1 Community Titles Act 1996 (Attachment 1)
- 2.1.2 Dog & Cat Management Act 1995 (Attachment 2)
- 2.1.3 Electricity Act 1996 (Attachment 3)
- 2.1.4 Electronic Conveyancing National Law Act 2013 (Attachment 4)
- 2.1.5 Environment Protection Act 1996 and Environment Protection (Waste to Resources) Policy 2010 (Attachment 5);
- 2.1.6 Expiation of Offences Act 1996 (Attachment 6)
- 2.1.7 Fences Act 1975 (Attachment 7)
- 2.1.8 Fines Enforcement & Debt Recovery Act 2017 (Attachment 8)
- 2.1.9 Fire & Emergency Services Act 2005 and Fire & Emergency Services Regulations 2005 (Attachment 9)
- 2.1.10 Freedom of Information Act 1991 (Attachment 10)
- 2.1.11 Gas Act 1997 (Attachment 11)
- 2.1.12 Land & Business (Sale & Conveyancing) Act 1994 (Attachment 12)
- 2.1.13 Liquor Licensing Act 1997 (Attachment 13)
- 2.1.14 Local Government Act 1999 (Attachment 14)
- 2.1.15 Local Nuisance & Litter Control Act 2016 (Attachment 15)
- 2.1.16 Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2004 and Natural Resources (Transitional Provisions) Regulations 2004 (Attachment 16)
- 2.1.17 Planning, Development & Infrastructure Act 2016 (Attachment 17)
- 2.1.18 Real Property Act 1886 (Attachment 18)
- 2.1.19 Roads (Opening and Closing) Act 1991 (Attachment 19)
- 2.1.20 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999 (Attachment 20)
- 2.1.21 Strata Titles Act 1988 (Attachment 21)
- 2.1.22 Unclaimed Goods Act 1987 (Attachment 22)
- 2.1.23 Water Industry Act 2012 & Water Industry Regulations 2012 (Attachment 23)
- 2.1.24 Work Health & Safety Act 2012 (Attachment 24).

2.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999*, as the Chief Executive Officer sees fit, unless otherwise indicated in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

2.3 For the purposes of the delegations made on this 3<sup>rd</sup> day of June 2019, under the *Local Government Act 1999*, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer.

### **3. Delegations made under the Development Act 1993**

- 3.1 In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the proposed Instrument of Delegation (contained in Attachment 25), are hereby delegated this 3<sup>rd</sup> day of June 2019 to the person occupying the office of Chief Executive Officer and the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.
- 3.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.
- 3.3 For the purposes of the delegations made on this 3<sup>rd</sup> day of June 2019, under the *Development Act 1993*, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters and the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer and General Manager, Urban Planning & Environment.

### **4. Authorisations and Sub-delegations under the Road Traffic Act 1961**

- 4.1 In accordance with the Instrument of General Approval and Delegation to the Council dated 22 August 2013, from the Minister for Transport and Infrastructure (the 'Instrument'), (contained in Attachment 26), the Council authorises the following persons pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such persons shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements:
- General Manager, Urban Services.
- 4.2 In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:
- General Manager, Urban Services.
- 4.3 In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the *Road Traffic Act 1961* and delegated to the Council pursuant to Clause G of the Instrument and contained in the proposed Instrument of Sub-delegation (contained in Attachment 26) is hereby sub-delegated this 3<sup>rd</sup> day of June 2019 to the person occupying the office of Chief Executive Officer of the Council subject to:
- (i) the conditions contained in the Instrument; and
  - (ii) any conditions contained in this Resolution or in the Instrument of Sub-delegation.; and
  - (iii) the creation of a separate instrument in writing reflecting such sub-delegation under the Instrument and this Resolution.
- 4.4 In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:
- General Manager, Urban Services;
  - Manager, City Services;
  - Works Coordinator, Civil Maintenance; and
  - Senior Compliance Officer.

## **5. Delegations under the Heavy Vehicle National Law (South Australia) Act 2013**

- 5.1 In exercise of the powers contained in Section 44 of the *Local Government Act 1999* and Section 22B of the *Heavy Vehicle National Law (South Australia) Act 2013* (as relevant), the powers and functions under the *Heavy Vehicle National Law (South Australia) Act 2013*, contained in the proposed Instrument of Delegation (Attachment 27) are hereby delegated this 3rd day of June 2019 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation *under the Heavy Vehicle National Law (South Australia) Act 2013*.
- 5.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation *under the Heavy Vehicle National Law (South Australia) Act 2013*.
- 5.3 For the purposes of the delegations made on this 3rd day of June 2019, under the *Heavy Vehicle National Law (South Australia) Act 2013*, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer.

## **6. Delegations under Fire and Emergency Services Act 2005 to a Fire Prevention Officer**

- 6.1 In exercise of the power contained in Section 93 of the *Fire & Emergency Services Act 2005* the powers and functions under the *Fire and Emergency Services Act 2005*, contained in the proposed Instrument of Delegation (Attachment 28) are hereby delegated this 3<sup>rd</sup> day of June 2019 to the person appointed Fire Prevention Officer of the Council under the *Fire and Emergency Services Act 2005*, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Fire and Emergency Services Act 2005*.
  - 6.2 Such powers and functions may be further delegated by the Fire Prevention Officer as the Fire Prevention Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Fire and Emergency Services Act 2005*.
- 

*Cr Duke moved:*

*That, having conducted a review of the Council's Register of Delegations in accordance with Section 44(6) of the Local Government Act 1999, the Council:*

### **1. Revocations**

- 1.1 *Hereby revokes its previous delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters, those powers and functions under the following:*
  - 1.1.1 *Community Titles Act 1996;*
  - 1.1.2 *Development Act 1993 and Development Act Regulations 2008;*
  - 1.1.3 *Dog & Cat Management Act 1995;*
  - 1.1.4 *Environment Protection Act 1993 and Environment Protection (Waste to Resources) Policy 2010;*
  - 1.1.5 *Expiation of Offences Act 1996;*
  - 1.1.6 *Fences Act 1975;*
  - 1.1.7 *Fire & Emergency Services Act 2005 and Fire & Emergency Services Regulations 2005;*
  - 1.1.8 *Freedom of Information Act 1991;*
  - 1.1.9 *Land & Business (Sale and Conveyancing) Act 1994;*
  - 1.1.10 *Liquor Licensing Act 1997;*
  - 1.1.11 *Local Nuisance & Litter Control Act 2016 and Local Nuisance & Litter Control Regulations 2017;*

- 1.1.12 Local Government Act 1999;
- 1.1.13 Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005;
- 1.1.14 Planning, Development & Infrastructure Act 2016;
- 1.1.15 Real Property Act 1886;
- 1.1.16 Roads (Opening & Closing) Act 1991;
- 1.1.17 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999;
- 1.1.18 Strata Titles Act 1988;
- 1.1.19 Unclaimed Goods Act 1987;
- 1.1.20 Work Health & Safety Act 2012.

1.2 Hereby revokes its previous delegations to the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters, those powers and functions under the following:

- 1.2.1 Development Act 1993 and Development Act Regulations 1993; and
- 1.2.2 Planning, Development & Infrastructure Act 2016.

## **2. Delegations made under the Local Government Act 1999**

2.1 In exercise of the power contained in Section 44 of the Local Government Act 1999, the powers and functions under the following Acts (each of which is individually identified as indicated below), are hereby delegated this 3<sup>rd</sup> day of June 2019, to the person occupying the office of Chief Executive Officer of the City of Norwood Payneham & St Peters, subject to the conditions and or limitations specified in the Schedule of Conditions in each such proposed Instrument of Delegation:

- 2.1.1 Community Titles Act 1996 (Attachment 1)
- 2.1.2 Dog & Cat Management Act 1995 (Attachment 2)
- 2.1.3 Electricity Act 1996 (Attachment 3)
- 2.1.4 Electronic Conveyancing National Law Act 2013 (Attachment 4)
- 2.1.5 Environment Protection Act 1996 and Environment Protection (Waste to Resources) Policy 2010 (Attachment 5);
- 2.1.6 Expiation of Offences Act 1996 (Attachment 6)
- 2.1.7 Fences Act 1975 (Attachment 7)
- 2.1.8 Fines Enforcement & Debt Recovery Act 2017 (Attachment 8)
- 2.1.9 Fire & Emergency Services Act 2005 and Fire & Emergency Services Regulations 2005 (Attachment 9)
- 2.1.10 Freedom of Information Act 1991 (Attachment 10)
- 2.1.11 Gas Act 1997 (Attachment 11)
- 2.1.12 Land & Business (Sale & Conveyancing) Act 1994 (Attachment 12)
- 2.1.13 Liquor Licensing Act 1997 (Attachment 13)
- 2.1.14 Local Government Act 1999 (Attachment 14)
- 2.1.15 Local Nuisance & Litter Control Act 2016 (Attachment 15)
- 2.1.16 Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2004 and Natural Resources (Transitional Provisions) Regulations 2004 (Attachment 16)
- 2.1.17 Planning, Development & Infrastructure Act 2016 (Attachment 17)
- 2.1.18 Real Property Act 1886 (Attachment 18)
- 2.1.19 Roads (Opening and Closing) Act 1991 (Attachment 19)
- 2.1.20 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999 (Attachment 20)
- 2.1.21 Strata Titles Act 1988 (Attachment 21)
- 2.1.22 Unclaimed Goods Act 1987 (Attachment 22)
- 2.1.23 Water Industry Act 2012 & Water Industry Regulations 2012 (Attachment 23)
- 2.1.24 Work Health & Safety Act 2012 (Attachment 24).

2.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999, as the Chief Executive Officer sees fit, unless otherwise indicated in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

2.3 For the purposes of the delegations made on this 3<sup>rd</sup> day of June 2019, under the Local Government Act 1999, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer.

### **3. Delegations made under the Development Act 1993**

3.1 In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the proposed Instrument of Delegation (contained in Attachment 25), are hereby delegated this 3<sup>rd</sup> day of June 2019 to the person occupying the office of Chief Executive Officer and the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

3.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

3.3 For the purposes of the delegations made on this 3<sup>rd</sup> day of June 2019, under the Development Act 1993, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters and the General Manager, Urban Planning & Environment of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer and General Manager, Urban Planning & Environment.

### **4. Authorisations and Sub-delegations under the Road Traffic Act 1961**

4.1 In accordance with the Instrument of General Approval and Delegation to the Council dated 22 August 2013, from the Minister for Transport and Infrastructure (the 'Instrument'), (contained in Attachment 26), the Council authorises the following persons pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such persons shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements:

- General Manager, Urban Services.

4.2 In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:

- General Manager, Urban Services.

4.3 In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument and contained in the proposed Instrument of Sub-delegation (contained in Attachment 26) is hereby sub-delegated this 3<sup>rd</sup> day of June 2019 to the person occupying the office of Chief Executive Officer of the Council subject to:

- (i) the conditions contained in the Instrument; and
- (ii) any conditions contained in this Resolution or in the Instrument of Sub-delegation.; and
- (iii) the creation of a separate instrument in writing reflecting such sub-delegation under the Instrument and this Resolution.

4.4 *In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:*

- *General Manager, Urban Services;*
- *Manager, City Services;*
- *Works Coordinator, Civil Maintenance; and*
- *Senior Compliance Officer.*

**5. Delegations under the Heavy Vehicle National Law (South Australia) Act 2013**

5.1 *In exercise of the powers contained in Section 44 of the Local Government Act 1999 and Section 22B of the Heavy Vehicle National Law (South Australia) Act 2013 (as relevant), the powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013, contained in the proposed Instrument of Delegation (Attachment 27) are hereby delegated this 3rd day of June 2019 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.*

5.2 *Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.*

5.3 *For the purposes of the delegations made on this 3rd day of June 2019, under the Heavy Vehicle National Law (South Australia) Act 2013, all delegations to the Chief Executive Officer of the City of Norwood Payneham & St Peters extend to any person appointed to act in the position of Chief Executive Officer.*

**6. Delegations under Fire and Emergency Services Act 2005 to a Fire Prevention Officer**

6.1 *In exercise of the power contained in Section 93 of the Fire & Emergency Services Act 2005 the powers and functions under the Fire and Emergency Services Act 2005, contained in the proposed Instrument of Delegation (Attachment 28) are hereby delegated this 3<sup>rd</sup> day of June 2019 to the person appointed Fire Prevention Officer of the Council under the Fire and Emergency Services Act 2005, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Fire and Emergency Services Act 2005.*

6.2 *Such powers and functions may be further delegated by the Fire Prevention Officer as the Fire Prevention Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Fire and Emergency Services Act 2005.*

*Seconded by Cr Moorhouse and carried unanimously.*



## 11.11 BONNEY, ROSE & MOULDEN STREETS, NORWOOD – CONVERSION TO PUBLIC ROAD

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**REPORT AUTHOR:** Manager, Governance, Legal & Property  
**GENERAL MANAGER:** General Manager, Governance & Community Affairs  
**CONTACT NUMBER:** 8366 4507  
**FILE REFERENCE:** S/05364 S/03548  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to present to the Council for its consideration and approval, the conversion of three (3) private roads to public road in Norwood.

### BACKGROUND

It has come to the attention of Council Staff that the roads known as Bonney, Rose and Moulden Streets in the suburb of Norwood, remain in private ownership and have not been formally classified as public roads ('the Private Roads'). Despite this, these roads are used as public road by the general community and are maintained by the Council to public road standard. For all intents and purposes, these roads are public roads.

A map showing the location of these Private Roads is contained within **Attachment A**.

To rectify this, a private road to public road conversion process as set out in Section 210 of the *Local Government Act 1999* ('the Act') has been commenced. Under Section 210(1) of the Act, a council may declare a private road to be a public road, if the owner of the road asks for or consents to the declaration, or if the council makes reasonable inquiries to find the owner and fails to do so.

The Council's Lawyers were engaged to conduct inquiries into the status and ownership of the Private Roads and advised that the last known registered proprietors of the Roads are Thomas Stephens and Henry Ford Newbery (both deceased). As part of this process, it has been identified that Thomas Stephens died in 1902 and that he bequeathed his real estate to two of his children, Thomas Stephens (Jnr) a farmer from White Cliff, and to Mary Grace Stephens of Park Street, Unley.

A public notice of the Council's intention to declare the Private Roads as public road was prepared which included this information regarding prior ownership and invited the descendants, executors and/or beneficiaries of the estate of Thomas Stephens and Henry Ford Newbery to come forward to the Council evidencing their interest in the land within three (3) months, in accordance with Section 210(2) of the Act.

Copies of the public notices which were published in the SA Government Gazette, The Advertiser, and on the Council's website on 7 February 2019, are contained within **Attachment B**.

No person has come forward to the Council evidencing their interest in the land.

Written notice of the proposed public road declaration was also provided to those persons with a registered legal interest over the Private Roads (eg a right of way) as required by Section 210(2)(ab) of the Act.

As three (3) months have passed since the publication of the public notices, and the Council has made reasonable inquiries to find the owner of the Private Roads but has failed to locate such person/s, the Council can now proceed to declare the Private Roads to be public roads under Section 210 of the Act.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

### Outcome 1: Social Equity

#### Objectives

2. A people-friendly, integrated, sustainable and active transport and pedestrian network.

#### Strategies

2.2 Provide safe and accessible movement for people of all abilities.

## FINANCIAL AND BUDGET IMPLICATIONS

Minor administrative costs will be incurred with respect to the publication of a notice in the Gazette upon declaration and naming of the public roads.

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

## SOCIAL ISSUES

Not Applicable.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

It is advisable to rectify the legal status of the Private Roads from private roads to public roads, given they are already utilised and maintained by the Council as public road.

## CONSULTATION

- **Elected Members**

Nil.

- **Community**

Public notice of the proposed public road declaration was given by way of notice published in the SA Government Gazette, The Advertiser newspaper and on the Council's website on 7 February 2019 as required by Section 210(2)(c) of the Act.

Written notice was also given to all persons with a registered legal interest over the Private Roads (eg a right of way) as required by Section 219(2)(ab) of the Act.

Once declared as public road, public notice must be given of the assigning of names to the new public roads in accordance with Section 219(4) of the Act.

- **Staff**

Acting Manager, City Assets  
General Manager, Governance & Community Affairs

- **Other Agencies**

Notice of the Council's declaration of a public road must be published in the Gazette pursuant to Section 210(5) of the Act, and a copy of the declaration must be provided to the Registrar-General pursuant to Section 210(7) of the Act.

Notice of the naming of a public road must be provided to the Registrar-General, Surveyor-General and the Valuer-General pursuant to Section 219(3) of the Act.

## **DISCUSSION**

The Private Roads identified for conversion to public road are described as:

- Rose Street, Norwood – being Allotments 39 & 44 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211;
- Bonney Street, Norwood – being Allotment 42 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211; and
- Moulden Street, Norwood – being allotment 43 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211.

The public road conversion process is simply being undertaken to formalise the status of these streets as public road, given their use as public road by the general public, and their maintenance by the Council to public road standard. Their status as private road appears to simply be an anomaly (for instance, they may have been overlooked when earlier public roads were created in this area).

As the notice requirements set out in Section 210 of the Act in relation to the proposed conversion have now been met, and the statutory period of three (3) months has passed since the publication of the Gazette notice, the Council can now proceed to declare the Private Roads as public road.

In terms of the requirement under Section 210 of the Act for the Council to make reasonable inquiries to find the owner of the Private Roads, this obligation has been met through the research undertaken by the Council's Lawyers into the history of the ownership of the relevant parcels of land, and publication of the public notice inviting persons with an interest in the land as a descendant, executor or beneficiary of the estate of the last known owners to come forward. It is not uncommon for private roads such as this to remain in the ownership of individuals who are long deceased. In many cases, earlier subdivisions of the land have resulted in such roads being left behind as 'forgotten' parcels of land, where the owner may have originally owned surrounding land in addition to the private road.

No person has come forward to the Council evidencing their interest in the land as a descendant, executor or beneficiary of the estate of the last known owners of the Private Roads.

Upon publication of the Council's declaration in the Gazette, the Private Roads will be converted to public road and will vest in the Council in fee simple. Any registered interests over the Private Roads (for instance, rights of way that historically provided access for landowners to their properties) will be extinguished upon conversion of the Private Roads to public road. However, the landowners' access to their properties will not be affected and they will retain all the usual rights of public access to these roads once formally declared as public roads.

The new public roads can then be included in the Council's Asset Register and incorporated into the Council's whole-of-life asset management program. In formally naming the new public roads (pursuant to Section 219 of the Act), it is proposed to retain their existing names, for the sake of consistency and ease of access by property owners and service authorities.

## **OPTIONS**

### **Option One**

The Council can determine to maintain the status quo and leave Bonney, Rose and Moulden Streets, Norwood as private roads. However, this does not reflect their current usage by the general public, or the maintenance of these roads which is undertaken by the Council. Additionally, this is likely to generate confusion regarding the status and maintenance responsibilities with respect to these roads in the future.

## Option Two

The Council can determine to convert the Private Roads to public road in accordance with Section 210 of the Act, and have the roads vest in the Council in fee simple.

For the reasons set out in this Report, Option Two is recommended.

## CONCLUSION

Bonney, Rose and Moulden Streets, Norwood, remain in private ownership from the early 1900s, despite their use by the general public and maintenance by the Council as public road. A private road to public road conversion process under Section 210 of the Act has been commenced in order to rectify the status of these streets and facilitate their conversion to public road.

The Council has made reasonable inquiries to find the owners of Bonney, Rose and Moulden Streets and has failed to find any such person, and the prescribed notice requirements set out in Section 210 of the Act have been met. The Council is now able to proceed with making a declaration to convert these Private Roads to Public Road, upon which they will vest in the Council in fee simple.

## COMMENTS

Nil.

## RECOMMENDATION

1. That, pursuant to Section 210 of the *Local Government Act 1999*, the Council declares the undermentioned streets to be public roads:
    - Rose Street, Norwood – being Allotments 39 & 44 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211;
    - Bonney Street, Norwood – being Allotment 42 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211; and
    - Moulden Street, Norwood – being allotment 43 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211.
  2. That the Council authorises the Chief Executive Officer to publish public notice of the declaration in the Gazette and to furnish the Registrar-General with a copy of the declaration as required by Section 210(5) and Section 210(7) of the Act.
  3. That pursuant to Section 219 of the *Local Government Act 1999*, the Council endorses and assigns the following names as the official names of the parcels of land set out below, once converted to public road:
    - Allotments 39 & 44 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Rose Street’;
    - Allotment 42 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Bonney Street’; and
    - Allotment 43 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Moulden Street’.
  4. That the Chief Executive Officer be authorised to give public notice of the assignment of the above public road names in the Government Gazette and to notify the Registrar-General, Surveyor-General and Valuer-General as required by Section 219 of the *Local Government Act 1999*, and to take such other actions as are necessary to implement the new name of the public roads.
-

*Cr Patterson moved*

1. *That, pursuant to Section 210 of the Local Government Act 1999, the Council declares the undermentioned streets to be public roads:*
  - *Rose Street, Norwood – being Allotments 39 & 44 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211;*
  - *Bonney Street, Norwood – being Allotment 42 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211; and*
  - *Moulden Street, Norwood – being allotment 43 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211.*
2. *That the Council authorises the Chief Executive Officer to publish public notice of the declaration in the Gazette and to furnish the Registrar-General with a copy of the declaration as required by Section 210(5) and Section 210(7) of the Act.*
3. *That pursuant to Section 219 of the Local Government Act 1999, the Council endorses and assigns the following names as the official names of the parcels of land set out below, once converted to public road:*
  - *Allotments 39 & 44 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Rose Street’;*
  - *Allotment 42 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Bonney Street’; and*
  - *Allotment 43 in DP 1253, comprised in Certificate of Title Volume 417 Folio 211 – ‘Moulden Street’.*
4. *That the Chief Executive Officer be authorised to give public notice of the assignment of the above public road names in the Government Gazette and to notify the Registrar-General, Surveyor-General and Valuer-General as required by Section 219 of the Local Government Act 1999, and to take such other actions as are necessary to implement the new name of the public roads.*

*Seconded by Cr Moorhouse and carried unanimously.*

## 11.12 NOMINATIONS TO EXTERNAL BODIES – LIBRARIES BOARD OF SOUTH AUSTRALIA

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** S/00022  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of the report is to advise the Council of the call for nominations by the Local Government Association of South Australia (LGA) for appointment to the Libraries Board of South Australia.

Details relating to the appointment are set out below.

### Libraries Board of South Australia

The LGA is seeking nominations for three (3) Local Government Members to be appointed to the Libraries Board of South Australia (the Board) for a three (3) year term.

In accordance with the *Libraries Act 1982*, the Board is required to:

- a) formulate policies and guidelines for the provision of public library services;
- b) establish, maintain and expand collections of library materials and, in particular, collections that have a particular relevance to this South Australia;
- c) administer the State Library;
- d) promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by Councils and others;
- e) collaborate with Government departments and with other authorities and bodies in the provision of library and information services;
- f) make recommendations to the Minister upon the allocation of funds that are available for the purposes of public libraries and public library services;
- g) receive and expend funds for the purposes of this Act;
- h) acquire, deal with and dispose of real and personal property, and to enter into contracts and arrangements, for the purposes of the Board;
- i) initiate and monitor research and experimental projects in relation to public libraries and public library services; and
- j) review and evaluate library services provided within the State.

Regular reports on these activities are provided to the LGA.

The Board meets at the State Library on the third Monday of each month for approximately two (2) hours. Sitting fees are paid to Board Members.

The current LGA nominated members of the Board are:

- Ms Lynn Spurling, Library & Tourism Coordinator, Copper Coast Council;
- Mayor Jan-Clare Wisdom, Adelaide Hills Council; and
- Mayor Jill Whittaker, Campbelltown City Council.

All Board Members are eligible for re-appointment, with Ms Spurling eligible for re-appointment for an additional term of 18 months (until 22 November 2020), Mayor Wisdom eligible for re-appointment for up to 22 months (until 13 May 2021), and Mayor Whittaker eligible for a further three (3) year term.

Experience in the operation of a Library or setting the policy framework for a Library and in intergovernmental relations is essential for Board Members.

Nominations addressing the selection criteria, together with a current Resume, must be forwarded to the LGA by Thursday, 6 June 2019.

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

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

Not Applicable.

#### **RECOMMENDATION**

1. The Council notes the report and declines the invitation to submit a nomination to the Local Government Association for the Libraries Board of South Australia.

**or**

2. The Council nominates \_\_\_\_\_ to the Local Government Association for the Libraries Board of South Australia.
- 

*Cr Duke moved:*

*The Council notes the report and declines the invitation to submit a nomination to the Local Government Association for the Libraries Board of South Australia.*

*Seconded by Cr Dottore and carried.*

## 11.13 REVIEW OF THE 2018 *FASHION ON PARADE* EVENT

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**REPORT AUTHOR:** Events Coordinators  
**GENERAL MANAGER:** General Manager, Governance & Community Affairs  
**CONTACT NUMBER:** 8366 4527  
**FILE REFERENCE:** S.05273  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to present information to the Council following the review of the *Fashion on Parade* event which was held as part of the 2018 *Adelaide Fashion Festival*.

### BACKGROUND

In 2008, the Council, together with the Norwood Parade Precinct Committee conceived an event to promote The Parade as a fashion shopping destination, which quickly evolved into the *Adelaide Fashion Festival*, on the basis that South Australia was the only mainland capital without a fashion festival. By being the home of the *Adelaide Fashion Festival* (the AFF), the strategy was to brand The Parade as a fashion destination.

Whilst the main objective was to promote The Parade and in particular its independent boutiques, an additional objective was to support and promote South Australian emerging design talent, to contribute to reducing the 'brain drain' to the eastern seaboard and to provide opportunities for designers to have successful careers here in SA.

In 2014, the last year the Council hosted the Adelaide Fashion Festival, a total of fifteen (15) events were held as part of the Festival.

As a result of the work undertaken by the Council, the *Adelaide Fashion Festival* secured its place in the State's annual event calendar and the number of participants and extent of media coverage steadily increased year-on-year.

So much so, that at the conclusion of the 2014 AFF, the State Government approached the Council to discuss the future of the *Adelaide Fashion Festival* and the State Government's objective to significantly enhance the profile of and stimulate the local fashion industry and to boost trade and cultural relationships.

In early 2015, the State Government formally approached the Council with a proposal to manage and fund the AFF, recognising the profile and value of the AFF in order to stimulate the local fashion industry and to boost trade and cultural relationships.

At its meeting held in February 2015, the Council agreed to transfer the ownership and management of the *Adelaide Fashion Festival* to the State Government on the proviso that the City of Norwood Payneham & St Peters be given recognition as the founder of the *Adelaide Fashion Festival* (for the first three (3) years), and that the Council be given the rights to host an event (ie *Parades on Norwood Parade* or similar), as part of the *Adelaide Fashion Festival* at no participation fee (with the Council funding its event) for the life of the event.

Since that time, the Council has continued to host the *Fashion on Parade* event (formerly *Parades on Norwood Parade*), as part of the State Government's *Adelaide Fashion Festival* as a satellite event.

On Thursday, 23 May 2019, the State Government announced that it will no longer be funding the *Adelaide Fashion Festival*.

This report presents a review regarding the 2018 *Fashion on Parade* event and seeks the Council's direction in terms of the future of the event.



## RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant objectives contained in *CityPlan 2030* are:

### *Outcome 1: Social Equity*

3. *An engaged and participating community.*

### *Outcome 2: Cultural Vitality*

1. *An artistic, creative, cultural and visually interesting community*
5. *Dynamic community life in public spaces and precincts.*

### *Outcome 3: Economic Prosperity*

2. *Cosmopolitan business precincts contributing to the prosperity of the City*
5. *A local economy supporting and supported by its community.*

## FINANCIAL AND BUDGET IMPLICATIONS

The Council allocated \$60,000 to conduct the 2018 *Fashion on Parade* event as part of the 2018-2019 Budget. In addition, the Norwood Parade Precinct Committee allocated \$33,200 to the event, making a total budget of \$93,200.00.

There is no participation fee to conduct an event as part of the *Adelaide Fashion Festival*.

The costs to conduct the 2018 *Fashion on Parade* event are set out in the Discussion section of this report.

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

## SOCIAL ISSUES

Not Applicable.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

The Council's Events staff co-ordinated and managed the event with assistance from staff across the organisation and Volunteers, including:

- the Communications Unit coordinated the marketing collateral and promotional materials;
- the Economic Development Unit liaised with The Parade traders in the lead-up to the event and provided support on the day of the event;
- the Council's Volunteer Coordinator was responsible for recruiting all Volunteers and provided assistance on the day of the event;
- Council Staff assisted with "back-of-house" activities (ie, co-ordinating and dressing the models and sorting garments), on the day of the event;
- Depot staff assisted on the day of the event with the set-up and pack-down of the event; and
- a group of 14 Volunteers were engaged to assist with general event operations on the day of the event.

In addition to the internal resources, an external Market Stall Coordinator was engaged (at no fee to the Council) to manage the *Norwood Fashion & Design Market* component of the event.

An external fashion expert, Ms Cristina Tridente, was engaged to coordinate the fashion parades on the day of the event.

## RISK MANAGEMENT

A Risk Assessment report was prepared for the event and a Risk Management Plan to manage any potential emergencies and/or issues either as a result of or during the event.

## CONSULTATION

- **Elected Members**  
Not Applicable.
- **Community**  
Not Applicable.
- **Staff**  
Manager, Economic Development & Strategic Projects  
Economic Development Coordinators
- **Other Agencies**  
Not Applicable.

## DISCUSSION

*Fashion on Parade presented by Norwood Place*, was held on The Parade between Edward Street and George Street, on Sunday 14 October 2018, between 11.00am and 3.00pm.

A copy of the site plan is contained within **Attachment A**.

### The Event Program

The event featured the following components:

1. Fashion Parades
  2. *Norwood Fashion and Design Market*
  3. Entertainment
1. *Fashion Parades*

Ms Kate Collins, from Channel 9, hosted the fashion parades. A total of three (3) fashion parades were held, featuring fashion from twenty-seven (27) traders located within the City of Norwood Payneham & St Peters.

For the first time, clothing retailers located outside of The Parade precinct were invited to participate in the event. The traders who participated in the fashion parades included the following:

- Aqua Boutique;
- Azalia Boutique;
- Calèche Bridal;
- Cinderella Bridal;
- Cotton On;
- Cotton On Body;
- Country Road;
- Denim & Cloth;
- Dotti;
- Elle + Elka;
- GazMan;
- Jo Mercer;
- Love Affair Boutique;
- Namoi Designs;

- Niki Belle;
- Outdoors on Parade;
- Paloma + Co;
- Peter Alexander;
- Powerhouse Sports;
- Seed Heritage;
- Serafina Boutique;
- Shouz;
- Specsavers;
- Sportspower;
- Style Society Boutique;
- The Birdcage Boutique; and
- Trenerly.

A total of seven (7) traders who are located outside The Parade precinct participated in the event. The number of Parade traders who participated in the 2018 was twenty (20). This represents six (6) less traders Parade when compared to the 2017 event. Trader participation over the last four (4) events is set out in Table 1 below.

**TABLE 1: TRADER PARTICIPATION**

Year	2015	2016	2017	2018
Number of Traders	28	24	26	27

A total of 24 models were engaged, including 18 women and six (6) men, from Finesse Model Agency. Eight (8) young models also participated in the parades showcasing children's clothing.

The catwalk for the fashion parades was once again erected in a rectangular format across The Parade median (as highlighted in the photographs below), with the models entering the catwalk from the entrance to the Norwood Townhall.

This layout works well as it allows maximum viewing opportunities for a large number of attendees and provides for a streamlined and safe approach to the catwalk for the models.

The traders like this layout as well as it allows for maximum exposure to their products.



## 2. *Norwood Fashion and Design Market*

A total of 40 stalls were included in the market component of the event. As stated previously, the main objective of the event is to promote The Parade and particularly its independent boutiques however an additional objective is to support and promote South Australian emerging designers.

A number of emerging designers participate in the market component of the event as it provides them with a platform to promote their products and increase awareness of their brand.

A number of the emerging designers are young and do not have the capital to establish themselves in a traditional bricks and mortar retail environment. Exposure to their products and brand helps to increase their potential to reach this stage of their business.

The market component of the event therefore works well to achieve this objective.

Notwithstanding this, as is usually the case with a retail premise, success on the day is usually defined by the total number of sales and income received on the day.



The emerging designers included a number of South Australia designers who feature in Brick+Mortar and other emerging designers, including the following:

- Cuff Link Club;
- Petal & Blume;
- Blush & Co;
- Namoi Designs; and
- Jagger Sleepwear.

## 3. *Entertainment*

The Colonist Hotel hosted a bar area at the pedestrian crossing which featured live music during the event.

Other entertainment included a kids activity hub, run by staff from the St Peters Library and a Beauty Bar, offering pampering sessions for free by Endota Spa, Media Make-Up and Bladez the Barber.

In addition, Norwood Place provided face painting, a photo booth and live music, as part of their involvement in the event, within the shopping centre.



The entertainment is provided at no charge for the duration of the event and, as is the case with any free activity provided as part of an event, continues to be popular, particularly if those activities are aimed at children who are attending the event with adults.

Whilst the event is not aimed at children, it is unrealistic to not provide activities for children at an event such as this event, as a number of event attendees bring their children with them on the day.

#### Sponsorship

Sponsorship which was received for the 2018 event included both cash and in-kind sponsorship from Norwood Place (\$10,000), Media Make-up (in-kind), Yots Hair Norwood (in-kind), Jaks Hire (in-kind) and White Marquee Event Hire (in-kind).

Media Make-Up provided all make-up services for the models on the day of the event and Yots Hair Norwood provided all hair styling. A total of 20 hair and make-up stylists provided their services on the day of the event.

White Marquee provided a discount of \$1,500 for the infrastructure required for the event, (ie tables, chairs, umbrellas, etc), and Jaks Hire provided a discount of \$1,000, for the infrastructure which they also provided for the event (ie, tables and chairs).

Norwood Place have provided sponsorship of the event since its inception and continue to be supportive of the event.

Media Make-Up have also participated in the event since its inception as it provides their students with on the job training and an opportunity to develop their skills for a major event.

Yots Hair participated in the event for the first time in 2018.

White Marquee have also supported the event since its inception. Jaks Hire was a new supplier for the 2018 event.

Whilst the sponsors have not been secured for the 2019 event, most have indicated support for continuing their involvement in future events.

#### Promotion

A range of marketing materials were produced to promote the event including the following:

- Media releases;
- Print advertising in the Messenger Newspapers, Weekend Plus, SA Style Magazine,
- Poster displays;
- Street signs;
- Bookmarks; and
- The Parade Banner and other banners located at key intersections throughout the City

In addition to the printed marketing material, various digital marketing was undertaken including the following:

- Digital advertising on KIDDO, InDaily, Play & Go;
- Email banners;
- Website banner;
- Facebook; and
- Instagram.

In addition to the above, as the event was held as part of the 2018 *Adelaide Fashion Festival*, the event featured in the official *Adelaide Fashion Festival* printed program and on the official *Adelaide Fashion Festival* website.

Marketing collateral continues to be aligned with the *Adelaide Fashion Festival* branding which is a requirement of the organisers of the *Adelaide Fashion Festival* (ie Events SA).

This can be difficult at times as the objective of Events SA is to present branding that captures the entire Festival and promote South Australia generally, whereas the Council's objective is to promote The Parade and local traders within the City.

A summary of the promotional collateral produced for the event is contained within **Attachment B**.

#### Budget

The total budget for the 2018 Fashion on Parade event was \$93,200.00. This funding included an allocation of \$60,000 by the Council as part of the Council's 2018-2019 Budget and \$33,200.00 by the Norwood Parade Precinct Committee as part of its 2018-2019 Annual Business Plan. Table 2 below sets out a breakdown of the income and expenditure

**TABLE 2: 2018 FASHION ON PARADE BUDGET**

<b>INCOME</b>	
<b>Item</b>	<b>Actual</b>
Stallholder Fees	2,700.00
Sponsorship	10,000.00
<b>TOTAL INCOME</b>	<b>\$12,700.00</b>
<b>EXPENSES</b>	
<b>Event Operations</b>	<b>Actual</b>
Staff Wages	4,316.45
Contracted Services*	16,978.67
Equipment Hire**	28,600.04
Road Closure	9,787.43
Waste Management	1,883.55
Sound/AV	2,727.27
Insurance	2,380.08
Entertainment	4,705.93
Other***	6,565.65
<b>TOTAL</b>	<b>\$77,945.07</b>
<b>Marketing, Communications &amp; Event Collateral</b>	
Branding & Photography	6,326.00
Advertising	4,869.82
Promotional Signage	2,357.00
Printing	2,515.00
Distribution	3,494.98
<b>TOTAL</b>	<b>\$19,562.80</b>
<b>EXPENDITURE</b>	<b>\$ 97,507.87</b>
<b>INCOME</b>	<b>\$ 12,700.00</b>
<b>TOTAL EVENT EXPENDITURE</b>	<b>\$ 84,807.87</b>

\* includes models, first aid, security, electrical

\*\* includes marquees, stage, toilets, furniture, umbrellas, etc

\*\*\* includes catering for volunteers, sundry items (i.e. clothes hangers, tape for shoes, etc)

As set out in Table 2 above, the actual costs to conduct the event were \$84,807.87 from a total budget allocation of \$93,200.00

Notwithstanding this, the costs associated with the event continue to increase, predominantly for the road closure, contracted services and equipment hire.

However, in order to reduce the costs associated with the event there are only some components which could be reduced without impacting on the event. For example, the costs associated with the road closure cannot be reduced as the extent of the road closure is for the minimum.

Whilst the costs associated with infrastructure such as tables and chairs could be reduced, attendees at the event continue to indicate that more furniture is required, therefore a reduction in these costs would mean even fewer tables and chairs.

#### Attendance at the Event

Attendance at the event was estimated at 2,500 attendees, although this is based on an estimate made by various staff who have worked during the event over the last three (3) or more years. The weather was not ideal for a street event as the temperature was quite mild and it rained throughout the day, which could be the reason for the low attendance at the 2018 event.

Attendances at previous events have been estimated at 5,000 or more. Market research was conducted for the first time as part of the 2016 event, however due to the costs associated with conducting market research and the escalating costs of hosting the event, market research was not conducted as part of the 2017 and 2018 events.

The market research however conducted at the 2016 event indicated attendances of 5,300+.

As stated above, the weather on the day of the 2018 event may have resulted in the reduced number of attendees.

#### Feedback

General feedback was provided by 75 event attendees on the day which included the following:

- 28% were local to the City of Norwood Payneham & St Peters; and
- 81% of attendees had attended the event in previous years.

General comments included the need for more food stalls and more seating.

An online questionnaire was distributed to the market stallholders, however of the forty (40) stallholders, only eleven (11) responses were received. Notwithstanding this, the comments which were received indicated the following:

- 45% of stallholders rated their experience at the event as excellent or provided a score of 5 out of 5;
- 67% of stallholders did not believe that the event needed any improvements;
- 91% of stallholders had a positive experience dealing with the Council and Market Stallholder Coordinator; and
- 70% of stallholders see the value in holding the event again in the future.

The Council's Economic Development Coordinators also sought feedback from traders and their staff on the day of the event. Some of the comments which were received are as follows:

- *Did not generate any sales by being involved. Always has a negative impact on our days trade being blocked off;*
- *Unfortunately the weather was not ideal, and sales were down on the previous years. However I still think the event has value for my business;*
- *All was very well organized and I feel the Council is very active within the community.*

The low number of comments however does not provide sufficient information regarding the event in terms of determining the value of the event for the participants (ie traders and market stall holders), more comments and suggestions need to be provided by the participants regarding what worked well, what didn't and the value of the event for their business and The Parade, generally.

Unfortunately, it is always difficult to obtain comments from participants in the event following the conclusion of the event. Over the years, staff have tried a number of ways in which to engage with the traders to seek their views regarding the event, including meetings, workshops, feedback forms, on line surveys, emails, all of which attract very little response.

#### Future of the Event

The role of a Council in terms of economic development is to promote its area and to provide an attractive environment and location for the development of business, industry and tourism, and in doing so increase employment opportunities.

As stated above, in 2008, this event was initiated to promote The Parade as a fashion shopping destination, which quickly evolved into the *Adelaide Fashion Festival* on the basis that South Australia was the only mainland capital without a fashion festival. By being the home of the *Adelaide Fashion Festival* (the AFF), the strategy was to associate The Parade with fashion in the minds of Adelaide's consumers.

As Elected Members are aware, in 2015, the State Government presented a proposal to the Council where the State Government would manage the *Adelaide Fashion Festival* and relocate it to the CBD with the Council contributing with a flagship satellite event – *Parades on Norwood Parade* (now *Fashion on Parade*) – as part of a new expanded *Adelaide Fashion Festival*.

The proposal from the State Government presented the Council with a viable and realistic option which has seen the *Adelaide Fashion Festival* continue and the Council retain what is perhaps the most relevant component for the City of Norwood Payneham & St Peters – the *Fashion on Parade* event.

Through the retention of the *Fashion on Parade* event, the Council provided a promotional platform for the many boutiques and associated fashion businesses located on The Parade.

Subsequently in 2015, the Council entered into an agreement to transfer ownership of the *Adelaide Fashion Festival* to the State Government on the basis of a three (3) year agreement which required the State Government to recognize the City of Norwood Payneham & St Peters as the founder of the *Adelaide Fashion Festival* in all communication collateral associated with the event for the first three (3) years.

In addition, the State Government agreed that the Council would be given the rights to host an event as part of the *Adelaide Fashion Festival* at no participation fee (with the Council funding its event) for the life of the event.

This Agreement has now expired and as stated previously, the State Government, after three (3) years of hosting the *Adelaide Fashion Festival*, has announced that it has decided to no longer fund the event.

On the basis that the *Fashion on Parade* event was held as part of the *Adelaide Fashion Festival*, the Council must now determine its position regarding the future of the event.

The *Fashion on Parade* event was initiated out of a desire to promote The Parade as a fashion shopping destination. It is difficult to determine if this objective has been achieved during that time (ie regular market research has not been conducted and traders do not provide information regarding their sales, income, and customer demographics).

Some traders continue to object to the road closure of The Parade for any event on the basis of the impact that this has on their day's trade.

Notwithstanding this, there has been ongoing support from the traders in the fashion parades, which indicates that these traders value participating in the event.

However, a number of traders have suggested that it is time do something different.



As Elected Members may recall, as part of the review of the 2017 *Fashion on Parade* event, the Council considered relocating the event to the Norwood Concert Hall, which would have significantly reduced the costs associated with staging the event on the road, as a road closure would not be required and some infrastructure would not be required, (ie marquees, additional toilets), etc.

The Council did not support this option and resolved to host the 2018 event on The Parade.

Notwithstanding this, as the event has been running for over ten (10) years, it is timely for the Council to consider an alternative format for the event which would reduce the costs associated with conducting the event, and the impact on other traders in respect to the road closure which is required to conduct the event on The Parade.

In order to still provide a fashion event and reduce the costs associated with participating in the event, a completely new format for the event could be introduced.

The proposed new concept is to host a VIP Shopping event on The Parade. This concept would involve the traders along The Parade participating in a “special discount” shopping event and in store promotions. The Parade would remain open to traffic however, the footpath space can be activated with decorations, signage, and entertainment.

A brochure would be produced to include the various discounts in the lead up to the event.

In addition, "pop up" fashion parades could take place throughout the night.

This concept is very similar to the *Vogue On-Line Shopping* event which has previously been offered as part of the *Adelaide Fashion Festival*, whereby participating traders provide discounts for shoppers on a particular day of the Festival (some traders providing up to 20% on the day).

These types of shopping events do not impact on the resources of local traders and provide a real incentive to shoppers to shop in a particular shopping centre or precinct.

Traders located within the City (and outside The Parade precinct), would also be encouraged to be involved in the event and provided similar branding as The Parade traders to ensure consistency in terms of the marketing campaign for the event.

As stated previously, this type of event does not require additional resources from participating traders, and significantly reduces the costs for the Council in terms of the operational costs associated with the road closure and infrastructure and at the same time, enhances the shopping experience on The Parade. In short, it is ostensibly a marketing and promotions initiative.

Some initial discussions which have been undertaken with The Parade traders, (10 traders), have been extremely positive with all ten traders indicating their support for such an event.

The cost of this type of event is estimated at \$30,000, which would include funding of \$10,000 from the Council's 2019-2020 Budget and \$20,000 from the Norwood Parade Precinct Committee's 2019-2020 Budget.

The costs associated with conducting the event include the following:

- branding, promotional material and advertising;
- models (pop up fashion parades); and
- street decorations.

This would represent significant savings for the Council, whilst still meeting the objective to promote The Parade as a fashion destination.

Initial discussions have been held with the Council's Norwood Parade Precinct Committee, and the Committee has given positive support for this new concept.

## OPTIONS

Essentially the Council has three (3) options available in respect to this matter.

### Option One

The Council can resolve to continue to host the *Fashion on Parade* event in 2019.

### Option Two

The Council can resolve not to conduct the *Fashion on Parade* event in 2019.

### Option Three

The Council can resolve to conduct a new format for the 2019 event, in the form of a The Parade VIP Shopping event.

Based on the benefits in terms of costs to the Council and local traders and the opportunity to enhance the experience for shoppers, Option Three is recommended to the Council.

## CONCLUSION

The 2018 *Fashion on Parade* event provided an opportunity to showcase The Parade as Adelaide's premiere main street fashion and retail shopping precinct.

Over the last eleven (11) years this event has been a feature on the *Adelaide Fashion Festival* program, either under the auspices of the Council or more recently as part of the State Government's *Adelaide Fashion Festival* program.

It is now up to the Council to determine if it wishes to continue with the event in its current format or introduce a new concept which continues to promote The Parade and the City generally as a fashion shopping destination as part of the Council's focus on economic development for the City.

## COMMENTS

Nil.

## RECOMMENDATION

1. That the Council notes that the *Adelaide Fashion Festival* will no longer be funded by the State Government and as such resolves to not host the *Fashion on Parades* event.
2. That the Council resolves to host a *VIP Shopping Day* event in 2019, for The Parade and fashion traders located within the City of Norwood Payneham & St Peters.

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*Cr Dottore moved:*

1. *That the Council notes that the Adelaide Fashion Festival will no longer be funded by the State Government and as such resolves to not host the Fashion on Parades event.*
2. *That the Council resolves to host a VIP Shopping Day event in 2019, for The Parade and fashion traders located within the City of Norwood Payneham & St Peters.*

*Seconded by Cr Callisto 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 - D

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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:

- Business & Economic Development Committee– (21 May 2019)  
(A copy of the Minutes of the Business & Economic Development Committee meeting is contained within **Attachment A**)
- St Peters Child Care Centre & Pre-School Committee– (27 May 2019)  
(A copy of the Minutes of the St Peters Child Care Centre & Pre-School Committee meeting is contained within **Attachment B**)
- Audit Committee– (27 May 2019)  
(A copy of the Minutes of the Audit Committee meeting is contained within **Attachment C**)
- Norwood Parade Precinct Committee– (28 May 2019)  
(A copy of the Minutes of the Norwood Parade Precinct Committee meeting is contained within **Attachment D**)

### ADOPTION OF COMMITTEE MINUTES

- **Business & Economic Development Committee**

*Cr Sims moved that the minutes of the meeting of the Business & Economic Development Committee held on 21 May 2019, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council, with the following amendment on Page 7 of the minutes:*

1. *That the Committee endorses the following four (4) priority areas for economic development as the focus areas for the Business & Economic Development Strategy:*
  - *Cultural & Creative Industries;*
  - *Professional and Scientific;*
  - *Food Manufacturing; and*
  - *Retail.*
2. *That the Education and Health Sectors be recognised in the Business & Economic Development Strategy, as important sectors due to their significant contribution to Community Well-being, but not as priority areas.*

*Seconded by Cr Dottore and carried.*

- **St Peters Child Care Centre & Pre-School Committee**

*Cr Moore moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 27 May 2019, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Moorhouse and carried unanimously.*

- **Audit Committee**

*Cr Knoblauch moved that the minutes of the meeting of the Audit Committee held on 27 May 2019, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Sims and carried unanimously.*

- **Norwood Parade Precinct Committee**

*Cr Callisto moved that the minutes of the meeting of the Norwood Parade Precinct Committee held on 28 May 2019, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Patterson and carried.*

**13. OTHER BUSINESS**  
Nil

**14. CONFIDENTIAL REPORTS**  
Nil

**15. CLOSURE**

There being no further business, the Acting Mayor declared the meeting closed at 8.56pm.

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**Mayor Robert Bria**

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