

Council Meeting Agenda & Reports

3 July 2023

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.*

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters

28 June 2023

To all Members of the Council

NOTICE OF MEETING

I wish to advise that pursuant to Sections 83 and 87 of the *Local Government Act 1999*, the next Ordinary Meeting of the Norwood Payneham & St Peters Council, will be held in the Council Chambers, Norwood Town Hall, 175 The Parade, Norwood, on:

Monday 3 July 2023, commencing at 7.00pm.

Please advise Tina Zullo on 8366 4545 or email tzullo@npsp.sa.gov.au, if you are unable to attend this meeting or will be late.

Yours faithfully



Mario Barone
CHIEF EXECUTIVE OFFICER

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

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VENUE Council Chambers, Norwood Town Hall

HOUR

PRESENT

Council Members

Staff

APOLOGIES Cr Christel Mex

ABSENT

1. **KAURNA ACKNOWLEDGEMENT**
2. **OPENING PRAYER**
3. **CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 5 JUNE 2023**
4. **MAYOR'S COMMUNICATION**
5. **DELEGATES COMMUNICATION**
6. **QUESTIONS WITHOUT NOTICE**
7. **QUESTIONS WITH NOTICE**

7.1 QUESTIONS WITH NOTICE - STAFF VACANCIES - SUBMITTED BY CR GRANT PIGGOTT

QUESTION WITH NOTICE: Staff Vacancies
SUBMITTED BY: Cr Grant Piggott
FILE REFERENCE: qA1040
ATTACHMENTS: Nil

BACKGROUND

Cr Piggott has submitted the following Questions with Notice:

- Staff Vacancies
What are the staff vacancies outstanding at the City of Norwood Payneham & St Peters as at 25 June 2023?
What proactive strategies are in place to minimise the staff vacancies going forward?
- Payneham Memorial Swimming Pool
What is the expected timing of Council meeting to consider tender submissions for the upgrading of the Payneham memorial Swimming Pool?

REASONS IN SUPPORT OF QUESTION

Nil

RESPONSE TO QUESTIONS PREPARED BY CHIEF EXECUTIVE OFFICER

What are the staff vacancies outstanding at the City of Norwood Payneham & St Peters as at 25 June 2023?

- **Field Staff & Depot Operations**

At its meeting held on 1 May 2023, the Council was advised that as at 15 April 2023, there were nine (9) vacant positions in the City Services Unit.

As at 25 June 2023, there are currently **three** (3) vacant positions in the City Services Unit.

The vacant positions are:

- One (1) x Team Member, Arboriculture – Recruitment for this position is about to commence.
- Two (2) x Civil Maintenance Vacancies – Recruitment for these vacancies has been ongoing.

Upcoming:

- One (1) x Civil Apprentice Vacancy – the current apprentice has almost finished their apprenticeship, and recruitment to replace position this has commenced.

It should be noted that, as previously advised, where vacancies arise in the City Services Unit (Field Staff), temporary contract staff are engaged subject to availability. Notwithstanding this, as with most organisations at this time, temporary labour hire agencies are experiencing similar issues to this Council (and other Councils) in respect to sourcing suitably skilled staff. If temporary staff are engaged by the Council, a similar interview and selection process to that which is used for permanent positions is used to assess organisational/team fit and skills, knowledge, experience and importantly, attitude.

- **Manager, Finance**

As Elected Members may recall, as advised at the Council Meeting held on 1 May 2023, this position is not being replaced. Rather, following a review of the Finance Unit following the resignation of the General Manager, Corporate & Community Services and the Manager, Finance, in addition to the Chief Finance Officer, two (2) Finance Business Partner positions have been created – at least one of which is expected to be an external appointment. Recruitment for these Finance Business Partner positions will commence shortly.

- **Library Services Manager**

Recruitment for this position has commenced with the appointment scheduled to be made by late July.

- **General Manager, Urban Services**

This position became vacant following the retirement of the General Manager, Urban Services.

The title of this position has been changed to General Manager, Infrastructure & Major Projects to better reflect the functions of the position. Recruitment for this position has been completed. The successful candidate will commence on 24 July 2023.

- **Strategic Planner**

As advised at the Council Meeting held on 1 May 2023, there have been two (2) attempts to recruit for this position and no suitable candidates have been sourced. This is due to a significant shortage of Urban and Strategic Planners.

Notwithstanding this, to undertake the projects which have been assigned to this position, funds allocated for this position are being used to outsource work on the various projects which this position is responsible for completing.

At this stage, recruitment for this position will be undertaken post-30 June 2023.

- **Administration Assistant**

The title of this position was changed to Executive Assistant to ensure that suitable candidates could be sourced. Recruitment for this position has been completed and the successful candidate will commence on 17 July 2023.

- **Manager, City Assets**

Recruitment of this position is currently on hold and will be reviewed following the commencement of the General Manager, Infrastructure & Major Projects on 24 July 2023.

If it is determined that a similar position is required, then recruitment will commence in August/September 2023.

- **Manager, WHS & Risk**

A review of the functions, responsibilities and level of this position will commence shortly and at this stage, it is anticipated that recruitment for a WHS & Risk specialist will commence in August/September 2023.

In the interim, suitable operational arrangements have been put in place.

- **Senior Urban Planner**

Recruitment for this position has been authorised and will commence shortly.

- **Swimming Centres Manager**

This is a recent vacancy. As only the Norwood Swimming Centre will be operating in the coming season, interim arrangements have been put in place with existing staff to cover for this position.

Staff are currently scoping out the new position which will take into account the scope and type of the new facilities at the Payneham Memorial Swimming Centre.

What proactive strategies are in place to minimise the staff vacancies going forward?

The Council offers itself as a unique working environment with our goal being to improve the quality of life for citizens through demonstrating best practice and leadership in everything we do. An Employer of Choice strategy has been in place for a number of years to both attract and retain staff. An Employer of Choice is defined as an organisation that is attractive to employees and these organisations are also typically known for their values-based leadership and people-first approach.

To support our Employer of Choice strategy, the Council has, for a number of years, invested in a Culture Development Program for staff, which includes the following:

- a Leadership Development program;
- a Service Excellence Framework;
- Coaching program;
- Annual Corporate Training & Development; and
- Professional Development Review Process (EMPOWER) which is undertaken with staff annually;
- Study Assistance Program.
- an Annual Wellbeing program which includes:
 - access to counselling with a qualified counsellor or psychologist available to staff and immediate family members - 24/7 through a workplace Employee Assistance Program - Access Programs;
 - annual Influenza Vaccinations;
 - annual health and wellbeing assessments;
 - annual Skin Cancer screening;
 - a healthy ageing program; and
 - an annual Healthy Lifestyle Calendar which includes a range of wellbeing sessions.

Notwithstanding this, as Elected Members are aware, the nation is currently experiencing a significant labour shortage across many, if not all employment sectors. Local Government generally across Australia and this Council, are not immune from this situation.

Staff attraction and retention post the COVID-19 pandemic, has created a number of challenges and indeed opportunities. We are constantly reviewing, adjusting and pivoting, to ensure that with limited staff resources budget we can continue to attract and retain the best staff to ensure that we can continue to deliver on the ever-increasing community expectations. It is however a challenge.

- **Payneham Memorial Swimming Centre Project**

As Elected Members may recall, at the Council Meeting held on 5 June 2023 (Refer to Item 11.8), the Council was advised that the tender package for the Payneham Memorial Swimming Centre Project is scheduled to be released in July 2023.

It is anticipated that a report on the tender results will be presented to the Council at its meeting to be held in October 2023.

If the tender assessment process is completed earlier or after the date of the October Ordinary Council Meeting, then a Special Council Meeting will be scheduled.

8. DEPUTATIONS

8.1 DEPUTATION – TRAFFIC ISSUES – RICHMOND STREET HACKNEY

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Not Applicable
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA1041
ATTACHMENTS: Nil

SPEAKER/S

Ms Marysia Marchant

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Ms Marysia Marchant has written to the Council requesting that she be permitted to address the Council in relation to the traffic issues in Richmond Street Hackney.

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Ms Marysia Marchant has been given approval to address the Council.

9. PETITIONS

9.1 PETITION – RICHMOND STREET, HACKNEY – TRAFFIC MANAGEMENT

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA126030
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received by the Council regarding concerns with traffic management, in Richmond Street, Hackney.

BACKGROUND

The Petitioners are requesting that the Council consider measures to address their concerns about speeding and dangerous driving in Richmond Street, Hackney between Torrens Street and Hatswell Road.

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

The petition has been signed by a total of 180 citizens, which includes approximately 46 signatories who reside outside this City (eg, Athelstone, Belair, Bridgewater, Campbelltown, Dernancourt, Fullarton, Ingle Farm, Kings Park, Lobethal, Salisbury, Walkerville, to name a few).

In accordance with the Council's *Privacy Policy*, the personal information of the petitioners, (i.e. the street addresses) have been redacted from the petition. The names of the signatories and the suburb which have been included on the petition have not been redacted from the petition.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 1: Social Equity

Objective 1.2: A people friendly, integrated and sustainable transport network.

Strategy:

1.2.4 Provide appropriate traffic management to enhance residential amenity.

DISCUSSION

The Petitioners are requesting that the Council considers options to address their concerns regarding speeding and dangerous driving in Richmond Street, Hackney.

The Petitioners are requesting the installation of speed humps or and/or narrowing of the road and a bike path in the street to address the issues.

The Council's *Local Area Traffic Management Policy* sets out the following process in respect to petitions which are received regarding traffic management issues:

Petitions

Petitions regarding traffic management issues which are received by the Council, will be referred to the Committee for consideration.

The Committee shall acknowledge the petition and note that Council staff will then investigate the issues which are raised through the petition. The process which will be used by Council staff in addressing the matter shall be the same as that which is set out in the Traffic Management Investigations Section of this Policy.

RECOMMENDATION

That the petition regarding the petitioners concerns regarding traffic management issues associated with Richmond Street, Hackney, be received and noted and referred to the Council's Traffic Management & Road Safety Committee, in accordance with the Council's *Local Area Traffic Management Policy*.

Attachments – Item 9.1

Attachment A

Petition - Richmond Street Hackney - Traffic Management

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

PETITION

To the City of Norwood Payneham & St Peters

175 The Parade, Norwood SA 5067
PO BOX 204, Kent Town SA 5071

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au

ABN 11 390 194 824



City of
Norwood
Payneham
& St Peters

PETITION CONTACT DETAILS (Convenor of Petition)

Name: Marysia Marchant

Address: _____

Phone: _____

Mobile: _____

Email: _____



Part 1: The petition of: (identify the individuals or group – eg: the residents of The City of Norwood Payneham & St Peters)

The concerned residents and users of Richmond Street, Hackney, on behalf of children, pedestrians and cyclists.

Part 2: Matter of concern to petitioners: (outline the circumstances of the matter)

Speeding/dangerous driving between Torrens Street and Hatswell Street, Hackney endangering children, pedestrians, cyclists and residents.

This issue has been recognised for years by SA Police, St Peter's College and local residents, with no action forthcoming.

Proposed 40 kph restrictions will not address the dangerous driving.

Part 3: The petitioners request / submission is that the Council: (outline the action that the petitioners are requesting Council should or should not take)

Please position speed humps/road narrowing/bike path before the completion of the Botanic development which will further exacerbate the current hazards even further.

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27 JUN 2023

CITY OF NORWOOD
PAYNEHAM & ST PETERS

Sunday
10-11.30 am.

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27 JUN 2023

		CITY OF NORWOOD	
Name (print)	Address	PAYNEHAM & ST PETERS	Signature
JULIA PHILLIS	[Redacted]	St Peter	[Redacted]
James Nugent	[Redacted]	st peter	[Redacted]
JACQUELINE	[Redacted]	HACKNEY	[Redacted]
Van Harry	[Redacted]	Gilbert	[Redacted]
Amanda Annie	[Redacted]	Gilb	[Redacted]
Lisa Neronoff	[Redacted]	SH	[Redacted]
Nicholas Parry	[Redacted]	, Co	[Redacted]
Jacqui Herring	[Redacted]		[Redacted]
Buson Pierre	[Redacted]	Poll	[Redacted]
Nicola White	[Redacted]	st Pe	[Redacted]
D. Murray	[Redacted]		[Redacted]
D. Cooper	[Redacted]		[Redacted]
Maniah Anzil	[Redacted]		[Redacted]
Wesley Tronse	[Redacted]	Mayland	[Redacted]
Simone Austin	[Redacted]	Klemzig	[Redacted]
Rosie Kavanagh	[Redacted]	Peters	[Redacted]
Oscar Rudman	[Redacted]	"	[Redacted]
Henry Shilly	[Redacted]	Partside	[Redacted]
Don Gilbert	[Redacted]	Wetherville	[Redacted]
ADAM HARRIS	[Redacted]		[Redacted]
Jonathan Harris	[Redacted]		[Redacted]
Ines Sedano	[Redacted]	St Peter	[Redacted]
ALISON BOTHA	[Redacted]	WAKE	[Redacted]
HENRY BOTHA	[Redacted]	"	[Redacted]
Suzanne DONALDSON	[Redacted]	ST. PETER	[Redacted]
Jack Williams	[Redacted]	Wetherville	[Redacted]
Sarah Hyland	[Redacted]		[Redacted]
Tanjie Hoffard	[Redacted]		[Redacted]
Effie Adams	[Redacted]		[Redacted]
S Goonasekera	[Redacted]		[Redacted]
Sharon Wilson	[Redacted]		[Redacted]
Melene FERBAM	[Redacted]		[Redacted]

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CITY OF NORWOOD
PAYNEHAM & ST PETERS

Name (print)	Address	Signature
Vic Cantini	[Redacted]	[Redacted]
Lyn Howard	[Redacted]	[Redacted]
Jess Underdorn	[Redacted] Mile End	[Redacted]
Keliana Usman	[Redacted]	[Redacted]
Amy Short	[Redacted]	[Redacted]
Nicole B	[Redacted]	[Redacted]
Andrea B	[Redacted]	[Redacted]
Michelle Smith	[Redacted]	[Redacted]
Kate Hawtin	[Redacted]	[Redacted]
JOEY COZZI	[Redacted]	[Redacted]
Bruce	[Redacted]	[Redacted]
Alan CAMPBELL	[Redacted]	[Redacted]
Dellmay	[Redacted]	[Redacted]
Julie	[Redacted]	[Redacted]
Lorraine Clayton	[Redacted]	[Redacted]
Andrew Under Shys	[Redacted]	[Redacted]
DAVID ALSON	[Redacted]	[Redacted]
annabel marden	[Redacted]	[Redacted]
Erin Phillips	[Redacted]	[Redacted]
Jish Sahe	[Redacted]	[Redacted]
Nick Pope	[Redacted]	[Redacted]
Maire Tenoughty	[Redacted]	[Redacted]
Sarah Peake	Marden	[Redacted]
Miah Sherry	[Redacted]	[Redacted]
Lauren Mellett	[Redacted]	[Redacted]
Jack Tong	[Redacted]	[Redacted]
Elliot Becker	[Redacted]	[Redacted]
Anita Oehler	[Redacted]	[Redacted]
Julia Lim	[Redacted]	[Redacted]
Laura Fountain	[Redacted]	[Redacted]
Chris Fry	[Redacted]	[Redacted]
Andrew Wilson	[Redacted]	[Redacted]

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27 JUN 2023

CITY OF NORWOOD
PAYNEHAM & ST PETERS

Part 4: List of signatories to the petition:

Please note: when this petition is placed on the public agenda for a Council meeting, it will be a public document and will appear on the Council website. Your address will be redacted, but your name and signature will appear in the public document.

Name (print)	Address	Signature
Emily Hunt	[Redacted] <i>Townhill</i>	[Redacted]
Rachael Walker	[Redacted] <i>St Agnes</i>	[Redacted]
Amanda Kay	[Redacted]	[Redacted]
Emmy Pagac	[Redacted]	[Redacted]
Vanessa Saccardo	[Redacted] <i>Marden</i>	[Redacted]
Esther Chew	[Redacted] <i>Woodville Garden</i>	[Redacted]
Pam Duffell	[Redacted] <i>St. PETERS</i>	[Redacted]
Shruti Tiwari	[Redacted]	[Redacted]
Leigh Vickers	[Redacted]	[Redacted]
Makayla Hillman	[Redacted]	[Redacted]
Julie Wiltshire	[Redacted]	[Redacted]
Sarah Telfer	[Redacted]	[Redacted]
BACHADAD Eugene	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
Jessie Symonds	[Redacted]	[Redacted]
RICHARD VABLI	[Redacted]	[Redacted]
Carl Sponcher	[Redacted] <i>Atelston</i>	[Redacted]
Bruno Cardoso	[Redacted] <i>Uttro</i>	[Redacted]
RORY MERCHANT	[Redacted] <i>Mile End</i>	[Redacted]
Cleo Wilson	[Redacted] <i>Stepney</i>	[Redacted]
Denee Johnstone	[Redacted] <i>Monley</i>	[Redacted]
Matthew Frith	[Redacted] <i>Fallston</i>	[Redacted]
Sarah Tolley	[Redacted] <i>Fallston</i>	[Redacted]
Pousin Sharma	[Redacted] <i>Lockleys</i>	[Redacted]
Caatlin McClarty	[Redacted] <i>CAMPPELLTON</i>	[Redacted]
Jeremy Talbot	[Redacted] <i>CAMPPELLTON</i>	[Redacted]
Kijie Wang	[Redacted]	[Redacted]
Diana Eljic	[Redacted]	[Redacted]
Monica Manc	[Redacted] <i>Ingle</i>	[Redacted]

Issue with footpaths near old church which requires attention. unsafe for prams & pedestrians. (stone cusp)
- flipped our pram!

Saturday
9am -

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27 JUN 2023

CITY OF NORWOOD
PAYNEHAM & ST PETERS

A5

Name (print)	Address	Signature
MAYAL MASOK	[Redacted] CATHERINE ST	[Redacted]
Kate Turner	[Redacted] Seabridge	
Olivia Buckley	[Redacted] Walkerville	
B. Huggins	[Redacted]	
T. PITCHER	[Redacted]	
ANDREW BRANSON	[Redacted] PITCHER	
GUY SHIELD	[Redacted] PAYNEHAM	
Veronica Corallo	[Redacted] Payneham	
Scott Willian	[Redacted]	
Vanessa Mays	[Redacted]	
Ilanalaganin	Bridgewater	
Conny Menda	Aldgate	
GREG OATES	[Redacted]	
MELANIE BOOTH	[Redacted]	
ROBERT BOOTH	[Redacted]	
Bec May	[Redacted] Royston Park	
John NABAS	[Redacted] College Pl	
Adriane xaxaxax	[Redacted] College Pl	
Simon Casson	[Redacted] St Peter	
Richard Lamb	[Redacted] St Peter	
Ala Branch	[Redacted] St Peter	
Hogwell Carr	[Redacted]	
Carmel Westbrook	[Redacted]	
Melinda Westbrook	[Redacted]	
ZOE PHILLIPS	[Redacted]	
Jack MINTZ	[Redacted]	
Jack McLellan	[Redacted]	
DES BURY	[Redacted]	
MARIE BURY	[Redacted]	
Alana Iannazzo	[Redacted] Peter	
Tony Hatzis	[Redacted] Peter	
Joe Adams	[Redacted] Payneham	

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PAYMENT OFFICERS



Part 4: List of signatories to the petition:

Please note: when this petition is placed on the public agenda for a Council meeting, it will be a public document and will appear on the Council website. Your address will be redacted, but your name and signature will appear in the public document.

Name (print)	Address	Signature
CRAIG Hooper	[Redacted] Adelaide	[Redacted]
Trudy Hooper	[Redacted] Adelaide	
Rebecca Hooper	[Redacted] HAKNEY	
Angie Butcher	[Redacted] Auburn SA	

Name (print)	Address	Signature
Greg Whaley	[Redacted]	[Redacted]
Monika Nitschke		
Nicole Meulding		
Matthew Woodward		
Dina Hille		

Name (print)	Address	Signature
Lucre Cee	[Redacted]	[Redacted]
Annabelle Pitt		
JULIAN SPANOS		
JIM SPANOS		
Miriam Posse		
Carly Underwood		
Nicole Hembilke		
Lauren Morgan		

17+3
= 20
3
180

Name (print)	Address	Signature
David Cree	[Redacted] SPEARS	[Redacted]
Kerline Cree	[Redacted] St Peters	
Olivia Cree	[Redacted] Highbury	

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BAYVIEW & ST PETERS

Part 4: List of signatories to the petition:

Please note: when this petition is placed on the public agenda for a Council meeting, it will be a public document and will appear on the Council website. Your address will be redacted, but your name and signature will appear in the public document.

Name (print)	Address	Signature
PAULINE FOX	[Redacted] Fitzroy	[Redacted]
Alice Webb	[Redacted] Adelaide	[Redacted]
RAMIAH PALANI	[Redacted] Rydalmere	[Redacted]
SUSILA PALANI	[Redacted]	[Redacted]
Philippa Dillon	[Redacted]	[Redacted]
Mel Tanith	[Redacted]	[Redacted]
Jen Hoban	[Redacted]	[Redacted]
Martina Townsend	[Redacted] Collins	[Redacted]
CARL TOWNEND	[Redacted] NSWOD	[Redacted]
KATE CARTER	[Redacted] ST PETERS	[Redacted]
TERRY GRENVILLE	[Redacted] EVANDALE	[Redacted]
ADAE FEARUS	[Redacted] Hackney	[Redacted]
CHRISTINE VanderSluis	[Redacted]	[Redacted]
Madeleine Kay	[Redacted]	[Redacted]
GARY BERTAL	[Redacted] HACKNEY	[Redacted]
WISA BEATON	[Redacted] Wislby	[Redacted]
Michele Heinrich	[Redacted] Salisbury	[Redacted]
Michelle Ganswart	[Redacted] Remondou	[Redacted]
Emily Hundle	[Redacted] Rydalmere	[Redacted]
Alice Hawkes	[Redacted] Park Prospect	[Redacted]
Lauren Trowse	[Redacted] Maryland	[Redacted]
Paul Finch	[Redacted]	[Redacted]
Helen Noman	[Redacted] Danmudge	[Redacted]
Elizabeth Nelligan	[Redacted] King	[Redacted]
CLAIRE DWYER	MURTLÉ BANK.	[Redacted]
MARGARET GREGORY	[Redacted]	[Redacted]
Genevieve Lewis	[Redacted] Seaton	[Redacted]
JANICE BEBBE	[Redacted] Madder	[Redacted]
VANESSA JAMESON	[Redacted] Belair	[Redacted]

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10. WRITTEN NOTICES OF MOTION

**10.1 WRITTEN NOTICE OF MOTION – GLYNDE AND STEPNEY FOOD AND BEVERAGE
MANUFACTURING PRECINCT – SUBMITTED BY MAYOR ROBERT BRIA**

NOTICE OF MOTION: Glynde and Stepney Food and Beverage Manufacturing Precinct
SUBMITTED BY: Mayor Robert Bria
FILE REFERENCE: qA1039
ATTACHMENTS: Nil

Pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the following Notice of Motion has been submitted by Mayor Robert Bria.

NOTICE OF MOTION

1. That staff prepare a report regarding the Glynde and Stepney Food and Beverage Manufacturing Precincts discussing the following issues:
 - (a) potential for new food and beverage related events and activities;
 - (b) a new marketing and promotional campaign, including reviving the Food Secrets Ambassador program;
 - (c) opportunities for collaboration between food and beverage business within and across both precincts;
 - (d) legal and regulatory requirements to facilitate exports of local produce to overseas markets;
 - (e) increasing the level of engagement between Council and the South Australian Government (Department for Trade and Investment) and other relevant stakeholders;
 - (f) preparing a strategic document/business plan to attract state and/or federal government funding to improve infrastructure and facilitate the expansion of existing business and the overall growth of the food and beverage manufacturing sector;
 - (g) identify threats and challenges to existing and future land use in Glynde and the Stepney Triangle to determine if there is a need for Council to prepare a Code Amendment to provide certainty to existing and potential food and beverage manufacturers regarding long-term planning and investment in the sector;
 - (h) the level of connectivity with the South Australia Food and Beverage Five Year Strategy (2022-27);
 - (i) opportunities to partner with South Australia universities for research into food innovation; and
 - (j) other issues considered relevant.
2. That the report be presented to the Council's Business & Economic Development Advisory Committee to be held on 12 September 2023 for consideration and recommendations to the Council.

REASONS IN SUPPORT OF MOTION

Over the past seven to eight years, the Council has undertaken several successful initiatives to promote the food and beverage manufacturing sector in our City. These initiatives include the *Food Secrets of Glynde* (and later *Food Secrets of Glynde and Stepney*) official book launch and associated event, bus tours to those precincts and the *East Side Wine and Ale Trail*.

Glynde and Stepney are among the small number of remaining precincts in Adelaide's eastern suburbs that accommodate this type of activity. In my considered opinion, they should be vigorously protected to ensure food and beverage manufacturing has a long-term future in Norwood Payneham & St Peters.

According to the City of Norwood Payneham & St Peters' *Economic Development Strategy 2021-2026*, ("The Strategy") there were 422 people employed in local food and beverage manufacturing in 2020, comprising 38.6% (almost two in five) of the 1,098 manufacturing jobs.

While these number may not seem large, food and beverage manufacturing has a direct link to our city's hospitality (Accommodation Food Sector) sector, of which they are almost twice as many (2,005) jobs.

The Strategy sets out a number of targets over its five-year life and makes provision for annual reviews of achievements/accomplishments. In my opinion, the targets regarding food and beverage related activities eg. Bus Tours and Wine and Ale Trail events are modest and can easily be met.

I believe Council should play a more active role to not only promote our city's food and beverage manufacturing sector but also secure its future such as developing appropriate policy settings regarding current and future land use.

A quick review of food and beverage manufacturing hubs in other Australian jurisdictions shows the amount of time and effort Councils have invested to develop strategies designed to attract state and federal government funding to help realise their vision of building a food manufacturing hub/precinct.

In some cases, these hubs did not exist at the time funding submissions were made but were instead a bold vision supported by a sound business case developed by a Council in partnership with relevant stakeholders, which included extensive plans for infrastructure to accommodate the anticipated expansion over time.

For example, in 2022 the New South Wales Central Coast region received a \$17.2 million federal government grant for the construction of the Central Coast Food Manufacturing Precinct and Innovation Hub project at Lisarow.

In 2021-2022 the Latrobe City Council was awarded a \$10 million grant by the Victorian Government in the State Budget for the Latrobe City Food Manufacturing Precinct in Morewell. The funding for this project went to upgrading infrastructure to help the precinct expand. The Council lodged a funding submission for the grant.

Using these examples as a reference point, it is clear there is a case for the Council to explore funding opportunities to invest in infrastructure in the Glynde Light Industrial Zone, which is in poor condition and not conducive to attracting investment from potential food and beverage manufacturers.

By building a strong business case showcasing the importance of food and beverage manufacturing in our City and the wider South Australian food and beverage economy, the Council can engage and work closely with local businesses to better understand the economic environment for their sector and their infrastructure needs.

This information will be critical to inform the development of grant applications to submit to either the South Australian Government or Australian Government to attract funding.

The Notice of Motion aligns with the following Objectives of *CityPlan 2030* and the *Economic Development Strategy (2021-2026)*.

City Plan 2030

Economic Prosperity:

Objective 3.2 – Cosmopolitan business precincts contributing to the prosperity of the city.

- 3.2.3 - Promote the City as a visitor destination.

Objective 3.3 – Attract new enterprises and local employment opportunities to locate in our city.

- 3.3.3 - Promote and support local food and beverage manufacturing.

Objective 3.5 – A local economy supporting and supported by its community

- 3.5.1 – Support opportunities for people to collaborate and interact in business precincts.
- 3.5.4 – Support opportunities for the community to access locally produced food and beverage produce.
- 3.5.5 - Encourage community support for an promote awareness of business in our city.

Economic Development Strategy (2021-2026)

Diverse City

Objective: Focus on the support and growth of the City's priority sectors:

- 1.1 Food & Beverage Manufacturing.
- 1.3 Identify emerging trends and support opportunities for economic growth.
- 1.4 Promote opportunity and collaboration across the sectors.
- 1.5 Identify and promote local competitive advantages.

Destination City

Objective: Increase the number of people who live, work and visit the city and enhance the community well-being of existing residents, workers and visitors.

- 2.4 Work with local business operators to strengthen the viability of precincts and enhance the customer experience.

Innovative City

Objective: Attract and maintain competitive businesses with the capacity for resilience and ongoing sustainability, innovation and growth.

- 3.1 Maximise new investment and growth opportunities.
- 3.2 Recognise businesses and business sectors that make a significant contribution to the city.
- 3.4 Embrace new and emerging technologies that will enhance business productivity.
- 3.5 Encourage sustainable working methods in all aspects of business

Business Friendly City

Objective: Remove barriers and make it easy for business owners to start, run and grow a business.

- 4.3 Establish an effective planning policy framework to encourage investment and enable businesses to establish in the City.

STAFF COMMENT

PREPARED BY MANAGER, ECONOMIC DEVELOPMENT & STRATEGY

A report regarding the Glynde and Stepney Food Manufacturing Precincts can be prepared and presented as requested in the Motion to the Council's Business & Economic Development Advisory Committee at its September meeting.

In respect to the issues which are identified in the Notice of Motion, it is recommended that the sessions be presented to the Business & Economic Development Advisory Committee, for the Committee's consideration in the first instance. The next meeting of the Business & Economic Development Advisory Committee is scheduled for Tuesday 4 July 2023.

It is envisaged that this project together with the issues which are identified in the Notice of Motion, will form part of a broader discussion with the Committee, to assist in identifying the Economic Development priorities for the City over the next 12-18 months. Other topics that will be discussed with the Committee at the meeting include:

- the Year 3 and Year 4 Actions as identified in the Council's *Economic Development Strategy 2021-2026*;
- the development of a 3 year strategy for The Parade;
- Kent Town as a knowledge base to align with the Government's investment in the defence and space sectors; and
- the more general matters relating to the light industrial pockets of Glynde and Stepney.

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 DRAFT BODY-WORN VIDEO AND CAMERA DEVICE POLICY

REPORT AUTHOR: General Manager, Urban Planning & Environment
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4501
FILE REFERENCE: qA64322
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to seek the Council's endorsement of a new Policy relating to the regulated use of body-worn video and camera devices by the Council's Regulatory Services and Planning Compliance staff.

BACKGROUND

The Council has a responsibility to provide employees with a safe work environment. Council employees who undertake regulatory and compliance related functions are, from time to time, subjected to anti-social and or disorderly conduct from citizens, whilst discharging their duties to administer and enforce legislation and by-laws on behalf of the Council.

The use of body-worn video and camera devices is relatively common-place for government employees who operate across a range of emergency, regulatory and compliance roles and their use is considered to, among other things, deter citizens from anti-social and disorderly behaviour and improve the safety of the wearer.

A review of Work, Health & Safety (WHS) data for the period 2018 to 2023 has identified a significant increase of anti-social and disorderly conduct against the Council's Regulatory and Compliance staff and as such, it is considered timely for the Council to consider the use of regulated body-worn video and camera devices by the Council's Regulatory Services and Planning Compliance staff.

On this basis, the draft *Body-worn Video and Camera Device Policy* has been prepared for the Council's consideration and endorsement. A copy of the draft Policy is contained in **Attachment A**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The draft Policy is consistent with the Chief Executive Officer's *Work, Health & Safety (WHS) Statement*, which considers, among other things, that the safety of Council staff is of utmost importance and stipulates that all risks to health and safety must be managed in a proactive manner. The draft Policy also aligns with the organisation's *WHS Strategic Plan 2022-2024*, which seeks to develop and maintain a 'resilient' workforce and includes an overarching theme of managing safety in a way that staff feel valued in respect to their safety.

The controlled use of body-worn video and camera technology, also aligns with the Council's *Smart City Plan*, which encourages the use of innovative technology, whilst at the same time recognising the need to ensure that the collection of digital data is managed in a secure manner to ensure that the privacy of citizens is reasonably maintained at all times.

The draft Policy also aligns with the Council's *Privacy Policy*, which states that the Council is committed to a culture that protects the privacy of individuals.

FINANCIAL AND BUDGET IMPLICATIONS

Body-worn video and camera devices and associated equipment such as vests and badge signs vary significantly in cost. Quotes which have been obtained by Council staff indicate that the cost of purchasing body-worn video and camera devices and associated equipment as well as software to ensure the digital data is recorded and stored securely is approximately \$790 per device, including its associated equipment.

Employees in the staff positions set out below have been identified to wear body-worn video and camera devices to assist them to discharge their duties including the enforcement of legislation and by-laws on behalf of the Council:

- **Team Leader, Regulatory Services** (will not require a dedicated video and camera device);
- **Senior Compliance Officer, Regulatory Services;**
- **Compliance Officer, Regulatory Services** (subject to this position being funded by the Council as part of the 2023-2024 Budget);
- **Compliance Officer, Parking (x 3)** (subject to the third Compliance Officer, Parking position being funded by the Council as part of the 2023-2024 Budget);
- **Compliance Officer, Planning Services;** and
- **Compliance Officer, Public Realm.**

A total of seven body-worn video and camera devices and associated equipment and software would be required at a projected approximate total cost of \$5,600. The cost will be incurred within the operational budget for Regulatory Services functions.

EXTERNAL ECONOMIC IMPLICATIONS

Nil.

SOCIAL ISSUES

The use of body-worn video and camera devices is considered to, among other things, deter citizens from anti-social and disorderly behaviour and improve the safety of the wearer.

The effectiveness of body-worn video and camera devices was comprehensively considered in a study funded by the Becker Friedman Institute (University of Chicago) in 2021, titled '*Body-worn cameras in policing: benefits and costs*'¹. The study found that the benefit to cost ratio was in the order of 5:1, suggesting that for every dollar spent on the use of body-worn video and camera devices, the community obtains fivefold benefits in return, measured not just in monetary terms, but also increased safety of the wearer and reductions in anti-social and or disorderly conduct.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Nil.

RISK MANAGEMENT

A review of Work, Health & Safety (WHS) data for the period 2018 to 2023, identified a significant increase of anti-social and disorderly conduct against the Council's Regulatory and Compliance staff. The WHS data indicates that four (4) incidents of anti-social/disorderly conduct occurred in the first quarter of 2023, which is equivalent to the average number of incidents that have occurred annually since 2018. Whilst the overall number of incidents remains relatively low, the recent increase in incidents has warranted a review of the work environment provided for the Council's Regulatory and Compliance staff.

The three (3) key risks involved in the proposed use of body-worn video and camera devices include:

- that the use of the devices may potentially worsen or aggravate a citizen's reaction in a confrontational situation;
- some citizens may perceive that the use of body-worn video and camera devices to record interactions will result in an unreasonable loss of privacy; and
- the devices may be used for an improper purpose.

¹ Williams Jr, Morgan C., Nathan Weil, Elizabeth A. Rasich, Jens Ludwig, Hye Chang, and Sophia Egrari. "*Body-worn cameras in policing: Benefits and costs.*" (2021).

Collectively, these risks are considered to be high in the absence of suitable controls. However, by regulating and controlling the manner in which body-worn video and camera devices are used, the residual risk rating would reduce to a low and acceptable level.

In relation to the first point, whilst there will always be a risk that the use of a body-worn video and camera devices will potentially worsen or aggravate a citizen's reaction in a confrontational situation, the available information set out in relevant academic studies and peer reviewed articles, as well as anecdotal evidence provided by the Council's Team Leader, Regulatory Services, who has used a body-worn video and camera device in a regulatory role at another Council, suggests that the use of the devices will assist to deter anti-social and disorderly conduct against Council employees when citizens are informed that their interactions are being recorded and provide the wearer with greater confidence in their safety. This '*civilising effect*' may prevent situations from escalating to levels requiring the intervention of SA Police.

The perception that the use of body-worn video and camera devices to record interactions will result in an unreasonable loss of privacy and the risk that the devices may be used for an improper purpose, can be controlled via regulating the use of the devices. The draft Policy contained in Attachment A addresses, among other things, issues of how privacy and digital data security and storage will be managed and imposes limits to the extent of what can and should be recorded by the wearer of the body-worn video and camera device as well as detailing requirements to ensure citizen privacy is maintained in accordance with the requirements of the *Surveillance Devices Act, 2016* and the Council's *Privacy Policy*.

If the Council endorses the draft Policy, an internal procedure will be prepared that will provide more detailed guidance for how staff must use body-worn video and camera devices and how they must store and retain digital data securely.

CONSULTATION

- **Elected Members**
Not Applicable.

- **Community**
Not Applicable.

- **Staff**
 - General Manager, Governance & Civic Affairs
 - Manager, WHS & Risk
 - Manager, Governance & Legal
 - Team Leader, Regulatory Services
 - Compliance Officer, Planning Services
 - Public Realm Compliance Officer

- **Other Agencies**
Not Applicable.

DISCUSSION

A recent analysis of increases of anti-social and disorderly conduct against the Council's Regulatory and Compliance employees, has warranted a review of the work environment provided for the Council's Regulatory and Compliance staff.

The review has identified an opportunity to provide the Council's Regulatory and Compliance staff with body-worn video and camera devices, at a relatively low cost, to:

- deter anti-social and disorderly behaviour through the recording of interactions that have the potential to involve conflict or when the Council employee is of the view that a complaint may arise from the interaction or when the Council employee determines that recording via video footage is necessary for their safety;
- enhance the safety of the work environment provided for the Council's Regulatory and Compliance staff;
- implement innovative and contemporary digital technology to assist the Council's Regulatory and Compliance staff to discharge their duties in a safe working environment;

- capture data from interactions with citizens to expediently document evidence, including any incidents of physical or verbal abuse, dog attacks, dogs wandering at large and animal management and as part of investigations, to capture digital data relating to interviews and actions taken in relation to alleged breaches of legislation and or Council by-laws; and
- periodically monitor Council employee behaviours and their interactions with citizens captured by body-worn video devices for training opportunities to ensure interactions are undertaken in a manner consistent with Council's Organisational Values and employee codes of conduct.

Body-worn video and camera technology is a body-worn portable system that provides an audio and visual record of legislative policing activities undertaken by the wearer. Images and recordings are recorded on a tamper proof storage device. The use of body-worn video and camera devices is wide-spread across Local Government and these devices are currently in use to some degree at the City of Adelaide, City of Prospect, City of West Torrens, City of Charles Sturt, City of Port Adelaide Enfield, City of Marion, City of Mitcham, City of Holdfast Bay, City of Onkaparinga and the Campbelltown City Council.

The draft Policy has been prepared for the purpose of regulating the use of body-worn video and camera devices, to ensure a reasonable balance is struck between maintaining citizen privacy, whilst providing a safer work environment for the Council's Regulatory and Compliance staff.

OPTIONS

The Council can determine to endorse the draft Policy with or without changes or not endorse the draft Policy.

It is recommended that the draft Policy be endorsed for the reasons set out in this report.

CONCLUSION

The Council has a responsibility to provide employees with a safe work environment. Council employees who undertake regulatory and compliance related functions are particularly vulnerable to anti-social and or disorderly conduct from citizens, whilst discharging their duties.

The use of body-worn video and camera devices is relatively common-place proven and low-cost technology that can assist to deter citizens from anti-social and disorderly behaviour and improve the safety of the wearer, as well as providing a robust method of capturing evidence and interactions with citizens, within a controlled environment to ensure citizen privacy is maintained.

The Council's endorsement of draft Policy contained in Attachment A will enable staff to procure body-worn video and camera devices for its regulatory and compliance staff and this will provide those staff with an assurance that the Council considers their safety to be of the utmost importance.

COMMENTS

Nil.

RECOMMENDATION

That the draft *Body-worn Video and Camera Device Policy* contained in **Attachment A** to this report, relating to the regulated use of body-worn video and camera devices by the Council's Regulatory Services and Planning Compliance staff, be endorsed.

Attachments – Item 11.1

Attachment A

Body Worn Video & Camera Device Policy

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters



City of
Norwood
Payneham
& St Peters

NAME OF POLICY: **BODY-WORN VIDEO AND CAMERA DEVICE POLICY**

POLICY MANUAL: **GOVERNANCE**

BACKGROUND

The Council has a responsibility to provide employees with a safe work environment. Council employees who undertake regulatory and compliance related functions are, from time to time, subjected to anti-social and or disorderly conduct, whilst discharging their duties to administer and enforce legislation and by-laws on behalf of the Council.

The use of body-worn video and camera devices is relatively common-place for government employees who operate across a range of emergency, regulatory and compliance roles and their use is considered to, among other things, deter anti-social and disorderly behaviour and improve the safety of council employees. As such, the Council considers that the controlled use of body-worn video and camera devices is an appropriate measure to ensure the provision of a safe work environment for affected council employees.

DISCUSSION

Body-worn video and camera technology is a body-worn portable system that provides an audio and visual record of legislative policing activities undertaken by the wearer. Images and recordings are recorded on a tamper proof storage device. The technology is used by the Council to promote and maintain a safe work environment for Council employees and to assist those employees to discharge their duties related to the investigation of breaches of legislation and or by-laws and the issuing of expiations or enforcement orders.

The controlled use of body-worn video and camera technology aligns with the Council's *Smart City Plan*, which encourages the use of innovative technology, but also highlights the need to ensure that the collection of digital data is managed in a secure manner to ensure privacy for our citizens is maintained.

This Policy also aligns with the Council's *Privacy Policy*, which sets out the Council's commitment to a culture that protects the privacy of individuals.

KEY PRINCIPLES

This Policy is based upon the following principles:

- **Transparency** – The use of body-worn video and camera devices will instil confidence that interactions between citizens and the Council's Regulatory & Compliance employees, are captured and documented with video footage and or still images to confirm the nature of the interactions and events and support accounts articulated by Council employees and citizens.
- **Open Communication** – At the commencement of any recording, the Council employee, where practicable, will verbally announce that the video recording device has been activated for the wearer's safety to ensure open communication channels between the parties.

- **Limited Extent of Recordings** - Council employees using body-worn video and camera devices will not indiscriminately record entire shifts or patrols and will only use recordings to capture video and audio at incidents or interactions that have the potential to involve conflict or when the Council employee is of the view that a complaint may arise from the interaction or when the Council employee determines that recording via video footage is necessary for their safety.
- **Curbing of Anti-social and Disorderly Conduct** – The use of body-worn video and camera devices will assist to deter anti-social and disorderly conduct against Council employees when citizens are informed that their interactions are being recorded. This ‘civilising effect’ may prevent situations from escalating to levels requiring the intervention of SA Police.
- **Corroborating Evidence** – Data captured by the use of body-worn video and camera devices will assist Council employees to expediently document evidence, including any incidents of physical or verbal abuse, as part of investigations and actions taken in relation to breaches of legislation and or Council by-laws.
- **Data Privacy** – Any personal information contained in recorded data will be kept confidential by all Council employees, in accordance with the Council’s *Privacy Policy*. Where the Council is permitted, authorised or required to use or disclose recorded data in accordance with this Policy, any other Council Policy or a law of the State of South Australia or the Commonwealth, measures will be taken to minimise the unnecessary disclosure of personal information.
- **Training Opportunities** - The use of body-worn video and camera devices will offer potential opportunities to advance the policing of legislation and or Council by-laws through training. Council employee behaviours and their interactions with citizens captured by body-worn video devices will be analysed from time to time to ensure employee behaviours and interactions are undertaken in a manner consistent with Council’s Organisational Values and Employee Behavioural Standards.

SCOPE

This Policy provides guidance on the ethical, lawful and efficient use of body-worn video and camera devices and recorded data.

POLICY

Overview

The body-worn video and camera device is a body mounted video recorder and camera with a built-in microphone. The device stores digital files which, once recorded, must not be deleted or amended by the operator. Each file carries a unique identifier which is time and date stamped. Any malfunction of the equipment must be reported immediately to the relevant Manager. All intended users will be trained and have access to the body-worn video and camera device equipment.

Body-worn video and camera devices will be used to gather evidence associated with the investigation of any offence or suspected offence or the issuing of expiation or enforcement notices in the policing of legislation and by-laws administered by the Council and can also act as a deterrent to acts of aggression and verbal / physical abuse towards Council employees.

Use

The body-worn video and camera device is primarily intended for use by the Council’s Regulatory and Compliance employees but other employees may also use the equipment to assist in the reasonable discharging of their duties, at the absolute discretion of the Council’s Chief Executive Officer, who must authorise the use of body-worn video device and camera equipment, in writing.

Council employees using body-worn video and camera devices will not indiscriminately record entire shifts or patrols. The decision to record or not to record any incident or interaction with a citizen or citizens, remains at the discretion of the wearer, however, the equipment is provided for the employee's safety and the equipment should be utilised with this objective in mind. As a guide, the equipment should be used to capture video and audio at incidents or interactions that have the potential to involve conflict or when the Council employee is of the view that a complaint may arise from the interaction or when the Council employee determines that recording via video footage is necessary for their safety.

The wearer must ensure that the equipment is working correctly prior to commencing a work shift and maintain the equipment in good working order to ensure it is 'fit-for-purpose'.

Recordings from body-worn video and camera devices provides an account of what the Council employee saw and heard during an incident. There are however limitations to the technology and the wearer must be aware that some aspects of incidents that may be of significance to the evidence for the incident may occur out of camera view, that sound recordings may not be complete or that other sounds at the scene may block significant statements by those present. There is the possibility of other technical failures or operator errors that may hinder the production of the recorded evidence. As such, the wearer needs to ensure that they remain mindful of standard evidence gathering procedures at scenes and must not rely solely on evidence captured on the body-worn video and camera device to document incidents or interactions.

Communication

At the commencement of any recording, the Council employee, where practicable, will verbally announce that the video recording and camera device has been activated for the wearer's safety and should include:

- details of the location; and
- confirmation to those present that the incident or interaction is now being recorded using both video and audio and that it is for the wearer's safety and to ensure an accurate record of the incident or interaction is captured.

Safety

The technology is used by the Council to promote and maintain a safe work environment for Council employees. The use of body-worn video and camera devices not obviate the wearer's responsibility to discharge their duties in accordance with the Council's relevant Work, Health & Safety (WHS) Policies and Procedures and the wearer should remove themselves from any situation, if they believe that they are in danger or that there is a risk to their safety.

The body-worn video and camera devices are issued to relevant Council employees as part of their Personal Protective Equipment. The equipment will be clearly worn by the Council employee in an overt manner and the device will clearly show that it is a recording device by either signage or verbal instruction as appropriate.

Downloading and Storage of Data

Any recorded video footage and still camera images must not be deleted by the wearer and the digital data must be retained as a Record, in accordance with the Council's *Records Management Policy*. If an incident occurs, the footage recorded will be downloaded at the end of the wearer's shift by the affected employee. The footage will then be stored and registered within Council's Records Management System.

Private Conversations

Body-worn video and camera devices will only be used to record a private activity or a private conversation in accordance with the *Surveillance Devices Act 2016*, where:

- all parties consent, expressly or impliedly, to the relevant device being used for the recording; or
- the use of the surveillance device is in the public interest; or

- the use of the surveillance device is reasonably necessary for the protection of the Council employee using the device.

REVIEW PROCESS

This Policy will be revised within three (3) years of the adoption date of the Policy.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Urban Planning & Environment, telephone 8366 4501.

ADOPTION OF THE POLICY

This Policy was adopted by Council on.....

TO BE REVIEWED

June 2026.

Section 2 – Corporate & Finance
Reports

11.2 DRAFT 2023-2024 ANNUAL BUSINESS PLAN – CONSIDERATION OF PUBLIC SUBMISSIONS

REPORT AUTHOR: Manager, Communications & Community Relations
GENERAL MANAGER: General Manager, Governance & Civic Services
CONTACT NUMBER: 8366 4528
FILE REFERENCE: qA123537
ATTACHMENTS: A – B

PURPOSE OF REPORT

The purpose of this report is to present for the Council's consideration, the submissions which have been received on the Draft 2023-2024 Annual Business Plan and Budget.

BACKGROUND

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

At its meeting held on 8 May 2023, the Council endorsed the Draft 2023-2024 Annual Business Plan (the Draft Plan), as required by the Act, for release for community consultation.

Pursuant to the Section 123 (6a) of the Act, should the Council propose to make amendments to the Draft Plan, the adopted Annual Business Plan must include a statement which sets out the significant amendments from the Draft Plan and provide the reason for the amendments.

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

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Long-term Strategic directions are outlined in the *CityPlan 2030: Shaping Our Future*. The Draft Plan and supporting Draft 2023-2024 Budget (the Draft Budget), set out the proposed services and programs and initiatives for the 2023-2024 Financial Year and explains how the Council intends to finance its continuing services, programs and initiatives which are to be undertaken during the year.

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

The adoption of the Draft Plan will, assist the Council in the achievement of its goals and objectives as set out in the suite of endorsed suite of Strategic Planning documents set out above.

FINANCIAL AND BUDGET IMPLICATIONS

If the Council resolves to amend the Draft Plan as a result of its consideration of the submissions which have been received, it should be noted that there may be financial implications on the Draft Budget. The financial implications on the Draft Budget will be determined following the Council's consideration of the submissions.

As such, if Elected Members are proposing to put forward any amendments, please contact the General Manager, Governance & Civic Services, to discuss the possible impacts of any amendments.

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**
Elected Members have been involved throughout the preparation of the Draft Plan and Budget and have considered the various components of the Draft Plan and made 'in-principle' decisions as appropriate.
- **Community**
Throughout the public consultation process, citizens have been provided with the opportunity to have input into and comment on the Draft Plan.
- **Staff**
The review of the Operating Expenditure and Special Projects and the draft Annual Business Plan process has been completed with the involvement of the Chief Executive Officer, General Managers, Managers and the various responsible officers.
- **Other Agencies**
Not Applicable.

DISCUSSION

At its meeting held on 8 May 2023, the Council approved the Draft Plan for release for community consultation, subject to any editorial changes as authorised by the Chief Executive Officer.

The Draft Budget, was also released for consultation in conjunction with the Draft Plan. As Elected Members will recall, the Draft Budget released for community consultation is based on an 8.5% increase in rate revenue (from \$39,921 million in 2022-2023 to \$43,421 million in 2023-2024).

At the time, the Draft Plan was released for community consultation, the proposed rate revenue increase translated to an increase in the average residential rate of 5.25%; an average commercial rate increase of 21.18% and a rate cap on residential properties of two (2) times the rate revenue increase of 8.5%, to be applied to all eligible assessments without the requirement for an application to be made.

Key aspects of the Draft Budget are set out in Table 1 below.

TABLE 1: DRAFT BUDGET AS RELEASED ON COMMUNITY CONSULTATION

Rate Revenue Increase	8.5%
Average Residential Rate Increase	5.25%
Average Commercial Rate Increase	21.8%
Operating Surplus	\$1.387 m
Expenditure on continuing services and programs (excluding Regional Landscapes Levy)	\$38.775 m
Expenditure on new initiatives and strategic operating projects (including 2020-2021 Carry-forward projects)	\$1.54 m
Total Capital Works Program expenditure	\$43.694 m
Non- Rate Operating Revenue	\$9.2 m
Net General Rate Revenue (excluding Regional Landscapes Levy)	\$42.038 m
Regional Landscapes Levy **	\$1.4 m
Capital Grant Funding	\$9.310m

** The Council is acting as a revenue collector for the Green Adelaide Board in this regard and does not retain this revenue.

Public Consultation

Pursuant to Section 123 (3) and (4) of the Act, a Public Notice was published in The Advertiser's General Notices section on Monday, 23 May 2023, advising citizens that the Council's Draft Annual Business Plan was be available for comment and that written comments were required to be received by 5:00pm, on Friday, 16 June 2023.

Promotion of the Community Consultation also included:

- a Latest News Item on the Council's website;
- News Items in the Council's E-newsletters, which include *Your NPSP*, *Business on Parade* and *Your Business*;
- Social Media posts via Facebook, LinkedIn and Instagram;
- A4 posters at the Council's Customer Service Centres; and
- Roadside Posters.

The Draft Plan, was also available for viewing at the Norwood Town Hall and at each of the Council's three (3) Libraries. Citizens could also download a copy of the Draft Plan from the Council's website.

Interested citizens were provided with the opportunity to provide comments on the Draft 2023-2024 Plan via the following methods:

- attending the Public Meeting which was held on Wednesday, 14 June 2023;
- completing an on-line form via the Council's website;
- completing a hard copy Feedback Form, which was available at the Reception Foyer at the Norwood Town Hall; and
- writing to the Council.

Nine (9) written submissions were received by the closing date on 16 June 2023.

A copy of the written submissions which have been received are contained in **Attachment B**.

In addition to the written submissions, nine (9) members of the public attended the Public Meeting, which was held on 14 June 2023.

Comments which have been prepared by staff in respect to the written submissions are provided below.

1. Comments submitted by Mr Brendan Warn

Mr Warn's submission raises the following concerns relating to traffic management.

- There is a significant lack of capital investment expenditure focussed on traffic calming and residential street amenity.
- Specific examples include First Avenue and Second Avenue in St Peters, Joslin and Royston Park which have incidences of rat running.

Staff response:

The proposed traffic management projects have been determined by the Council using evidence based-data to prioritise the streets with the highest traffic speeds and volumes. Plans are currently underway for community consultation regarding the proposed introduction of a 40km/h speed limit in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden. This area was identified as the next area for 40km/h speed limit following the implementation of the 40 km/h speed limit in Stepney, Maylands, Evandale, Norwood and Kent Town and should address a number of concerns which have been raised by Mr Warn.

Over the last three (3) years, the Council has demonstrated a strong commitment to improving and funding traffic management and citizen safety by creating the staff position of Manager, Traffic & Integrated Transport in 2020, and has also recently created and established the position of Traffic Engineer/Officer.

Mr Warn also asked the following questions in his submission regarding the Payneham Memorial Swimming Centre Project.

- What is the final tendered construction price for the proposed Payneham swimming complex?
- What is the capital cost component related to water slides? Why are Council rate-payers funding such capital items?
- At the current interest rate, what is the life of loan interest cost, to service the borrowings for the Payneham Swimming Complex?

Staff response:

The Council is seeking final costings through the tender process which will include all components of the Centre including the water slides. Until the tenders are received, the costs associated with the water slide and the details relating to the life of the loan interest costs cannot be determined.

Notwithstanding this, the current cost estimate and the tender estimate of the project has been assessed as part of the Prudential Report, which has been considered by the Council's Audit & Risk Committee and by the Council.

2. Comments submitted by Mr Liam Connolly

Mr Connolly raised the following comments in his submission:

- Swimming Pool redevelopment – is this really necessary?
- Dunstan Playground – remodelled again hey?
- High speeds and volume of vehicles in the Trinity Ward area

Staff response:

Payneham Memorial Swimming Centre

The redevelopment of the Payneham Memorial Swimming Centre is required as the asset is now beyond its useful life.

Dunstan Adventure Playground

Dunstan Adventure Playground has not been upgraded (or re-modelled) since the 1970s. The facilities are outdated and are beyond its useful life.

High speeds in the Trinity Ward

It is proposed in the Budget to implement an area-wide 40kph speed-limit in the suburbs of Trinity Gardens St Morris, Firle, Payneham and Glynde in 2023-2024. In addition, it is proposed to prepare concept designs of traffic calming devices in these suburbs.

3. Comments submitted by Mr Peter Holmes

Mr Holmes has raised concerns about the Payneham Memorial Swimming Centre's Business Case and has submitted a range of comments and questions including:

- Can the Council outline the budget control and project risk management process to ensure cost control and delivery?
- Will any contract be a fixed price contract?
- What business case, costing and assessment of the project has occurred over the years?
- Is the 'two pool' strategy still relevant appropriate?
- Who are the members on the Project Steering Group?

Staff response:

In relation to budget control, the initial cost of the Payneham Memorial Swimming Centre was estimated at \$24 million, however this cost is expected to increase. The Council is in the process of going out to tenders shortly, as with any project, the tenders will be assessed and a final position reached by the Council

All of the risks associated with the project have been considered and are included in the Prudential Report, which has been considered by the Council's Audit & Risk Committee and by the Council.

Contract documentation is ultimately being finalised and the most prudent way of progressing this redevelopment (including whether a fixed price contract should be entered into) will be considered.

In relation to the business case, all of the required documentation regarding this project is in the Prudential Report.

The Payneham Memorial Swimming Centre Redevelopment was also included in the Council's Draft Annual Business Plan for 2022-2023, which was released for community consultation. In addition, the Council has undertaken consultation with key stakeholders including the Payneham and Norwood Swimming Clubs, the Department for Education and Royal Life Saving South Australia and incorporated the functional requirements of these organisations into the design.

The Council's Swimming Centres Long Term Strategy sets out the direction for the Norwood Swimming Centre and the Payneham Memorial Swimming Centre. The key components within the Strategy include the retention of two (2) outdoor pool facilities and providing diverse aquatic recreational opportunities. The development of this Strategy included community consultation.

A governance structure for the stages of the project is currently being developed.

4. Comments submitted by Yolande Tregenze

Ms Tregenze's submission raises concerns about the loss of Norwood's significant heritage value and she questions why there is a rate increase when there are "*cheap infill developments akin to living at Mawson Lakes*".

Staff response:

The City of Norwood Payneham & St Peters has developed a five-year Built Heritage strategy and is committed to the protection and enhancement of its built heritage. The purpose of the Strategy is to set out the Council's desired outcomes and intended actions for the next five (5) years to ensure the City's built heritage continues to be valued and protected.

The Strategy also publicly expresses what the Council values and recognises with respect to built heritage and provide information to the community regarding heritage and historic area protection in the context of the State's planning framework.

5. Comments submitted by Kensington Residents Association (co-signed by President Roger Bryson and Secretary Andrew Dyson)

The Kensington Residents Association submission is summarised below:

"Our Association urges Council to invest in biodiversity expertise in its staff so that reports can be prepared and acted upon. With warming of the climate bearing down upon us, we suggest that the time is overdue for Council to seize the initiative and show leadership in the areas of biodiversity and climate change.

We urge Council to allocate sufficient funding in the 2023-2024 Budget to enable both the appointment of an Officer for Biodiversity and Climate Change and a review and update of the Biodiversity Strategy 2006-16 as a matter of urgency.

We also call for the preparation of the report specified in the motion passed at the Council Meeting of 6th December 2021 regarding Linear Park. This should be incorporated into the updated Biodiversity Strategy."

Mr Bryson and Mr Dyson also attended the Draft Annual Business Plan Public Meeting on 14 June 2023.

Staff response:

The Council is committed to mitigating the impacts of climate change and creating a more sustainable community. The Council's *Corporate Emissions Reduction Plan 2020-2030*, sets out that the Council has committed to achieving zero corporate carbon emissions by 2030.

6. Comments submitted by Mr John Legg (member of the Kensington Residents Association)

In addition to his written submission, Mr Legg attended the Draft Annual Business Plan Public Meeting on 14 June 2023, and spoke on a wide-range of issues including climate change and the environment, water smart solutions, cat containment, increasing open space, facilitating improved standards for building insulation and the need for the Council to act on various measures recommended by expert panels.

Specifically, Mr Legg requested that the Council appoints a Specialist Biodiversity Officer with conversation management skills, who also has a focus on climate change

Staff response:

The Council has a number of priorities which includes biodiversity, however there are limited resources to fund all priorities. The Council will consider biodiversity training opportunities for existing staff as relevant opportunities arise.

Notwithstanding this, Council staff will review the Biodiversity Policy over the next 12 months and part of that review will make recommendations in respect to its implementation,

7. Comments Submitted by Ms Jane Godsmark

Whilst providing positive comments on the positive partnership between Kensington Volunteers and the Council which has resulted in 6000 locally indigenous trees planted in Borthwick Park and hundreds more in Pioneer Park, Ms Godsmark says there is much more the Council can do to enhance habitat for native species and mitigate against climate change.

Staff response:

The Council manages approximately 23,000 street trees and 7,000 reserve trees and has a target of planting at least 500 new trees per year in streets and other public spaces - with the goal to increase green cover by 20 percent by 2045.

8. Comments submitted by Peter Fairlie-Jones

Mr Fairlie-Jones raised concerns about the need for greater investment in open space on the basis that development is becoming more intense and land for housing is becoming too small.

Mr Fairlie-Jones also raised concerns about the financial implications of the Payneham Memorial Swimming Centre Redevelopment Project, resulting in higher debt for the Council in the future.

Staff response:

Investment in Open Space

The Council is currently developing an Open Space, Playgrounds & Recreation Strategy which will determine the priorities for open space investment over the next ten (10) years. Notwithstanding this, the Council has invested significantly, in the upgrade of open space in recent years including Felixstow Reserve, Burchell Reserve, Dunstan Adventure Playground and land purchased to expand Hannaford Reserve and Richards Park.

Payneham Memorial Swimming Centre

The initial cost of the Payneham Memorial Swimming Centre was estimated at \$24 million, however this cost is expected to increase. The Council is in the process of going out to tender shortly.

At its meeting held in May 2023, the Council's Audit & Risk Committee considered the Prudential Report for the Payneham Memorial Swimming Centre Redevelopment Project.

On the basis of the outcome and recommendations contained in the Prudential Report, the Audit & Risk Committee acknowledged that there is no reason not to proceed with the construction tender of the Project. After the tenders are received and the actual costs will be known. This is no different to any other process used by other Councils.

9. Comments submitted by the St Peters Residents Association.

The Secretary of St Peters Residents Association also attended the Draft Annual Business Plan Public Meeting on 14 June 2023.

At the Public Meeting, Mr Ensor asked a range of questions primarily relating to the Payneham Memorial Swimming Centre Redevelopment Project, which were answered at the meeting.

A summary of the questions which were included as part of the St Peters Residents Association's written submission are set out below.

Raising the Bar

The expenditure raises several questions, including:

- Does the Council pay to hire rooms from the venues?
- Are speakers paid?
- Do attendees pay an entry fee?

Staff response:

The Council does not pay to hire rooms from the venues, the speakers are not paid and attendees do not pay an entry fee.

Food Secrets

The Budget proposes \$40,000 to appoint “a highly acclaimed celebrity/influencer as the City’s Food Secrets Ambassador, - -surely this rate revenue could be spent in better ways?

Staff response:

Food Secrets

\$40,000 is the total amount to be spent on the Food Secrets Program, including marketing and promotion of the event as well as the cost of appointing an Ambassador.

Trailer Mounted Speed Radar and Data Collection Device

The Association hopes that this device has revenue raising potential, and that it will assist in traffic and ‘rat-running’ issues.

Staff response:

This is not a revenue raising initiative, but rather an education device which has been purchased by the Council to deter speeding. However, the data collected could be passed on to SA Police, where the need arises. In addition, the radar speed data will be used to inform the implementation of future traffic calming measures.

Additional Resources for Regulatory Services Unit

The budget puts a cost of \$13,000 against this item?

Staff Response:

This figure should be \$200,000 and the draft Plan will be updated to correct this. It should also be noted that the cost of the additional resources for the Regulatory Services Unit will be entirely offset by projected additional revenue of \$388,000.

DRAFT ANNUAL BUSINESS PLAN PUBLIC MEETING

As previously stated, nine (9), citizens attended the Draft Annual Business Plan Public Meeting which was held on 14 June 2023.

Citizens were advised that their questions were being transcribed by Council staff and would be emailed to them for review and confirmation and a response would be provided.

At the time of writing this report, only one (1) citizen has responded to the email which was sent to confirm their verbal submission.

Whilst Mr Ensor’s questions were answered at the meeting, for completeness, the questions and staff comment are set out below.

Verbal comments made by Paul Ensor, Secretary of St Peters Residents Association

- On what basis does this project (the Payneham Memorial Swimming Centre Redevelopment) and cost reflect the priorities of the whole community for the use of its resources?
- Is it expected that rates will be increased even further to pay for its cost?
- What impact will there be on other community priorities given that funding will be crowded out by this single project?
- Will the Council reconsider this project before it is too late and becomes a long-term burden on our community?

Staff response:

The Payneham Memorial Swimming Centre Redevelopment is a significant project for the City of Norwood Payneham & St Peters. The redevelopment will transform the Payneham Memorial Swimming Centre into a regional aquatic facility for swimmers, families, and the wider community.

Planning for the Payneham Memorial Swimming Centre Redevelopment has been underway for many years and there has been extensive community consultation at various stages of the planning of the project. This upgrade is highly anticipated and very much wanted in our City.

The Council is cognisant of the current volatility in the construction industry. However, this is being felt across the State and is being managed carefully by Council staff.

The Payneham Memorial Swimming Centre Redevelopment is scheduled in accordance with the Council's Long-term Financial Plan as are other similar projects. The Council, through its Audit & Risk Committee is aware of the financial impact of this project and this has been taken into account in the Prudential Report that has been prepared for this project.

The scheduling and priority of all projects are reviewed each time the Council reviews its Long-term Financial Plan which will be undertaken again later this year.

There will always be more projects and more initiatives for the Council to progress and it is the Council's task to consider and set these priorities, taking into account the Council's ongoing financial sustainability.

CONCLUSION

Based on the comments which have been received, it is recommended that no changes be made to the Council's draft 2023-2024 Annual Business Plan & Budget.

A response will be forwarded to all citizens who provided comments regarding the draft 2023-2024 following the Council's consideration of the submissions.

COMMENTS

If Elected Members have any questions or require clarification in relation to specific budget items, and/or any issues raised in this report, do not hesitate to contact the Manager, Communications & Community Relations, Simonne Whitlock on 8366 4528, prior to the meeting.

RECOMMENDATION

1. That the submissions which have been received in respect to the Draft 2023-2024 Annual Business Plan and Budget, be received and noted and where considered appropriate by the Council, the Draft 2023-2024 Annual Business Plan and Budget be amended for consideration and final adoption by the Council at the Council meeting scheduled to be held on 10 July 2023.
2. That the citizens and organisations who have made written submissions in respect to the Draft 2023-2024 Annual Business Plan, be thanked and advised of the Council's decision in respect to their submissions.
3. The Council notes that a further report in respect to the adoption of the Draft 2023-2024 Budget will be prepared for the Council's consideration at its meeting to be held on 10 July 2023.

Attachments – Item 11.2

Attachment A

Draft 2023-2024 Annual Business Plan Consideration of Public Submissions

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters



Draft

Annual Business Plan

2023–2024



City of
Norwood
Payneham
& St Peters

Our Vision

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

A progressive City which is prosperous, with a strong community spirit.





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Seed Mix - Old Mill Reserve, Hackney

Mayor's Message

The City of Norwood Payneham & St Peters' 2023–2024 Annual Business Plan and Budget, is a crucial component of the Council's ongoing commitment to financial sustainability.



The 2023–2024 Annual Business Plan and Budget sets out the key major projects, infrastructure upgrades, programs and services which we will deliver, our sources of revenue and how we propose to allocate our Budget and other resources to achieve this.

This focus is balanced against the need to generate sufficient revenue to meet the ever increasing demand for services and improvements to infrastructure, as well as the repayment of loan borrowings, which are used to fund capital works.

The Council welcomes State and Federal Government grants, which will be used as part of the \$35 million investment in projects, which will have ongoing economic benefits, including creating local jobs, in our City and community.

These projects include the Cruickshank Reserve Facility Upgrade, Stage 2 of the River Torrens Linear Park Shared Path Enhancement, the Trinity Valley Stormwater Project, the completion of the Dunstan Adventure Playground and redevelopment of Burchell Reserve and reaching key milestones associated with the Payneham Memorial Swimming Centre Redevelopment.

While the Council is focused on 2023–2024, it is worth looking at some of the highlights achieved this current financial year.

The inaugural AFL Gather Round, which saw the iconic Norwood Oval host two matches, was an outstanding success.

Footy fans, visitors to our City and interstate tourists, not only relished in having AFL on Adelaide's Premier Main Street, The Parade, but they also spent generously in Norwood with data showing an economic boost to our hospitality and entertainment sectors.

The adoption of the Council's first-ever Tree Strategy was a major accomplishment, providing the Council with a roadmap on how to increase tree canopy coverage in our suburbs and improve tree selection, including major streetscape projects.

Our community is already seeing the tangible benefits of this Strategy, including 150 new street trees to be planted along Glynburn Road (from the intersection of Payneham Road and Magill Road).

Meanwhile, the Council's Heritage Strategy aims to consolidate the City of Norwood Payneham & St Peters' historic housing stock and buildings, while also identifying opportunities to increase heritage listings for properties under threat.

The Strategy is aimed at educating the community about the importance of preserving, promoting and celebrating the cultural and economic benefits of our City's unique built character.

The Council's ongoing commitment to providing quality infrastructure saw the completion of the \$4.9 million St Peters Street Upgrade and construction of the \$1.35 million redevelopment of the popular Dunstan Adventure Playground.

However, just like our community, the Council will continue to face challenges of escalating inflation and rising interest rates and with this in mind, at its meeting, held on 8 May 2023, the Council endorsed an increase in the average rate which is below the Consumer Price Index (CPI) of 7.9%.

To find out more about the 2023–2024 General Rate and how rates are determined please see Your Rates Explained on page 20.

I encourage you to read the 2023–2024 Annual Business Plan and Budget.

**Robert Bria
Mayor**

Executive Summary

The City of Norwood Payneham & St Peters' Annual Business Plan is a key document in the Council's overall Planning Framework. It sets out the Council's proposed projects, services and programs for the 2023–2024 financial year.



The Annual Business Plan supports the Council's long term strategic directions which are outlined in the Council's strategic management plan: *CityPlan 2030: Shaping Our Future*, as well as the Long-term Financial Plan and Whole-of-Life and Asset Management Plans.

The vision for the City continues to be underpinned by the four outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

In line with *CityPlan 2030: Shaping Our Future*, and in developing this Annual Business Plan, the Council continues to work towards these outcomes, through the deliver of the programs, services and projects.

The accompanying Budget details the Council's revenue and how it proposes to fund the programs and initiatives which it intends to provide to the community during the 2023–2024 financial year.

The City of Norwood Payneham & St Peters' Annual Business Plan and Budget must strictly adhere to State Government legislation and regulations.

At its meeting held on 8 May 2023, the Council unanimously agreed that, subject to further consideration

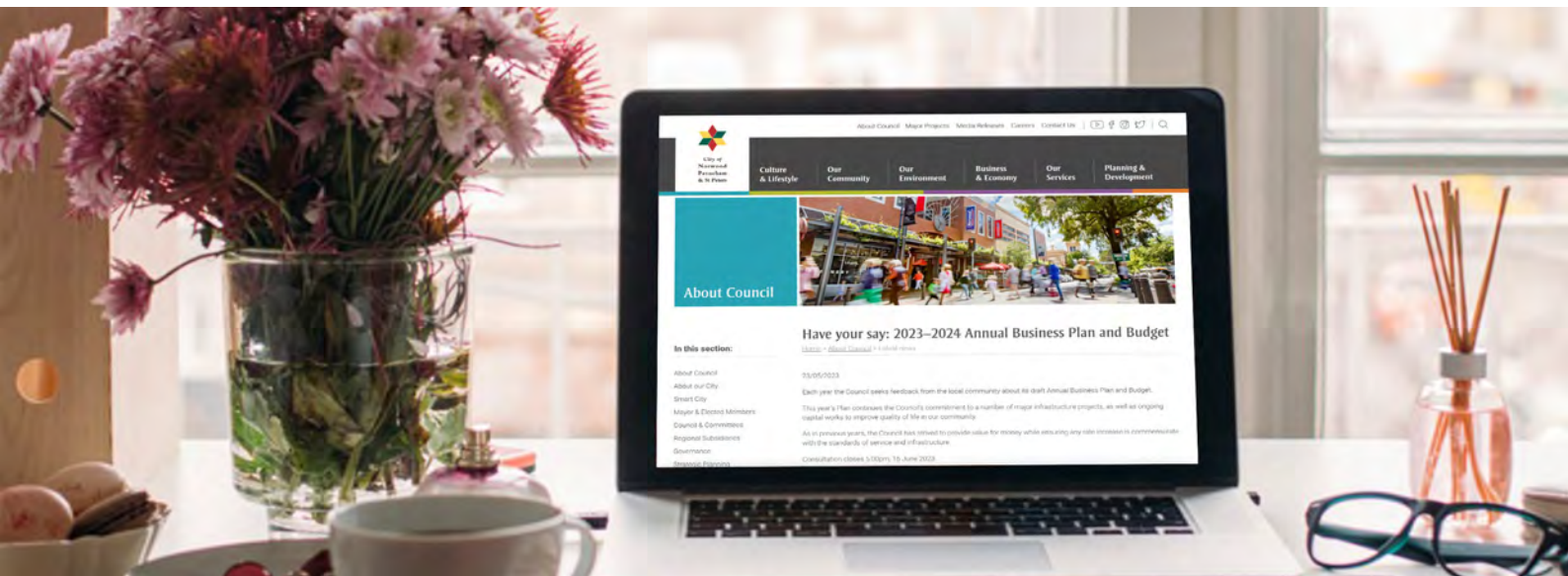
of the 2023–2024 Budget by the Council, following the receipt and consideration of any public submissions in respect to the 2023–2024 Annual Business Plan that:

- a Rate Revenue increase, of 8.5%, be endorsed in principle" from \$39,921 million in 2022–2023 to \$43,421 million in 2023–2024;
- an average residential rate increase of 5.25% be endorsed "in principle";
- an average commercial rate increase of 21.18% be endorsed "in principle"; and
- a rate cap on residential properties of two times the rate revenue increase of 8.5% be adopted "in principle" for the 2023–2024 Financial Year and be applied to all eligible assessments without the requirement for an application to be made (as per the Council resolution made at its meeting held on 10 October 2005).

In addition, pursuant to the *Local Government Act 1999* and the Local Government (Financial Management) Regulations 2011, as detailed in the Statement of Comprehensive Income, the projected Operating Income is sufficient to meet the projected Operating Expenditure for the 2023–2024 financial year.

Have your Say!

Consultation on the draft Annual Business Plan and Budget



The Council is currently seeking comments on its Draft Annual Business Plan and Budget and we want to hear your views on the major projects, programs and services that the Council plans to undertake in 2023–2024.

Your comments can be provided by completing the on-line form on the Council's website: www.npsp.sa.gov.au or in writing to:

Annual Business Plan Consultation
City of Norwood Payneham & St Peters
PO Box 204, Kent Town SA 5071
or via email: ABPConsultation@npsp.sa.gov.au

Written consultation must be received by no later than 5.00pm on Friday 16 June 2023.

You are also invited to attend a public meeting to discuss your comments with Elected Members on Wednesday, 14 June 2023 at 7.00pm in the Mayor's Parlour at the Norwood Town Hall, 175 The Parade, Norwood.

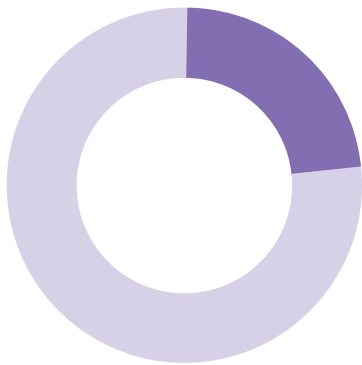
The Draft 2023–2024 Annual Business Plan and Budget is available for viewing at www.npsp.sa.gov.au or you can view a hardcopy at:

- Norwood Town Hall,
175 The Parade, Norwood
- Norwood Library
110 The Parade, Norwood
- Payneham Library
2 Turner Street, Felixstow
- St Peters Library
101 Payneham Road, St Peters

For further information, please contact the Council's Manager, Communications & Community Relations Simonne Whitlock on 8366 4528 or swhitlock@npsp.sa.gov.au.

City Snapshot

The City of Norwood Payneham & St Peters enjoys a reputation as one of Adelaide's most desirable places to live, work and visit.

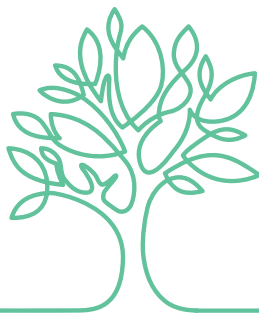


30.2%

of people in the City of Norwood Payneham & St Peters were born overseas, compared with 26.3% in Greater Adelaide.

341km
of footpaths

363km
of kerbing



local businesses

7,800*

Our business community values the City's unique and diverse business mix with strong connections and ability to work together.

171km of roads

20,000+ street trees



2 Swimming Centres[^]



1 Child Care Centre & Pre-School

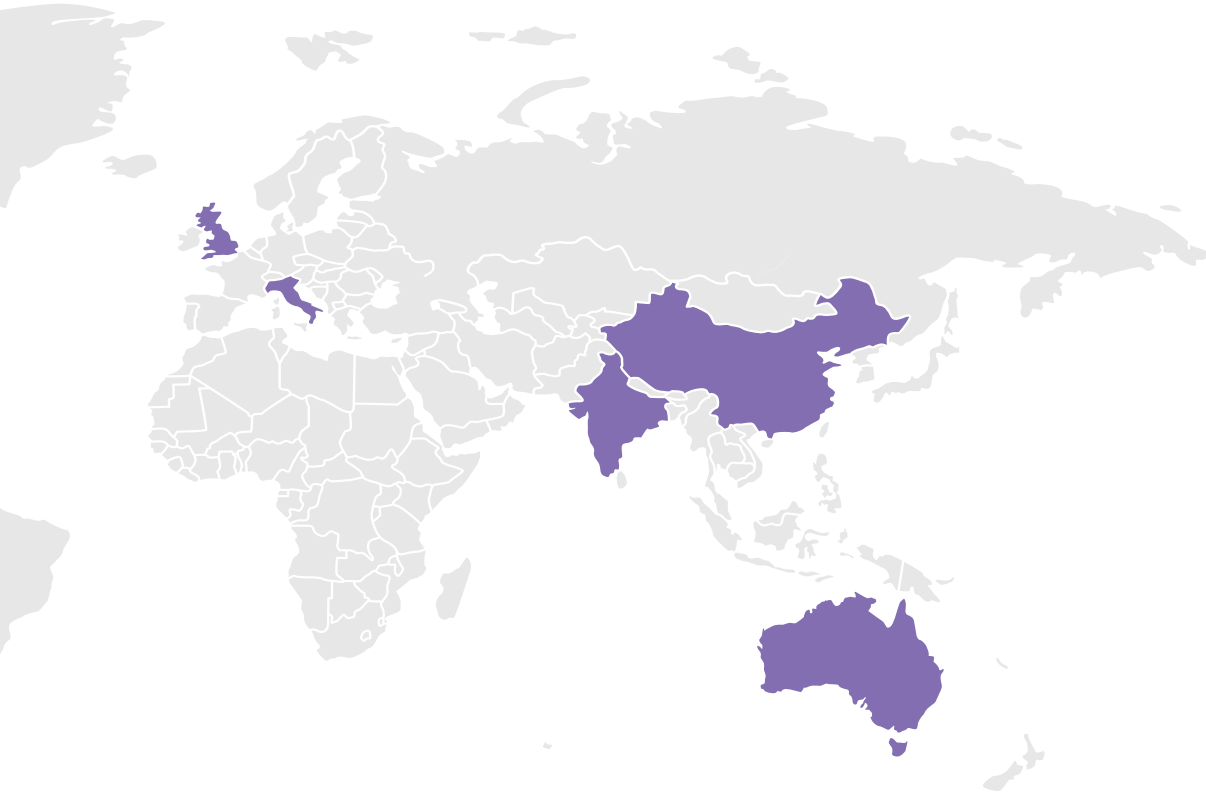


3 Libraries

Source: Australian Bureau of Statistics 2019 Estimated Resident Population

* Approximate figure

[^] See Major Projects page 12



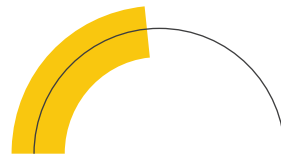
Top 5 origins of birth in the City

- 64.7%**
Australia
- 4.8%**
United Kingdom
- 4.3%**
Italy
- 4.0%**
China
- 2.6%**
India

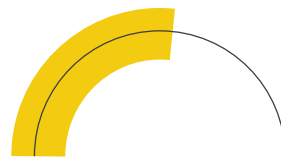
residents

37,056[#]

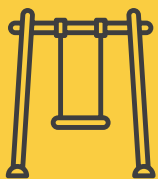
The median age of people is 40 years. Children aged 0–14 years make up 14.3% of the population and people aged over 65 years make up 19.6%.



48% male



52% female



29 playgrounds



72 parks and reserves



180 hectares of open space

Strategic Direction

The City of Norwood Payneham & St Peters' strategic management plan, *CityPlan 2030: Shaping Our Future*, provides the strategic framework and directions which guide the Council's decision making towards achieving the overall aim of Community Well-being.

All programs, projects and services delivered by the Council fall under four outcome areas: Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

Outcome 1 Social Equity

An inclusive, connected, accessible and friendly community.

Objectives

1. Convenient and accessible services, information and facilities.
2. A people friendly, integrated and sustainable transport network.
3. An engaged and participating community.
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.

Objectives

1. An artistic, creative, cultural and visually interesting City.
2. A community embracing and celebrating its social and cultural diversity.
3. A City which values and promotes its rich cultural and built heritage.
4. Pleasant, well designed, and sustainable urban environments.
5. Dynamic community life in public spaces and precincts.

Outcome 3 Economic Prosperity

A dynamic and thriving centre for business and services.

Objectives

1. A diverse range of businesses and services.
2. Cosmopolitan business precincts contributing to the prosperity of the City.
3. Attract new enterprises and local employment opportunities to our City.
4. A leading centre for creative industries.
5. A local economy supporting and supported by its community.

Outcome 4 Environmental Sustainability

A leader in environmental sustainability.

Objectives

1. Sustainable and efficient management of resources.
2. Sustainable streets and open spaces.
3. Thriving and healthy habitats for native flora and fauna.
4. Mitigating and adapting to the impacts of a changing climate.

Strategic Planning Framework

In working towards our vision, all of the programs, projects and services which the Council delivers are structured into four key outcome areas, referred to as the 'Four Pillars' of Community Well-being.



Objectives and Key Initiatives



St Peters Street

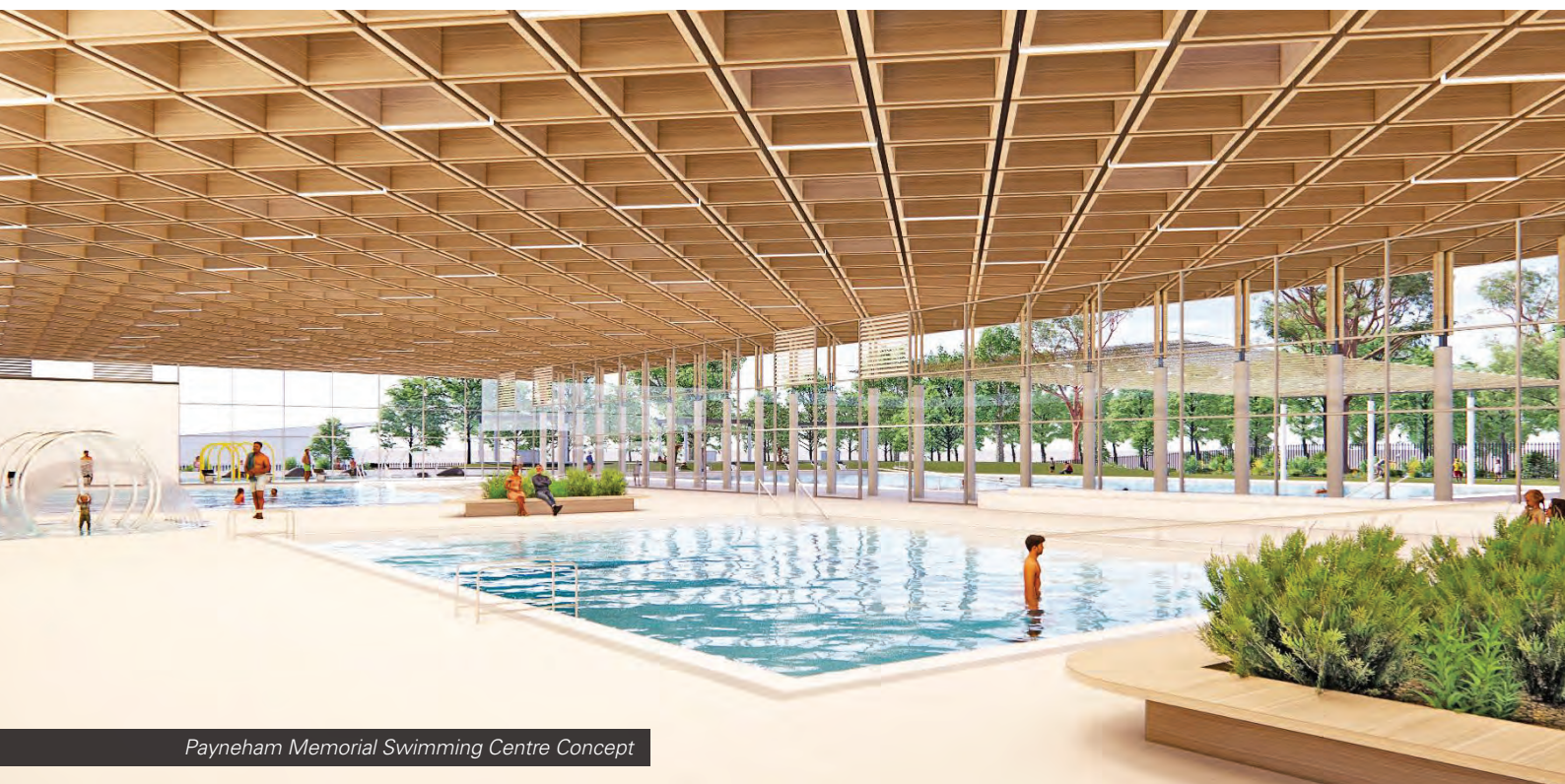
In preparing the 2023–2024 Annual Business Plan and Budget, the Council has considered the strategic directions set out in *CityPlan 2030: Shaping Our Future* and has determined to undertake initiatives which respond to the Council's vision and contribute to the overall well-being of our City and its community.

The services, programs and initiatives which the Council proposes to undertake during 2023–2024, must meet the objectives of at least one of the four key outcome areas of *CityPlan 2030*: Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability. In some cases, projects and initiatives may contribute towards more than one of the four key outcomes. Projects and initiatives have been listed against the outcome with which it has the strongest alignment.

Other priorities which have influenced the preparation of the 2023–2024 Annual Business Plan and Budget include:

- an increase in operating expenditure taking into account the Local Government Price Index and Consumer Price Index;
- ensuring the maintenance and renewal program for existing infrastructure assets, including roads, footpaths, Council owned properties and parks and reserves, are consistent with the Whole-of-Life Infrastructure and Asset Management Plans;
- consideration of financial commitments to major projects which span more than one financial year; and
- sensible and prudent financial management to ensure ongoing financial sustainability for our City.

Major Projects



Payneham Memorial Swimming Centre Concept

Payneham Memorial Swimming Centre Redevelopment



The transformation of the Payneham Memorial Swimming Centre into a contemporary, state-of-the-art aquatic facility will reach key milestones in 2023–2024.

Due to the size and complexity of the redevelopment, there have been some delays in the design and tender process during the 2022–2023 financial year. As with any new construction projects in this current global climate (with construction materials in high demand, labor shortages and inflation), these delays have been longer than expected.

However, the Council is tracking well to tender the building works by mid-2023. Based on this timeframe, it is anticipated that a contractor will be appointed and ready to commence construction in September 2023.

The redevelopment includes:

- an 8 lane, 25 metre indoor lap pool;
- an 11 x 20 metre indoor learner's pool;
- a 10 lane, 50 metre outdoor pool;
- a 14 metre tall tower with two waterslides;
- a zero-depth waterplay area (splash pad); and
- clubrooms for the Payneham and Norwood Swimming Clubs.

Funding for the Payneham Memorial Swimming Centre Redevelopment is proposed to be spread over two financial years as shown below:

- 2023–2024: \$15 million
- 2024–2025: \$9 million



Stormwater infrastructure to prevent flooding in our City

Trinity Valley Stormwater Project

In 2022, the City of Norwood Payneham & St Peters was successful in receiving \$9.9 million from the Federal Government’s Preparing Australia Program, which targets local projects across the nation, with a focus on improving resilience against natural disasters.

The \$9.9 million has been matched by the Council making it one of the biggest infrastructure investments in our City’s history.

To this end, this investment which is worth approximately \$20 million, has the objective of reducing the risk of flooding and helping protect our citizens of St Morris, Trinity Gardens, Maylands & Stepney, which is known as the Trinity Valley.

The works are designed to:

- increase capacity of stormwater infrastructure;
- alleviate future flooding where possible;

- protect dwellings from future one in-100-year stormwater events;
- utilise Council reserves to act as detention areas; and
- address upstream flooding to reduce pressure on downstream system.

The Trinity Valley Stormwater Project also includes an upgrade to St Morris Reserve with a new playground, basketball court, barbeques and other amenities.

Funding for Trinity Valley Stormwater Project is proposed to spread over two financial years as shown below:

- 2023–2024: \$12.4 million
- 2024–2025: \$7.4 million



Artist impression of The Parade and George Street Intersection

The Parade Masterplan, including George Street Upgrade



The Parade Masterplan forms part of the long-term strategic framework for the planning, redevelopment and activation of Adelaide's Premier Main Street, The Parade.

The Masterplan focuses on protecting the identity and appeal of Adelaide's Premier Main Street and how this significant economic, social and cultural asset can enhance the experience of people who choose to live, work and socialise on The Parade.

Pedestrian safety and movement is the key objective of The Masterplan. Proposed changes include:

- wider footpaths;
- removal of on-street car parking between Edward and George Street;
- additional street trees and landscaping;
- new pedestrian crossings and;
- new street furniture, public art and lighting.

In December 2021, South Australian companies LANDSKAP (urban designers/landscape architects) and Dryside Engineering, were engaged by the Council as the lead consultants, to undertake the design development for The Parade between Fullarton Road and Portrush Road and the detail design for George Street between The Parade and Webbe Street.

The budget for preparation of the design work required to implement The Parade Masterplan and the George Street Upgrade Project is estimated at \$1.45 million.

The Council has allocated \$800,000 for implementing the George Street Upgrade Project in addition to \$600,000 for stormwater drainage improvements in George Street and Harris Street, Norwood, which has been brought forward from future years.



Cruickshank Reserve Facility Upgrade



Cruickshank Reserve, located in Phillis Street, Maylands, currently contains tennis and netball playing courts, a playground, small clubroom and toilets. The courts are used by the St Peters Tennis Club and the Gems Netball Club.

In 2022, the Council received \$889,000 as part of Phase 3 of the Federal Government's Local Roads and Community Infrastructure Program.

Utilising all of the Federal Government funding, the Council is proposing to replace the existing clubroom and toilets with a fit-for-purpose building to support tennis, netball and other recreation activities at the Reserve.

Additionally, the court surfaces and lighting are proposed to be upgraded concurrently with the works subject to an agreement being entered into with the respective Clubs.

In addition to the \$889,000 provided by the Federal Government, \$450,000 is being contributed by the Council and \$500,000 is proposed to be invested to reconstruct the courts at the Reserve from the Council's Recreation & Open Space Program.

The total investment is \$1,839,000.

Works are scheduled to be completed in late 2023.



River Torrens Linear Park Shared Path Enhancement Project (Stage 2)



The River Torrens Linear Park Shared Path follows the River Torrens from Athelstone to the outlet at Henley Beach South and is used by pedestrians and cyclists.

The City of Norwood Payneham & St Peters is responsible for the maintenance and improvement of the path located within its boundaries.

Stage 2 of the project involves the reconstruction of the shared path along the River Torrens Linear Park to Twelftree Reserve, College Park.

The project will deliver an upgraded shared path with LED lighting that is fully compliant with Austroads guidelines and Australian Standards and will increase pedestrian and cyclist capacity whilst also improving safety and accessibility for all ages and abilities.

In 2021, the Council secured \$1.35 million from the State Government through its Open Space & Places for People Grants Program to assist with the delivery of this project. The Council will contribute \$1.938 million over 2 financial years (2022–2023, 2023–2024). In total, \$1 million was contributed in 2022–2023 and \$2.228 million will be contributed in 2023–2024.

The tender process has been completed, a contract has been awarded and Stage 2 is expected to be completed by the end of December 2023.



Dunstan Adventure Playground Upgrade



The local community will be able to once again enjoy the much-loved and iconic Dunstan Adventure Playground, when construction is scheduled to be completed in December 2023.

The total investment to redevelop the Playground is \$1.985 million, which includes \$450,000 from the State Government through the Open Space & Places for People Grants Program, with the remainder being funded by the Council.

The redevelopment, which commenced in 2022–2023 financial year includes:

- the installation of new adventure themed play equipment;
- new public toilets;
- a new shade structure, bbq and picnic settings;
- lighting; and
- path improvements and better integration with the River Torrens Linear Park and Winchester Avenue.



Burchell Reserve



Burchell Reserve is located in Sixth Avenue, St Peters.

The redevelopment of Burchell Reserve is aimed at improving the amenity of the reserve through the establishment of:

- multi-use community courts (for tennis, basketball and netball);
- playground equipment;
- toilets
- landscaping and shelter; and
- picnic settings and barbeques.

Stormwater detention tanks are proposed to be constructed under the multi-use court as part of the upgrade.

In 2022, the Council secured \$420,000 in grant funding from the Federal Government's National Flood Mitigation Infrastructure Program to assist with the delivery of the stormwater upgrades at Burchell Reserve.

In April 2023, the Council endorsed an increase to the existing project budget of \$1,300,000, thereby increasing the total project budget to \$4,470,000.

Construction is expected to commence in mid-2023 and the upgrade of Burchell Reserve is expected to be completed by December 2023.

To find out more about the Council's major projects visit our website www.nps.sa.gov.au/majorprojects



Outcome 1 Social Equity

An inclusive, connected, accessible and friendly community.

2022–2023 Achievements

Capital Works Program

Completed the annual Capital Works Program, which includes upgrades to civil infrastructure (roads, footpaths stormwater drainage and kerbing), buildings and open space assets.

Zest for Life

Hosted Zest for Life, a program of events that encourage positive and active ageing and promote Community Well-being.

Access & Inclusion Strategy

Commenced a review and undertook consultation on the Access & Inclusion Strategy



Annual Business Plan Objectives

- Continue to deliver services which are relevant, community focussed and cost effective.
- Continue to maintain and renew the City's infrastructure assets in line with the Council's whole-of-life framework for infrastructure.
- Deliver programs and activities that which engage our young people in the City's future.
- Provide a variety of events and programs that engage all citizens regardless of age and ability.
- Ensure fair and equitable rates for all ratepayers.

Proposed key initiatives for 2023–2024

- Deliver the annual Capital Works Program in accordance with the respective infrastructure and asset management plans, including civil infrastructure (roads, footpaths and kerbing), buildings and open space assets.
- Commence redevelopment of Payneham Memorial Swimming Centre.
- Continue the implementation of the 15 year Stormwater Drainage Program.
- Complete the redevelopment of Burchell Reserve.
- Complete Stage 2 of the River Torrens Linear Park Shared Path Upgrade Project.
- Undertake the 2023 Community Survey.



Outcome 2 Cultural Vitality

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

2022–2023 Achievements

Major Artwork

Installation of the Council's fourth Major Quadrennial Public Artwork, Seed Mix at Old Mill Reserve, Hackney.

Hosted Popular Events

Art on Parade
Movie in the Park
Twilight Carols
St Peters Fair
Concerts in the Park series
Tour Down Under Stage 3
Wheel Park

Built Heritage Strategy 2022–2027

Endorsed the Council's Built Heritage Strategy.

Gather Round

Hosted the inaugural AFL Gather Round at Norwood Oval, attracting thousands of fans to both sell out matches.

Annual Business Plan Objectives

- Promote our cultural diversity through the use of public art and events that complement the City's cultural heritage and enhance its sense of place.
- Provide opportunities for the community to contribute to the social and creative life of the City through events, activities, arts and cultural initiatives.
- Provide a variety of events and programs which engage all citizens, regardless of age, ability, gender or cultural background.

Proposed key initiatives for 2023–2024

- Host Gather Round at Norwood Oval.
- Deliver a number of programs and activities which are focussed on achieving the objectives set out in the Council's Youth Strategy.
- Host the Concerts in the Park series.
- Explore heritage protection opportunities through the Council's Built Heritage Strategy.
- Host Art on Parade.
- Host an exhibition in conjunction with History Month.



Outcome 3 Economic Prosperity

A dynamic and thriving centre for business and services.

2022–2023 Achievements

Raising the Bar

Hosted Raising the Bar Adelaide and Eastside Happy Hour events across the City.

Food Secrets and Eastside Wine & Ale Trail Tours

Hosted Food Secrets together with Eastside Wine & Ale Trail Bus Tours around our City.

Eastside Business Awards

Hosted the sixth Eastside Business Awards to recognise the best small businesses in the City, as voted by the public.

Business Initiatives and Competitions

Supported local businesses through a range of initiatives and competitions such as Shop The Parade and Cruise Europe.

Annual Business Plan Objectives

- Support the development of a prosperous local economy.
- Continue to engage, network and explore opportunities to grow local businesses.

Proposed key initiatives for 2023–2024

- Implement the seventh annual Eastside Business Awards to recognise the best small businesses, including retailers, restaurants, cafes, bars, venues, cultural experiences and entertainment venues in the City.
- Host Raising the Bar Adelaide in various venues, creating an environment of academia, learning and fun in laid back casual settings throughout the City.
- A Day of Fashion event.
- End of Year Business Networking event.
- Partnering to deliver the Eastside Wine & Ale Trail Urban Wine Walk.
- Host a Key Note Speaker Business Forum and Business Workshops.



Outcome 4 Environmental Sustainability

A leader in environmental sustainability.

2022–2023 Achievements

Electric Charging Vehicles

Installed 6 electric vehicle charging stations across the City.

Smart City Plan

Continued implementation of the Smart City Plan.

St Peters Streetscape Upgrade Project

Completed St Peters Streetscape Upgrade Project to improve connection with the River Torrens and upgrade existing infrastructure.

Corporate Emissions Strategy

Continued implementation of the Corporate Emissions Reduction Strategy.

Tree Strategy

Continued implementation of the Tree Strategy 2022–2027.

Annual Business Plan Objectives

- Ensure any urban development that is undertaken enhances the environmental, social, cultural character and unique 'sense of place' of the City.
- Maximise use of the City's open space by providing a range of active and passive open space recreation opportunities.
- Promote recycling and environmentally sustainable practices throughout the City.

Proposed key initiatives for 2023–2024

- Continued support of Resilient East which aims to strengthen the resilience of the Council and its community in respect to the impacts of climate change.
- Continuation of the Urban Greening Program.
- Education program to encourage the community to adopt a tree.
- Smart Parking Project, Webbe Street Norwood.

Your Rates Explained

Council rates are a form of property taxation and are the main source of income for the City of Norwood Payneham & St Peters. They fund essential services such as the management of infrastructure, public health and safety, as well as major capital projects, the provision of community programs, events and festivals.

The City of Norwood Payneham & St Peters is committed to financial sustainability and continuing to provide excellent services for our community. We also understand that cost of living pressures are being felt across the community.

South Australia is experiencing unprecedented levels of cost pressures and inflation and the Council is not immune from these price increases, in particular electricity and the ever-increasing construction costs to create, maintain or replace Council assets.

Over the 12 months to the March 2023 quarter, the Adelaide Consumer Price Index (CPI) rose by 7.9%—the highest reading since the introduction of the Goods and Services Tax in the early 2000s.

To keep cost of living pressures to a minimum for our citizens, the Council is proposing an average rate increase of 5.25% for residential properties, which is less than CPI.

In preparing the Annual Business Plan and Budget, one of the key objectives for the Council is to ensure that rate revenue is kept to a responsible level, reflective of the service level of the City's infrastructure, services and programs provided and to ensure that rates are applied across the community as fairly and equitably as possible.

The State Government has recently made amendments to the *Local Government Act 1999*, which are intended to create consistency across all councils in South Australia when it comes to informing ratepayers about annual changes to their rates.

For the 2023–2024 financial year, a total of \$42.9 million will be collected through General rates, an increase of 8.5% or \$3.4 million compared to 2022–2023.

The General Rate revenue is collected from property owners by applying a rate-in-the-dollar to the capital value of individual properties.

While the average rate increase is below the Adelaide CPI, the actual rates payable will vary according to individual property valuations, the respective land use of the property and whether there has been any development or improvements to the property.

The Council supplements revenue with funding from other sources, such as fees and charges, State and Federal Government grants, investment incomes and loan borrowings.

Method Used to Value Land

The Valuer-General is South Australia's independent statutory authority responsible for valuations for all properties in South Australia in accordance with the *Valuation of Land Act 1971*. All properties are required to be valued every five (5) years, however to ensure equitable property-based rates and taxes, a General Valuation is undertaken annually.

The Council has continued to use the Capital Value as the basis for valuing land within the City of Norwood Payneham & St Peters. This method of valuing land provides the fairest method of distributing the rate revenue across all ratepayers as:

- property value is a good indicator of wealth and Capital Value, which closely approximates the market value of a property, therefore providing the best indicator of overall property value; and
- the equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth.

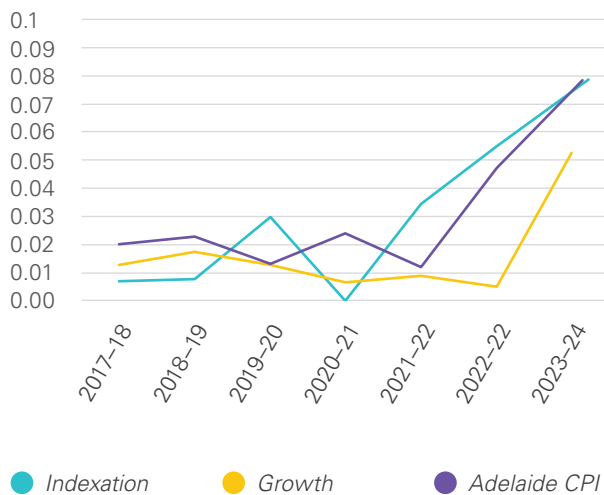
Through the Office of the Valuer-General, any property owner or occupier who does not agree with their valuation may lodge an objection to have their property valuation reviewed. An objection must be lodged within 60 days of receiving the first Rate Notice for the financial year.

$$\frac{\text{Rate Revenue}}{\div \text{Number of Properties}} = \text{Average Rate}$$

$$\frac{\text{Capital Value}}{\div \text{Number of Properties}} = \text{Average Residential Property}$$

Graph 1

Rate Revenue Increase

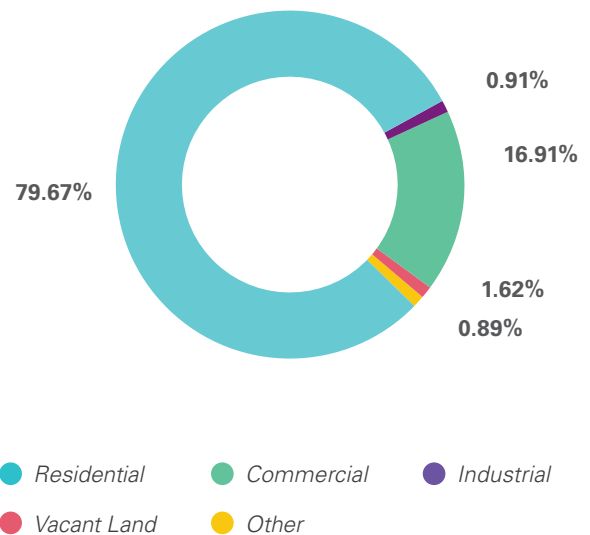


The City of Norwood Payneham & St Peters applies differential rates on the basis of land use whereby non-residential properties have an increased rate-in-the-dollar of an additional 20% of the rate-in-the-dollar which is applied to residential properties.

Based on information provided by the Valuer General to date, the payment of rates will be distributed across the different categories as detailed in Graph 2 below:

Graph 2

Rate Revenue by Land Use



Differential General Rates

The *Local Government Act 1999*, allows Councils to apply differential rates based on the use of the land, the locality of the land or the use and locality of the land. The City of Norwood Payneham & St Peters applies differential rates on the basis of land use.

Definitions of land use are prescribed by regulation and are categorised as follows for rating purposes:

- Residential
- Commercial – Shops
- Commercial – Office
- Commercial – Other
- Industrial – Light
- Industrial – Other
- Primary Production
- Vacant Land; and
- Other

Minimum Rate

Pursuant to the *Local Government Act 1999*, a Council may impose a minimum amount which is payable by way of rates. Where two or more adjoining properties have the same owner and are occupied by the same occupier, only one minimum rate is payable by the ratepayer. Where a Council imposes a minimum rate it must not apply to more than 35% of properties in the Council area.

For the 2023–2024 financial year, the Council has set a minimum rate of \$1,228. The minimum rate will be applied to 6,737 (33.21%) rateable properties.

In determining the minimum rate, the Council is ensuring that all rateable properties make a base level contribution to the cost of:

- administering the Council's activities;
- the provision of the physical infrastructure that supports each property and is available for use by all ratepayers; and
- services provided that are available for use by all ratepayers (e.g. Libraries, parks and gardens).

Separate Rate for The Parade Precinct

In June 2021, the Council endorsed the continuation of the Separate Rate for The Parade Precinct for a further three years. The Separate Rate is based upon achieving a total revenue of \$215,000 each year for the 2021–2022, 2022–2023 and 2023–2024 financial years from the 373 tenancies located within The Parade Precinct.

Prior to resolving to extend the Separate Rate for a further three years, the Council undertook consultation and engagement with the business and property owners within The Parade Precinct.

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

The Separate Rate collected in 2023–2024 will continue to be used for the purpose of marketing and promoting The Parade as Adelaide's Premier Main Street.

Some of the initiatives proposed for the 2023–2024 Separate Rate include A Day of Fashion event, Hello SA segments (tv series), advertising in key publications such as SA Life and SA Style.

The Separate Rate will again be reviewed by the Council in early 2024, and consultation will be undertaken with the business and property owners within The Parade Precinct.

Proposed Rate Increases for 2023–2024

To fund the activities proposed within the 2023–2024 Annual Business Plan and to ensure that the Council continues to provide the level of services required and expected by the community, the Council estimates that it will require an additional \$3.4 million or 8.5% in general rate income compared to 2022–2023.

Based on the initial valuations which have been received from the Valuer-General, this will result in a 4.78% decrease in the 'rate-in-the-dollar'.

For the 2023–2024 financial year, the average rate per property by land use is shown in *Table 1*.

While the average residential rate increase of 5.25% is below Adelaide CPI, the actual rates payable by a rate payer will vary according to individual property valuations, the land use, and whether there has been any new development or capital improvement on the land.

The average residential property will be required to pay \$1,907 and the average commercial property will be required to pay \$3,193.

Table 1

**Average rate per property by land use
2023–2024 financial year**

Land Use	Average Rate \$	Increase (Decrease) \$	% Change on 2022–2023
Residential	1,907	95	5.25%
Commercial	3,193	558	21.18%
Industrial	2,694	441	19.57%
Vacant Land	1,969	327	19.91%
Other	4,005	382	10.54%
Primary Production	2,121	451	27.01%
All properties	2,064	152	7.95%

**State Government Regional Landscape
Levy**

Pursuant to the *Landscape South Australia Act 2019*, the Council is required to collect funds on behalf of the State Government, for the operations of the Green Adelaide Board.

The Council collects the funds through a Separate Rate that is levied as the Regional Landscape Levy and is applicable to properties within its area of the Green Adelaide Region.

In 2023–2024, the Council will be required to collect \$1.5 million from property owners as part of the Regional Landscape Levy. The Council is acting as a revenue collector and as such does not retain this revenue, but simply forwards it through to the Green Adelaide Board.

Rate Capping

Rate Capping is provided in the form of a Rebate or Remission of Rates that are above an approved threshold. As part of the 2023–2024 Budget, the Council has determined that rate increases will be capped (subject to meeting certain conditions) at two times the rate revenue increase as set in the Annual Budget. This means that the maximum increase in rates for individual properties for the 2023–2024 Financial Year will be capped at 17%.

Remission and Postponement of Rates

Section 182A of the *Local Government Act 1999*, provides the option for State Senior Card Holders to apply to postpone part of their Council Rates on a long term basis. The deferred amount is subject to a monthly interest charge, with the accrued debt being payable on the disposal or sale of the property.

Financial Hardship

If a ratepayer is experiencing financial difficulties and foresees challenges in paying council rates, it is recommended that they initially reach out to the Council's Rates & Revenue Officer for advice.

The Council has established a dedicated Financial Hardship Policy, and for more information, please refer to the policy document. All inquiries are strictly confidential.

Statement on Expected Rate Revenue

A copy of the Expected Rate Revenue can be found in Appendix 4.

Rate Policy and Rate Rebate Policy

A copy of the Council's Rate Policy and Rate Rebate Policy can be found in Appendix 5 and 6.

Where Your Rates Go

For every \$100 paid in rates, the breakdown in Council expenditure is as follows:




\$36.30

Infrastructure Management

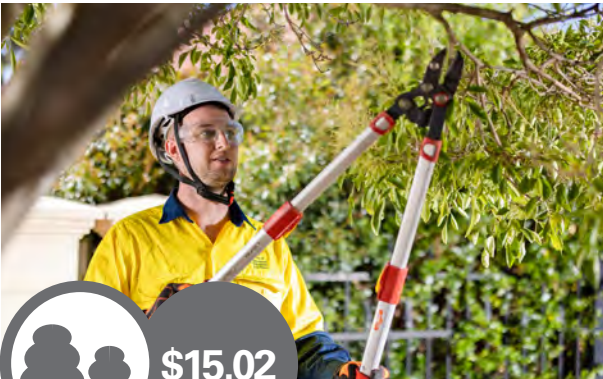

- Asset management
- Strategic projects
- Civil infrastructure maintenance
- Streetscape maintenance
- Public lighting
- Stormwater drainage network
- Traffic management




\$12.00

Waste & Recycling Services

- Kerbside collection of
 - Household waste
 - Recyclables
 - Green organics
- Hard waste collection and disposal
- Public litter bins
- Illegal dumping

\$15.02

Trees, Parks, Sport & Recreation

- Reserve maintenance
- Sports and recreational facilities
- Street trees
- Swimming Centres




\$6.18

Economic Development, Regulatory Services, Environment & Planning

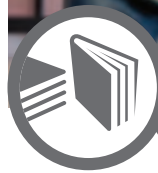
- City planning
- Building inspections
- Parking management
- Animal management
- Abandoned vehicles
- Business precinct management
- Economic development
- Environmental sustainability initiatives




\$3.57

Community, Health, Aged & Youth Services

- Environmental health and services
- Community programs
- Home care assist
- Youth services
- St Peters Child Care Centre & Pre-school
- Volunteer Services

\$6.34

Libraries & Community Facilities

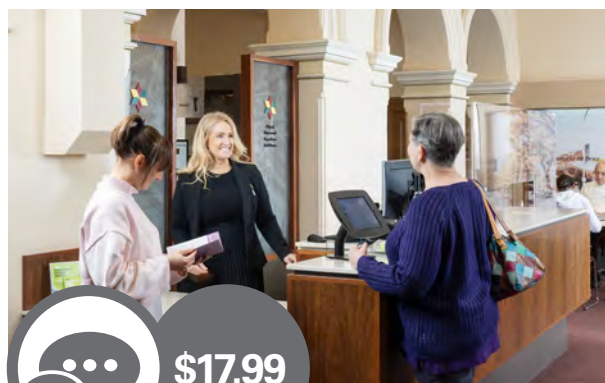
- Library services
- Lifelong Learning Programs
- Facility hire (casual and long term)
- Norwood Concert Hall




\$2.60

Community Events, Arts & Heritage

- Community events
- Community arts
- Cultural heritage




\$17.99

Governance, Communications & Administration

- Corporate governance
- Financial management and services
- Information management and services
- Citizen services
- People and organisational development
- Internal and external communications
- Media liaison
- Marketing

Budget Overview

2023–2024

Our financial goal is to deliver on the strategic outcomes which are set out in *CityPlan 2030: Shaping our Future* by managing financial resources in a sustainable and equitable manner.

The 2023–2024 Budget has been developed within the Council’s planning framework and sets the strategic direction over the medium and long term, converting these into annual actions and outputs.

The development of the Budget has been undertaken in consultation and review by the Council’s Elected Members, Council staff and in consultation with the community.

As South Australia, together with the rest of the nation continues to deal with cost of living pressures and inflation, the focus has been on developing the 2023–2024 Annual Business Plan and Budget, which ensures that the Council maintains the standards for its existing range of services which are aimed at supporting the delivery of the Strategic Objectives outlined in the Council’s Strategic Management Plan *CityPlan 2030: Shaping Our Future*, and that those services receive the appropriate funding.

The Council is supporting both the State’s and the local economic recovery and improving the quality of the City’s infrastructure and improving the quality of the City’s infrastructure by continuing its commitment to a number of largescale infrastructure projects, which commenced in 2022–2023, with the aim to be delivered this financial year.

The 2023–2024 Budget remains focused on the future and aims to ensure that the Council’s emerging and continuing priorities are appropriately resourced and to this end, the Budget is built upon the strategic outcomes set out in the Councils’ Asset Management Plans and Long-Term Financial Plan.

The key driver is to ensure that the Budget priorities not only contribute to the Council’s broader strategic objectives, but also to the Council’s long term financial objective of managing its financial resources in a sustainable manner. The focus continues to be on initiatives which have been identified to support the delivery of the strategic objectives outlined in *CityPlan 2030: Shaping Our Future* and to ensure that our services are delivered in the most efficient and effective manner, thereby satisfying community needs and expectations.

The 2023–2024 Budget builds on the principle of financial sustainability. This is demonstrated by adherence, over the term of the Long Term Financial Plan, to the overarching principles that require the Council to:

- achieve long term income, expenditure and cash flow neutrality while keeping rates growth within the average for the sector; and
- ensure the Council’s long term Capital Works Program is fully funded to achieve asset renewal requirements asset renewal requirements.

In respect to a number of significant factors have influenced the preparation of the 2023–2024 Budget, namely:

- impact of the Consumer Price Index (CPI) and the Local Government Price Index increases;
- maintenance and renewal program for existing infrastructure assets, including roads, footpaths, kerbing Council owned properties and open spaces (parks and reserves);
- Enterprise Bargaining Agreements, which provide for employee wage and salary increases of 3% from November 2023; and
- commitment to major projects which span more than one year.

Table 2 provides a comparison of the financial targets included in the Council’s Long Term Financial Plan and how they are met by the 2023–2024 Budget.

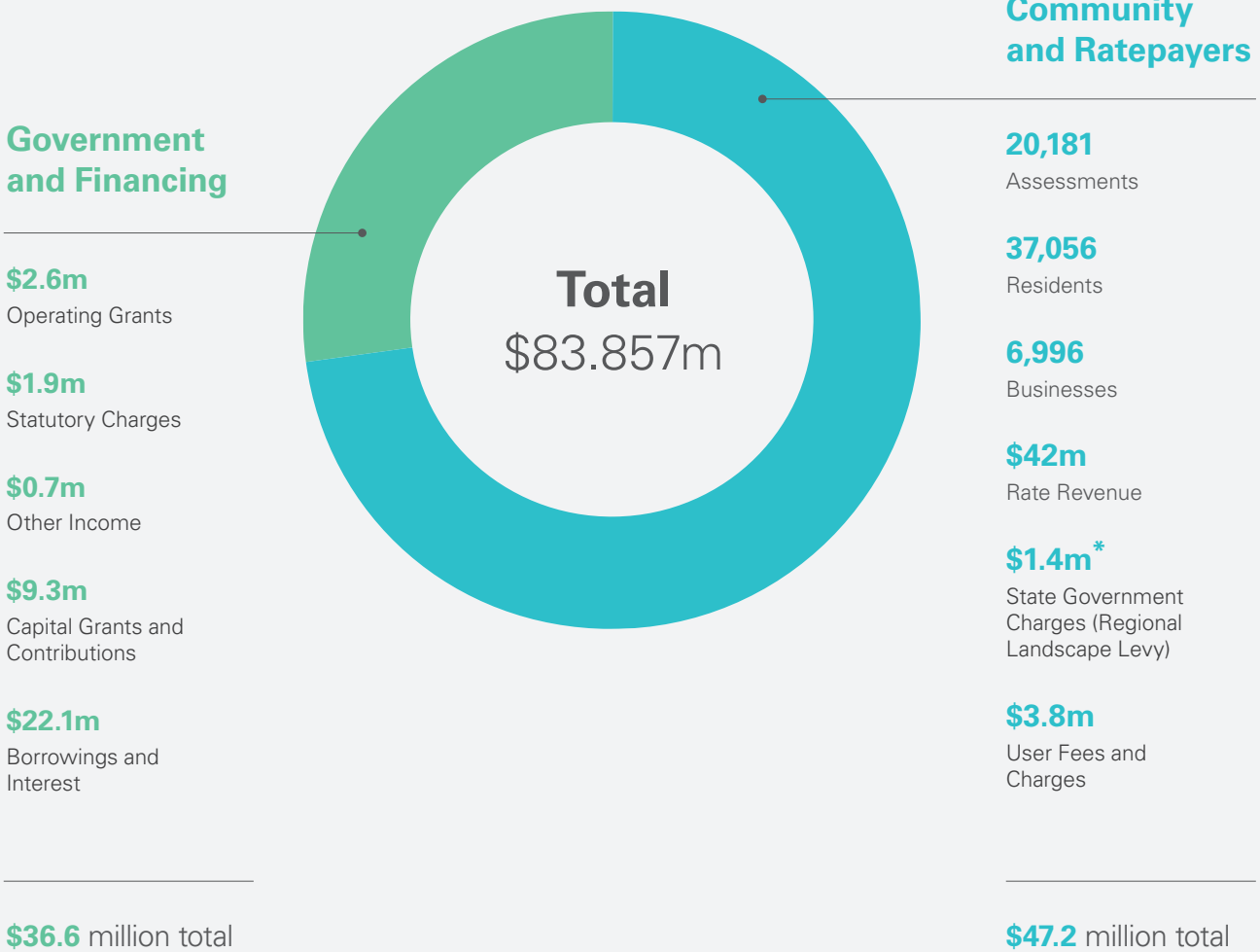
Table 2

Outcome	Indicator	LTFP Target	Target Met
A balanced budget	Operating Surplus	\$0	✓
	Operating Ratio	0–10%	✓
Rate stability	Annual Rate revenue increases	Between 3%–6%	✓
Infrastructure and Asset Management	Asset Sustainability Ratio	Between 90%–110% on a rolling three year average	✓
Debt Management	Net Financial Liabilities	less than 75%	x
	Debt Servicing Ratio	less than 15%	✓

Budget Overview

2023–2024

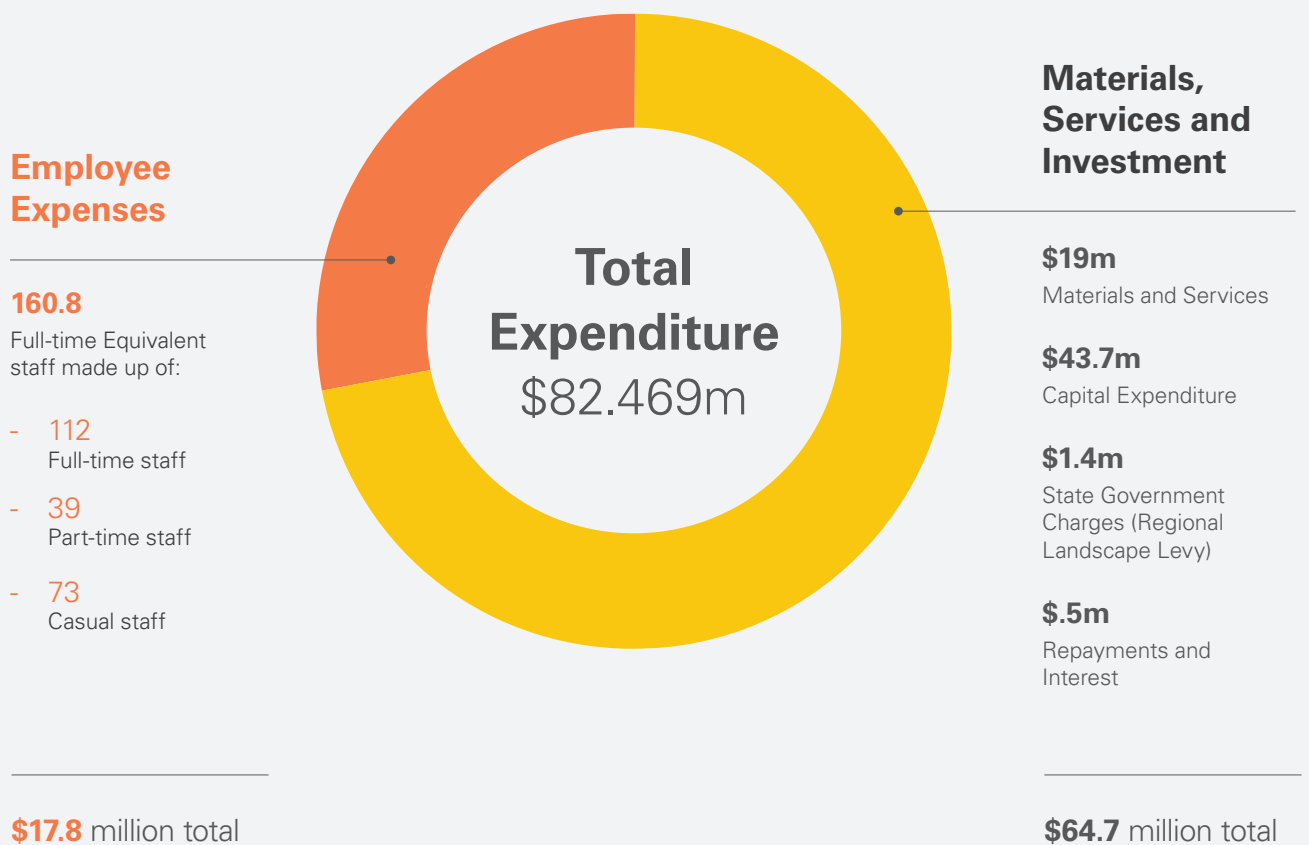
Income and Funding



*In 2023–2024, the Council will collect \$1.4 million for the payment of the Regional Landscape Levy. The Council is acting as a revenue collector and as such does not retain this revenue, but simply forwards it through to the Green Adelaide Board.

The Budget shapes the projects, services and events held each year. The revenue from the community, Government and financing allows the Council to deliver services, programs and events and will enable the delivery of special projects.

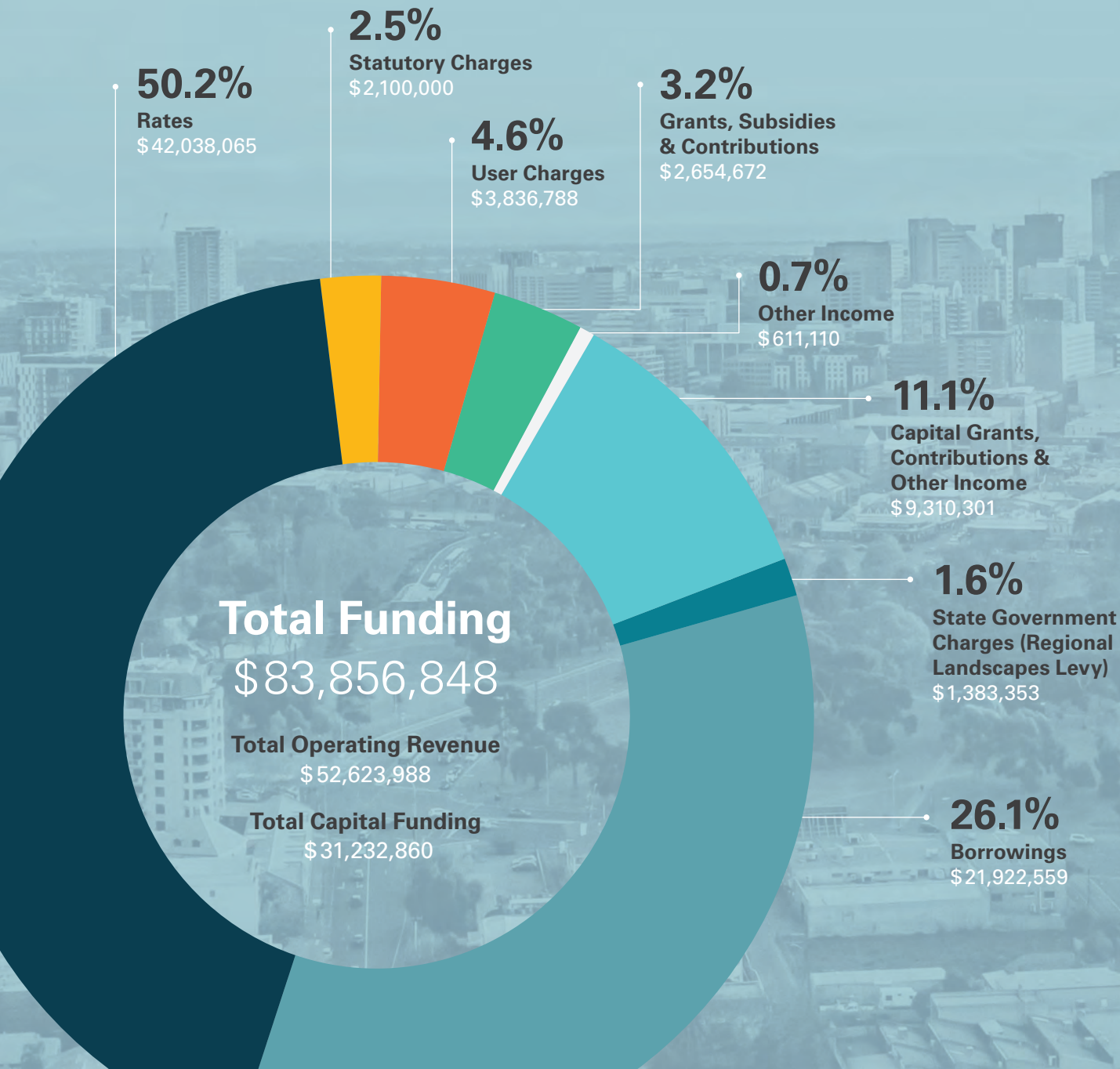
Expenditure and Investment



Revenue & Expenditure

The 2023–2024 Annual Business Plan and Budget focuses on ensuring that the Council can maintain and improve its existing service standards while appropriately funding new projects and initiatives in a sustainable way.

How Council services are funded

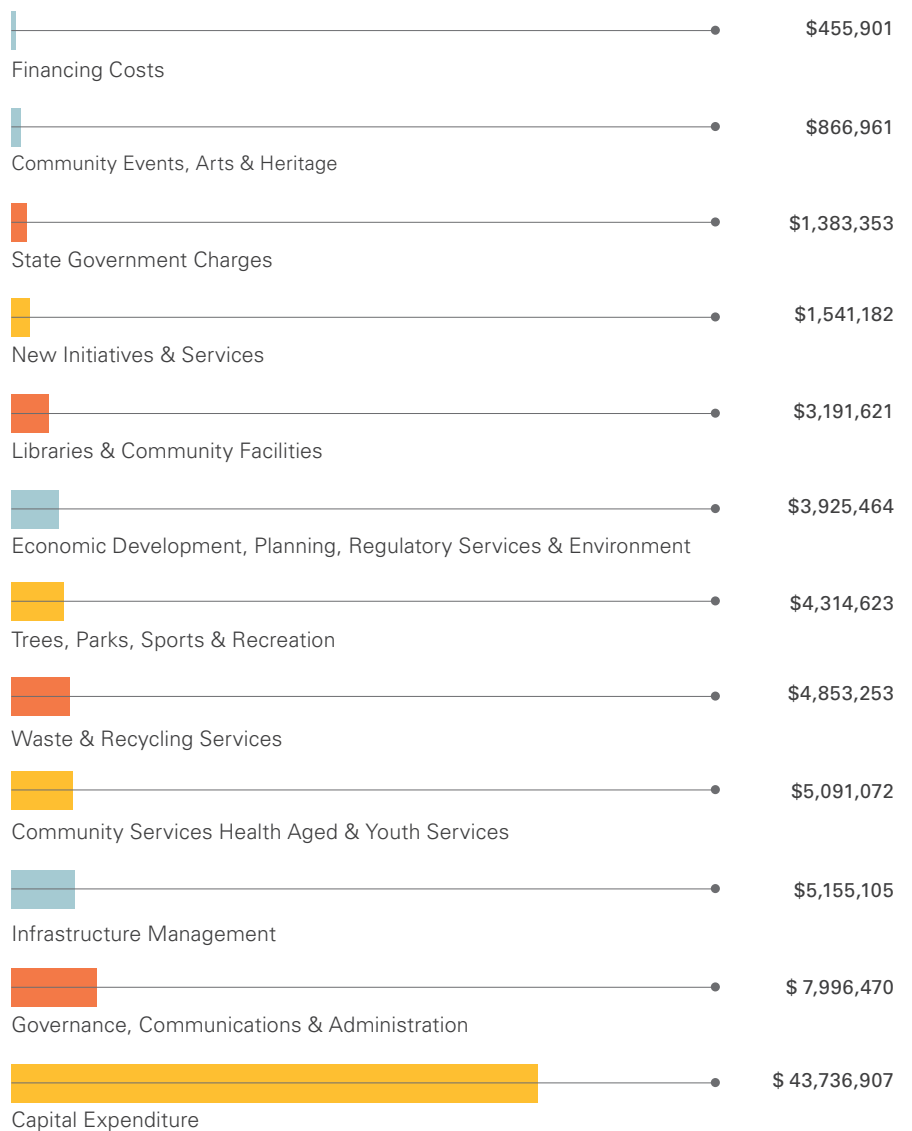


How the funds are spent

Total Expenditure \$82,469,466

Total Operating Expenditure \$38,775,005

Total Capital Expenditure \$43,694,461



Our City's Services

The Council has core civic responsibilities under the *Local Government Act 1999* and other relevant legislation which are:



Waste & Recycling Services

- Kerbside collection of
 - Household waste
 - Recyclables
 - Green organics
- Hard waste collection and disposal
- Public litter bins
- Illegal dumping
- E-waste collection and disposal



Trees, Parks, Sport & Recreation

- Reserve and open space maintenance
- Sports and recreational facilities
- Street trees
- Swimming centres



Community, Health, Aged & Youth Services

- Community support and development
- Community programs
- Youth services
- St Peters Child Care Centre & Preschool



Community Events, Arts & Heritage

- Community events
- Community arts
- Cultural heritage
- Public Art



Infrastructure Management

- Asset management
- Civil infrastructure management
- Streetscape maintenance
- Public lighting
- Stormwater drainage network
- Traffic management



Economic Development, Regulatory Services, Environment & Planning

- Urban planning
- Building inspections
- Environmental health services
- On-street parking management
- Animal management
- Abandoned vehicles
- Creek maintenance
- Pest management
- Management of business precincts
- Strategic projects
- Economic development



Libraries & Community Facilities

- Library services
- Lifelong Learning Programs
- Children's programs
- Facility hire (casual and long term)
- Norwood Concert Hall



Governance, Communications & Administration

- Corporate governance
- Financial management
- Information management
- Customer services
- Organisational development
- Volunteer services
- Internal and external communications
- Media liaison
- Marketing



Waste & Recycling Services



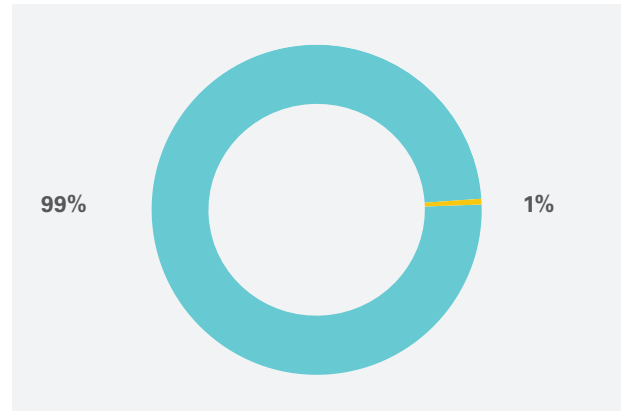
2023–2024 Budget \$4.853 million*

Where it is spent



● <i>Recurring Expenditure</i>	\$4,853,253
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Source of funds



● <i>User Fees and Charges</i>	\$25,000
● <i>Rates</i>	\$4,828,253

This service includes management of external contracts responsible for kerbside recyclables, illegally dumped rubbish, hard and green waste collection, and rubbish bin collection on streets and at parks.

*Includes carry forward projects.

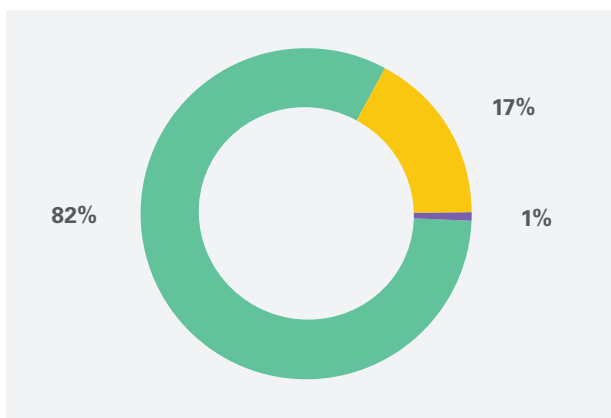


Infrastructure Management



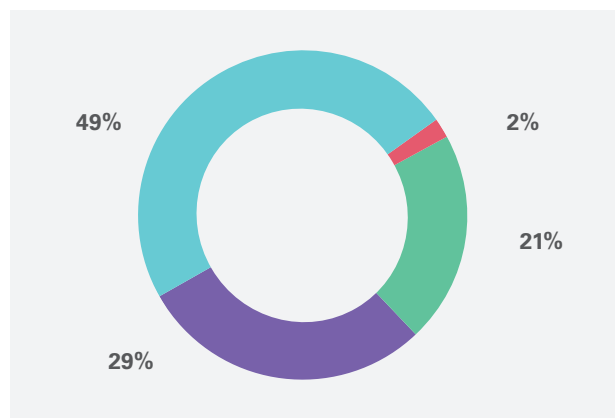
2023–2024 Budget \$30,762 million*

Where it is spent



● Recurring Expenditure	\$5,155,105
● Service Initiatives	\$255,000
● Capital Expenditure	\$25,352,157

Source of funds



● Operating Grant Funding	\$587,446
● Rates	\$14,937,689
● Capital Grant Funding	\$6,373,301
● Borrowings	\$8,863,826

Services Provided

- **Asset management**, which includes project management services for the annual Capital Works Program, which includes;
 - road reseals;
 - footpaths;
 - kerbing and watertable; and
 - stormwater drainage network system.
- **Civil infrastructure maintenance** which includes programmed and responsive maintenance of the Council’s civil infrastructure assets
- **Road and traffic management**
- **Street lighting**
- **Streetscape maintenance**

Projects and Service Initiatives

- **Civil Infrastructure Annual Capital Works Program**
- **Trinity Valley Storm Drainage Upgrade** which involves works to reduce the risk of flooding in the suburbs of St Morris, Maylands, Stepney and Trinity Gardens. The work will be delivered over the next three financial years commencing in 2023–2024.
- **Replacement of small plant and equipment used in maintenance activities**
- **Street lighting renewals and upgrades**
- **Continuation of the staged implementation of 40km per hour speed limit throughout the City**

Further details are provided in Appendix 1.

*Includes carry forward projects.

Infrastructure Maintenance

Infrastructure Maintenance involves both the programmed and responsive maintenance of the Council's civil infrastructure assets, so that these are maintained to the required standard.

Also included in this program is the management of the City-wide Street Cleansing and The Parade Footpath Sweeping Program.

Services undertaken by Civil Infrastructure Maintenance also includes:

- **Footpath, Kerb & Watertable**

Income	-
Expenditure	\$993,876
Net Cost/(Net Contribution)	\$993,876

- **Road & Traffic Management**

Income	\$545,000
Expenditure	\$1,175,444
Net Cost/(Net Contribution)	\$630,444

- **Stormwater Network**

Income	-
Expenditure	\$318,136
Net Cost/(Net Contribution)	\$318,136

- **Streetscape Maintenance**

Income	-
Expenditure	\$1,263,585
Net Cost/(Net Contribution)	\$1,263,585

- **Street Lighting**

Income	-
Expenditure	\$638,540
Net Cost/(Net Contribution)	\$638,540

Asset Management

The Council's Asset Management unit is responsible for the maintenance, construction, renewal and disposal of Council's facilities and assets, including the preparation and implementation of the annual Capital Works Program. This unit is also responsible for the expenditure of external infrastructure grants such as the Federal Governments Roads to Recovery Program and project specific grants.

Specific areas which are mandated by the Asset Management unit include:

- **Capital projects** - This includes the provision of capital works construction and contract management associated with Council assets, in particular, the delivery of road, kerb, footpath, water table and stormwater drainage capital works renewal projects. The unit manages external contracts associated with building maintenance services for Council buildings including cleaning, plumbing, carpentry, electrical, air conditioning, painting, general maintenance and renewal.
- **Open space planning and delivery** - This includes the development and implementation of open space policies and strategies; development of public open space asset; undertake project management for capital works relating to open space improvements; provides internal technical advice and provide assistance to local community groups.
- **Assets and special projects** - This involves maintenance of the Council's Whole-of-Life Asset Management Plans and prepares scope of works associated with major capital works projects.

Income	\$42,466
Expenditure	\$494,879
Net Cost/(Net Contribution)	(\$452,433)

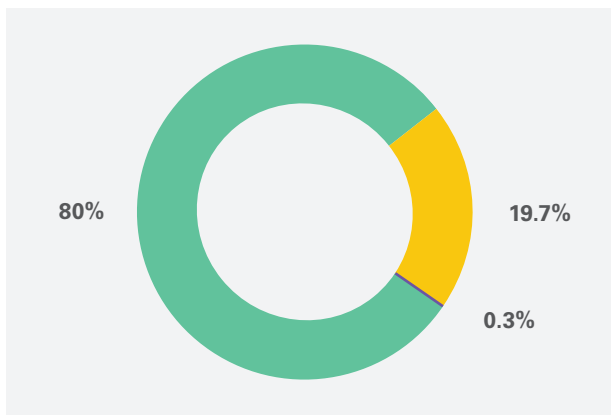


Trees, Parks, Sport & Recreation



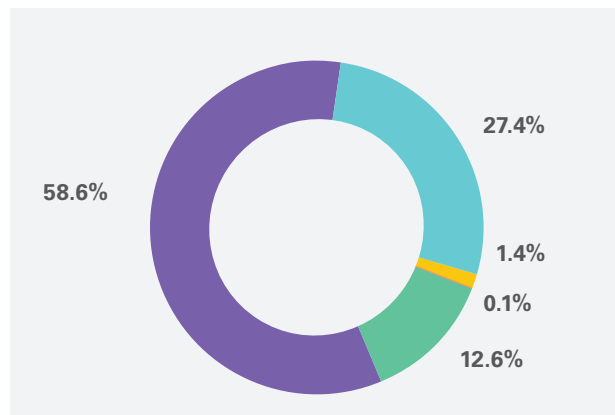
2023–2024 Budget \$22.175 million*

Where it is spent



Recurring Expenditure	\$4,314,623
Service Initiatives	\$60,000
Capital Expenditure	\$17,800,000

Source of funds



User Fees and Charges	\$323,538
Rates	\$6,080,406
Other Income	\$21,550
Capital Grant Funding	\$2,800,000
Borrowings	\$12,949,129

Services Provided

- Reserve maintenance includes parks, gardens and reserves
- Sporting and recreational facilities include recreational and sporting facilities such as sporting fields and tennis courts
- Street trees include the management of the City’s 23,000 street trees
- Swimming Centres include the Norwood Swimming Centre and the Payneham Memorial Swimming Centre

Projects and Service Initiatives

- Recreation and Open Space Works Program
- Street tree planting
- Commencing redevelopment of Payneham Memorial Swimming Centre
- Undertaking the Burchell Reserve Upgrade
- Completion of the redevelopment of Dunstan Adventure Playground
- Completion of the Cruickshank Reserve Upgrade

Further details are provided in Appendix 1.

*Includes carry forward projects.

Reserve Maintenance

The Council has more than 180 hectares of reserves, parks gardens. The cost of the ongoing maintenance is set out below.

Income	-
Expenditure	\$2,325,383
Net Cost/(Net Contribution)	\$2,325,383

Sporting and Recreational Facilities

The Council provides a wide variety of recreational, sporting and leisure facilities such as sporting fields and tennis/netball courts, which are available for either casual hire or seasonal hire or leased to home sporting clubs within the City. This also includes administration of the hire of the Council's sporting facilities, as well as managing the ongoing maintenance of the infrastructure which is provided at these facilities.

Income	\$83,450
Expenditure	\$665,087
Net Cost/(Net Contribution)	\$581,637

Street Trees

Approximately 23,000 street trees are located throughout the City with several thousand more trees located on reserves, parks and gardens. The costs associated with the management of the Council's street trees, which includes inspection, condition assessment and ongoing maintenance such as watering, pruning, planting and removal are set out below.

Income	-
Expenditure	\$1,274,790
Net Cost/(Net Contribution)	\$1,274,790

Swimming Centres

The Council owns and operates two Swimming Centres, the Norwood Swimming Centre and Payneham Memorial Swimming Centre. Both Centres provide for lap swimming, swimming lessons and general recreational swimming. The cost of operating these facilities are set out below. The Payneham Memorial Swimming Centre is currently being redeveloped. To find out more see page 11.

Income	\$261,638
Expenditure	\$635,007
Net Cost/(Net Contribution)	\$373,369

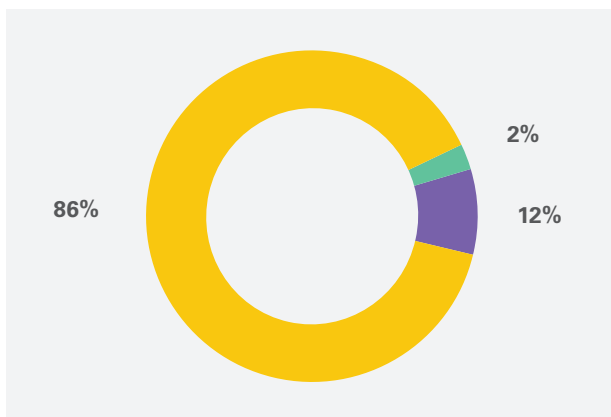


Economic Development, Regulatory Services, Environment & Planning



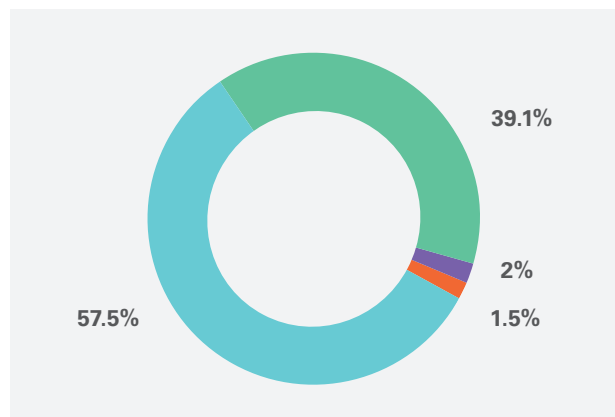
2023–2024 Budget \$4.563 million*

Where it is spent



Recurring Expenditure	\$3,925,464
Service Initiatives	\$547,500
Capital Expenditure	\$90,000

Source of funds



Statutory Fees	\$1,775,000
Rates	\$2,626,464
Other Income	\$71,500
Borrowings	\$90,000

Services Provided

- Marketing The Parade and other business precincts throughout the City
- Ongoing promotion of the Eastside Wine & Ale Trail
- City planning (including development assessment and planning policy)
- Regulatory services
- Environmental management
- Business networking events

Projects and Service Initiatives

- **Eastside Business Awards** is an annual awards program that recognises the best small businesses, restaurants, cafes bars, venues and boutiques within the City.
- **Raising the Bar** activates venues within the City as they are transformed into relaxed and fun learning environments with the aim of making education part of popular culture.
- **Urban Greening Program**
- **Dog & Cat Management Plan** education campaign
- **Sustainable Garden Awards**

Futher details are provided in Appendix 1.

*Includes carry forward projects.

City Planning

Responsible for the development of strategic policy and planning across the City, this area issues planning approvals, controls the use and development of land, land divisions, liquor licenses, administers heritage controls and advice, and sustainable urban design advice.

Income	\$338,500
Expenditure	\$1,904,354
Net Cost/(Net Contribution)	\$1,565,854

Building Control

This area issues building permits and administers and enforces the building code and legal requirements concerning building safety.

Income	\$80,000
Expenditure	\$166,022
Net Cost/(Net Contribution)	\$86,022

Economic Development

Provision of services programs, events and initiatives which facilitate economic development throughout the City.

Income	\$325,000
Expenditure	\$909,923
Net Cost/(Net Contribution)	\$584,923

Environmental Management

Delivery of projects which are aimed at achieving a sustainable environment for the City. This incorporates the support of a range of programs and events which are designed to engage the community on issues such as climate change and includes strategic planning in the areas of water, greenhouse emissions and climate change adaptation

Environmental Management also includes the management of First, Second, Third and Fourth Creeks and environmental pests such as European wasps and noxious weeds.

Income	\$56,000
Expenditure	\$399,616
Net Cost/(Net Contribution)	\$343,616

Regulatory Services

Responsible for administration of the Council's by-laws, policies and other legislation which the Council is charged with administering. Specific areas covered by Regulatory Services include:

- **Animal Management** – With more than 3,000 dogs residing in our City, it is important that provisions surrounding their care and control are in place. Regulatory Services staff administer the provisions of the *Dog & Cat Management Act 1995* which includes annual dog registration, managing barking and noise complaints and ensuring dogs are not found wandering at large where they pose a significant threat to their own safety, as well as to that of other members of our community who may not be familiar with the best way to handle a distressed or wandering dog.
- **On-street Parking Management** – The Council is responsible for ensuring that the parking provisions (Part 12) of the Australian Road Rules as well as the *Private Parking Areas Act 1986*, are observed by motorists. In addition this area leads the management of resident parking permits in line with the Council's Resident Parking Permit Policy.

Regulatory Services is also responsible for the management of abandoned vehicles and the investigation and enforcement of alleged breaches of Council's local laws including issues associated with kerbside trading, amenity and litter control and flammable growth.

Income	\$1,262,000
Expenditure	\$1,096,049
Net Cost/(Net Contribution)	(\$165,951)



Community, Health, Aged & Youth Services



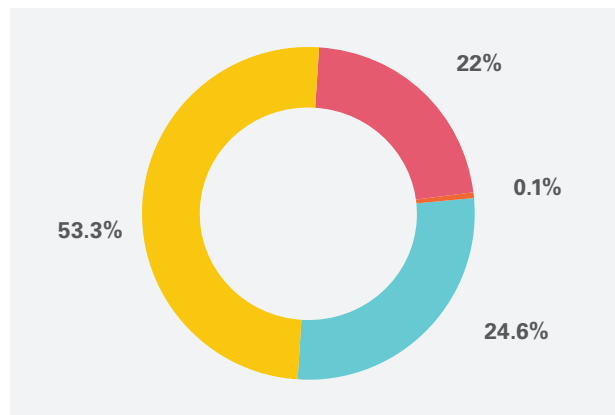
2023–2024 Budget \$5.268 million*

Where it is spent



● Recurring Expenditure	\$5,091,072
● Service Initiatives	\$65,000
● Capital Expenditure	\$112,000

Source of funds



● User Fees and Charges	\$2,809,000
● Rates	\$1,296,446
● Other Income	\$28,400
● Grant Funding	\$1,134,226

Services Provided

- St Peters Child Care Centre & Preschool
- Home and Community Care
- Domestic care
- Home modifications
- Personal care
- Transport
- Health and fitness programs
- Social inclusion programs
- Youth programs
- Immunisations
- Environmental health inspections
- Volunteer services
- Community Visitors Scheme

Projects and Service Initiatives

- Review of the Access and Inclusion Strategy
- Canvas Youth Art and Events Project is a youth art program which provides young people with the opportunity to work alongside industry professionals in visual art, photography and film.
- Youth Development - a program of events which include:
 - sports week;
 - community cooking;
 - skills development; and
 - Wheel Park.
- Come and Try - Body Balance

*Includes carry forward projects.

Community Services

Community Services which are offered by the Council include the Community Visitors Scheme that provides Volunteers to visit socially or culturally isolated residents living in Federal Government subsidised aged care homes. Community Visitors are Council Volunteers who visit on a one-to-one basis.

Other programs provided include:

- health and fitness programs; and
- a range of social support activities designed to improve social connectedness and quality of life.

Income	\$78,500
Expenditure	\$118,454
Net Cost/(Net Contribution)	\$39,954

Home and Community Care Services

The Council's Home and Community Care (HACC) services is funded by the Federal and State Government to provide community care services for our City's frail aged and younger residents with a disability and their carers.

The services are designed to prevent social isolation, and provides individuals with assistance to maintain their independence and remain in their own homes for as long as possible. The range of services, which are available to help the frail and aged, people with a disability and their carers, who live within the community, include:

- home maintenance and safety and security assistance;
- personal care and cleaning; and
- transport services.

Income	\$1,201,526
Expenditure	\$1,284,141
Net Cost/(Net Contribution)	\$82,615

Youth Development

The Council is committed to providing opportunities for young people aged 12–25 years to be visible, valued and involved in shaping the current and future direction of the community. Services and programs delivered include Youth FM, Young Achievers Program and Eastern Region Youth Projects.

Income	\$1,000
Expenditure	\$202,986
Net Cost/(Net Contribution)	\$201,986

Volunteer Services

Volunteers play a vital role in ensuring that the Council can deliver a range of important services to our community. Volunteer Services is responsible for the development and promotion of volunteering opportunities across the Council's range of services and activities, includes the recruitment, recognition, training and retention of Council Volunteers.

Income	-
Expenditure	\$153,939
Net Cost/(Net Contribution)	\$153,939

St Peters Child Care Centre & Preschool

The Council owns and operates the St Peters Child Care Centre & Preschool. The Centre is licensed to provide child care and preschool services for 105 children between the ages of six weeks and five years of age. The St Peters Child Care Centre & Preschool provides a preschool program under the Government's Universal Access Program.

Income	\$2,670,600
Expenditure	\$2,771,552
Net Cost/(Net Contribution)	\$100,952

Environmental Health Services

These services are provided on behalf of the Council by the Eastern Health Authority (EHA) which is a regional subsidiary established under Section 43 of the *Local Government Act 1999*. Through EHA the Council aims to enhance public health by managing the registration of all premises as required under the *South Australian Public Health Act 2011* and the Council's immunisation program.

Income	-
Expenditure	\$625,000
Net Cost/(Net Contribution)	\$625,000

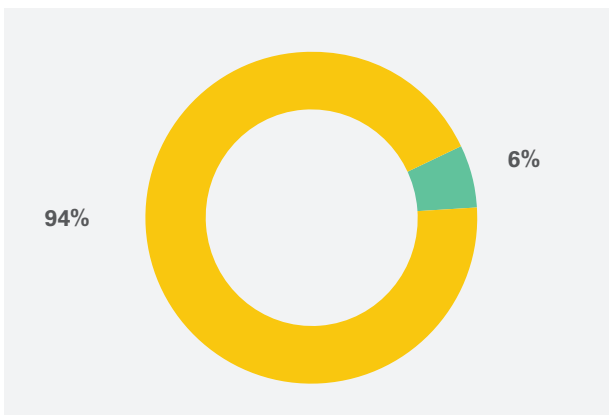


Libraries & Community Facilities



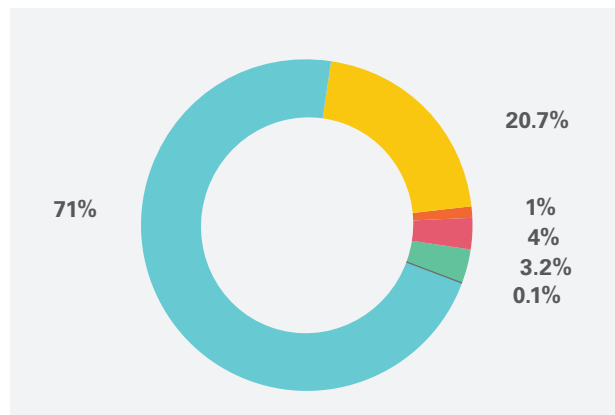
2023–2024 Budget \$3.395 million*

Where it is spent



● Recurring Expenditure	\$3,191,621
● Capital Expenditure	\$203,700

Source of funds



● User Fees and Charges	\$702,850
● Rates	\$2,410,311
● Other Income	\$42,160
● Grant Funding	\$123,000
● Capital Grant Funding	\$110,000
● Other Capital Funding	\$7,000

Services Provided

- **Libraries** – Library services are provided by the Council across three locations and include;
 - free use of computers and access to internet;
 - training programs;
 - home library service;
 - infant and children programs; and
 - book groups.
- **Norwood Concert Hall** is a versatile event space that is available for hire for musical theatre productions, functions and events.
- **Community Facilities** – are provided by the Council and are available to hire, from rooms to entire buildings, on a casual basis or under a long-term lease.

Projects and Service Initiatives

- **Council Building Works Program**
- **Acquisition of Library resources** such as books, DVDs and other items.

Further details are provided in Appendix 1.

*Includes carry forward projects.

Libraries

The Council operates three Libraries at Norwood, St Peters and Payneham. The services provided include free access to educational and recreational resources including books, magazines, DVDs and CDs, online databases, public internet access, programs and events, local history services and inter-library loans.

Income	\$141,200
Expenditure	\$1,914,790
Net Cost/(Net Contribution)	\$1,773,590

Community Facilities

The Council has a number of buildings and facilities available for casual hire or long-term lease. The cost of the managing these facilities is set out below.

Income	\$325,310
Expenditure	\$892,090
Net Cost/(Net Contribution)	\$566,780

Norwood Concert Hall

The Norwood Concert Hall caters for events of all sizes, including Adelaide Festival productions, international acts, product launches, school concerts, cabaret acts, balls and weddings.

Income	\$401,500
Expenditure	\$384,741
Net Cost/(Net Contribution)	(\$16,759)

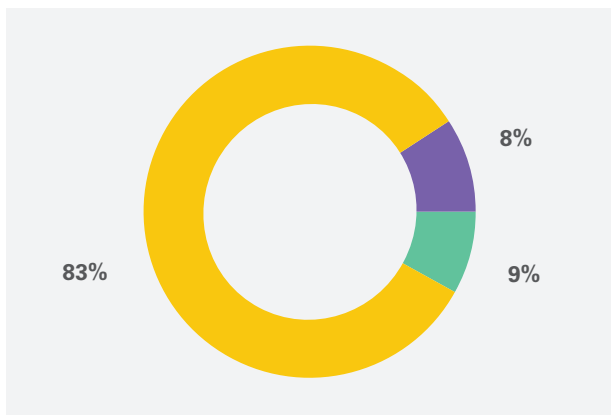


Community Events, Arts & Heritage



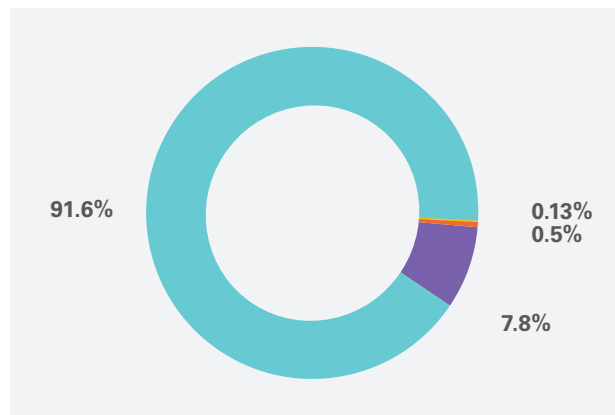
2023–2024 Budget \$1.142 million*

Where it is spent



● Recurring Expenditure	\$866,961
● Service Initiatives	\$185,000
● Capital Expenditure	\$89,800

Source of funds



● User Fees and Charges	\$1,400
● Rates	\$1,045,561
● Other Income	\$5,000
● Borrowing	\$89,800

Services Provided

- **Community Events** - are hosted by the Council across a diverse range of areas including festivals, concerts, performances and activities.
- **Community Arts** - initiatives are delivered in accordance with the Council's Public Art Policy.
- **Cultural Heritage** - activities and services which recognise the heritage of the City.

Projects and Service Initiatives

- **Heritage Protection Opportunities**
- **Community Arts**
 - Art on Parade;
 - public art throughout the City; and
 - SALA Festival.
- **Cultural Heritage**
 - Cultural Heritage Centre;
 - SA History Festival; and
 - Cultural heritage signs, walks and trails.

Futher details are provided in Appendix 1.

*Includes carry forward projects.

Community Events

A number of events are held by the Council which cater to the wide demographic of our community and include:

- The Norwood Christmas Pageant;
- Twilight Carols and Christmas Market;
- St Peters Fair;
- Concerts in the Park;
- Australia Day Celebrations;
- Citizenship Ceremonies; and
- Tour Down Under.

Income	\$21,400
Expenditure	\$652,964
Net Cost/(Net Contribution)	\$631,564

Community Arts

As a culturally rich and socially diverse community, the City of Norwood Payneham & St Peters has a long tradition of valuing creativity and artistic expression. This area supports the Council's Public and Community Arts Programs which are informed by the Council's Public Art Policy.

Income	\$5,000
Expenditure	\$116,000
Net Cost/(Net Contribution)	\$111,000

Cultural Heritage

The Council's Cultural Heritage Program assists the community to understand, celebrate and benefit from the City's rich and distinctive history through the provision of a number of specialist historical services and activities.

Income	-
Expenditure	\$182,997
Net Cost/(Net Contribution)	\$182,997

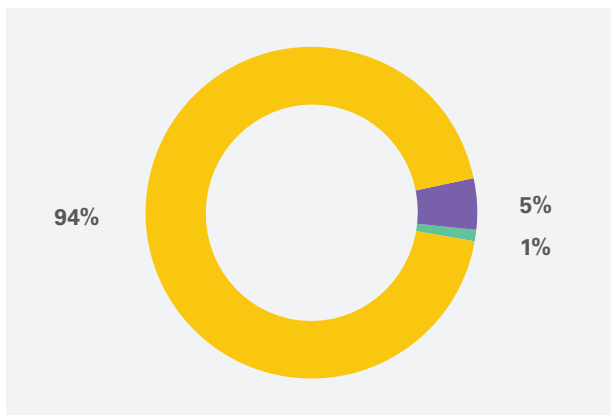


Governance, Communications & Administration



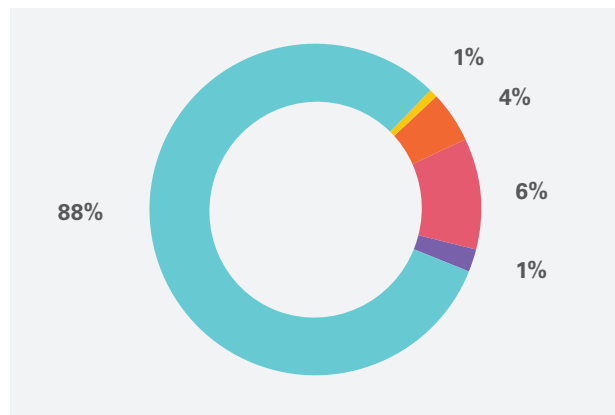
2023–2024 Budget \$8.514 million*

Where it is spent



● Recurring Expenditure	\$7,996,470
● Service Initiatives	\$428,682
● Projects	\$89,250

Source of funds



● User Fees and Charges	\$100,000
● Rates	\$7,192,652
● Other Income	\$342,500
● Grant Funding	\$790,000
● Borrowings	\$89,250

Services Provided

- Financial management and services
- Customer service
- Human resources and employee services
- Communications and public relations
- Information management
- Rates administration
- Governance
- Elected Members
- Risk management

Projects and Service Initiatives

- Local Government Representation Review
- Upgrades to the Council’s Business Systems
- Website upgrades and refresh
- Review of *CityPlan 2030: Shaping Our Future*

Further details are provided in Appendix 1.

*Includes carry forward projects.

Governance

Corporate Governance ensures that the Council’s decision-making processes and legislative compliance seeks to minimise risk to enable the Council to meet community needs and legislative requirements.

This area provides administrative support and assistance to the Mayor and Elected Members and handles enquiries and complaints from the public. Corporate Governance also includes the Chief Executive’s Office which provides executive leadership through the coordination of policy development, communication of strategic directions and performance monitoring.

Income	\$340,000
Expenditure	\$2,656,303
Net Cost/(Net Contribution)	\$2,316,303

Communications

The Communications Unit manages the Council's internal and external communications including public relations, social media and preparation of publications.

Income	-
Expenditure	\$533,038
Net Cost/(Net Contribution)	\$533,038

Council Administration

Financial Management

Financial Management includes the provision of strategic financial management advice, budgeting and financial performance monitoring, preparation of annual financial statements and treasury management. Financial management also includes the Council's annual business planning, provision of project management support and advice and undertakes long-term financial planning and reporting.

Financial Services incorporates financial activities, including;

- accounts payable and accounts receivable services;
- monitoring the application of financial internal controls;
- payroll services;
- administration of the Council's insurance program;
- administration the Council's leased vehicle fleet; and
- asset reporting.

Income	\$790,000
Expenditure	\$1,549,850
Net Cost/(Net Contribution)	\$759,850

Rates

The Rates area maintains the Council's property rating database, facilitates the collection of rates and charges from residents and ratepayers and provides property information to the citizens.

Income	\$97,700
Expenditure	\$392,882
Net Cost/(Net Contribution)	\$295,182

Citizen Services

Citizen Services is the primary interface between the Council, the community and the delivery of services. Citizen Service staff provide information to the City's citizens via direct telephone, service desk and online and provide over the counter payment options for the payment of rates and other fees and charges for Council services and administers the Council's electronic payment options.

Income	\$2,500
Expenditure	\$496,530
Net Cost/(Net Contribution)	\$494,030

Information Management and Services

This area provides support to deliver on organisational priorities and improved service delivery to the community through information and communication technology. Information management incorporates the maintenance of the Council's corporate records.

Income	-
Expenditure	\$2,097,224
Net Cost/(Net Contribution)	\$2,097,224

Organisational Development and Work Health & Safety and Risk

Organisational Development supports the Council's management and staff by providing advice in the areas of human resources, organisational development and performance.

Services provided include human resources, recruitment and training and development programs. Organisational Development staff also manage the business excellence program. This area also includes the Council's work health and safety program.

Income	-
Expenditure	\$699,145
Net Cost/(Net Contribution)	\$699,145

Long-term Financial Plan Overview

Financial sustainability is a key objective of the Council. A sound financial base is essential to the delivery of the strategic directions which are contained in the Council’s strategic management plan; *CityPlan 2030: Shaping Our Future*, and the delivery of programs and services set out in the Annual Business Plan.

The Council's Long-term Financial Plan supports the Council to achieve financial sustainability, particularly in the face of the significant challenge of the community’s expectations to deliver more with minimal increases in rate revenue. The Long-term Financial Plan sets out the Council’s financial strategies and commitment over the long-term to ensure that as a Council, we can meet this challenge. The Plan is driven by the need to deliver enhanced and improved services to ratepayers and residents, by the most efficient and effective means possible.

The Council’s long-term financial sustainability is dependent on ensuring that, on average over time, the Council’s income can cover the cost of its operational expenses and generate sufficient cash flows to meet loan servicing requirements.

The Council’s Operating Result, as shown in *Graph 2*, demonstrates how the Council has been able to achieve financial sustainability with sustained operating surpluses.

The Long-term Financial Plan provides a high level framework to guide the preparation of the Annual Business Plan and Budget, so that the Council understands the impact of decisions that are made today, have on the future.

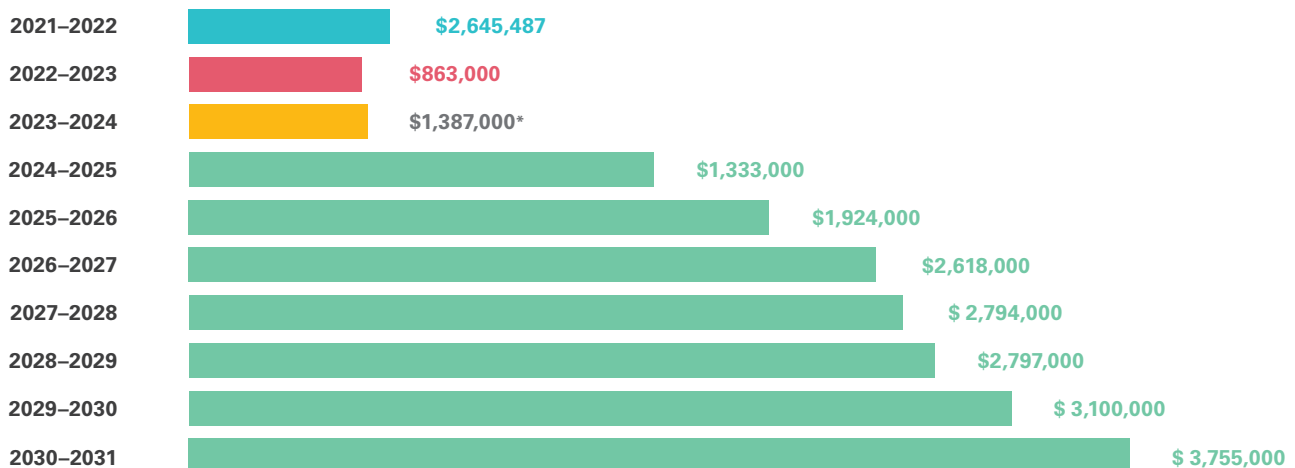
The Council undertakes an annual review of the Long-term Financial Plan and updates the financial estimates that are set out in the Plan based on the decisions that are made as part of the Annual Business Plan and Budget to ensure it is continuing to deliver on the outcomes set out in the Plan.

A copy of the Council's Long-term Financial Plan is available at www.npsp.sa.gov.au

Graph 2

Operating Surplus 2021–2031

Actual Budgeted Proposed Forecast



*Prior to the final contributions to the joint ventures and associates.

Appendix 1

2023–2024
Key Initiatives & Projects

Project Name	Project Description	Project Expenditure \$	Grant Funding \$	Rate Revenue \$	Borrowings & Other Funding \$	Carry forward \$
Infrastructure Management						
Civil Infrastructure Works Program	Delivery of the 2023–2024 Civil Infrastructure Capital Works Program ('the Capital Works Program') for the replacement and upgrade of selected segments of roads, footpaths and Kerbs, in accordance with the 'Whole-of-Life' allocation set out in the Council's Roads, Footpaths & Kerbs Infrastructure & Asset Management Plan (2020).	71,663	-	71,663	-	-
Capital Works Program Footpath		1,181,033	-	1,181,033	-	-
Capital Works Program Kerb		1,551,917	-	1,551,917	-	-
Capital Works Program Road Resealing		4,964,143	486,839	4,477,304	-	-
Drainage Program <i>Includes carry forward funding</i>	Delivery of the 2023–2024 Stormwater Drainage Program which involves enhancement of the City's stormwater drainage network. The Program includes the design and upgrade of the City's trunk stormwater drainage network as identified in by the City-Wide Floodplain Mapping project. The Program has been developed in accordance with the objectives and goals contained in the Council's Stormwater Drainage Infrastructure & Asset Management Plan (2020).	7,080,044	2,239,081	-	4,840,963	7,050,000
Plant Replacement	Replacement of plant and vehicles utilised by City Services Field staff in the delivery of maintenance services associated with Council's assets.	210,000	38,000	172,000	-	-
Private Laneways Conversion Project	Conversion and upgrade of one (1) private laneway to public road status in accordance with the Council's Private Laneways Policy & Procedure and section 210 of the <i>Local Government Act 1999</i>	46,000		-	46,000	-
Purchase of Trailer Mounted Speed Radar and Data Collection Device	To purchase a Trailer Mounted Speed Radar and Data Collection Device.	17,450	-	-	17,450	-

Concept Design of Traffic Management Treatments proposed to be undertaken in Marden & Royston Park	Concept design and community consultation associated with the traffic management in Marden and Royston Park, to reduce traffic speed and non-local through traffic through the precinct.	40,000	-	-	40,000	
40 kph Speed Limit Implementation – Glynde, Payneham, Firle, Trinity Gardens & St Morris	Works associated to implement an area wide speed limit of 40km/h in all streets bound by Payneham Road, Glynburn Road, Magill Road and Portrush Road, which includes the suburbs of Glynde, Payneham, Payneham South, Firle, Trinity Gardens and St Morris; including design investigations for traffic calming treatments at various locations.	120,000	-	120,000	-	
Street Lighting Renewal & Upgrade	Delivery of minor street lighting upgrades for streets which have non-compliant street lighting.	40,000	-	40,000	-	-
Consultation for the introduction of 40KMH Speed Limit from Marden to Hackney	Undertake community consultation and preparation of plans for the implementation of a 40km/h speed limit in the residential streets bound by Lower Portrush Road, Payneham Road, North Terrace, Hackney Road and the River Torrens (the subject area). The subject area includes the suburbs of Marden (southwest of Lower Portrush Road, Royston Park, Joslin, St Peters, College Park and Hackney.	20,000	-	20,000	-	-

Trees Parks Sport & Recreation

Payneham Swimming Centre <i>Includes carry forward funding</i>	Redevelopment of the Payneham Memorial Swimming Centre, as set out the Council's Swimming Centres Strategy and endorsed concept plans.	7,000,000	-	7,000,000	13,700,000	15,000,000
Recreation & Open Space Infrastructure Works Program	Delivery of the 2023-2024 Recreation & Open Space Works Program which includes the replacement and upgrade of various assets as identified in the Council's Recreation & Open Space Infrastructure & Asset Management Plan (2020).	1,527,650	-	1,527,650	-	-

Project Name	Project Description	Project Expenditure \$	Grant Funding \$	Rate Revenue \$	Borrowings & Other Funding \$	Carry forward \$
Economic Development, Regulatory Services, Environment & Planning						
Eastside Business Awards	An annual award program to recognise the best small businesses—retailers, restaurants, cafes, venues, professional services and food and beverage manufacturers within the City of Norwood Payneham & St Peters.	40,000	-	40,000	-	-
Review of Dog & Cat Management Plan	<p>Pursuant to Section 26A of the <i>Dog & Cat Management Act 1995</i>, the Council must prepare a Plan relating to the management of dogs and cats within its area every 5 years. The Council's current Dog & Cat Management Plan was endorsed by the Council on 12 September 2018.</p> <p>The preparation and adoption of a Dog & Cat Management Plan ensures that the Council meets its legislative responsibilities and provides for the management of responsible dog and cat ownership within the City.</p>	30,000	-	30,000	-	-
Review of <i>CityPlan 2030</i>	<p><i>The Local Government Act 999</i>, requires the Council to, "undertake a review of its strategic management plans within 2 years after each general election of the Council."</p> <p>The review will ensure that the Objectives, Strategies and Targets contained in <i>CityPlan 2030</i>, remain up-to-date and continue to reflect the community's priorities, in order to meet the Council's overall goal of achieving Community Wellbeing.</p>	40,000	-	40,000	-	-
Representation Review	<p><i>The Local Government Act 1999</i> requires the Council to conduct a review of its area in respect to the composition of the Council, (i.e. Wards and Voter quotas), as least once in every eight (8) years. The last Representation Review conducted by the Council was in 2016.</p> <p>The Minister for Local Government has published a Schedule of Council Representation Reviews which sets out that the Council must conduct its next Review in April 2024–April 2025.</p>	25,000	-	25,000	-	-

Raising the Bar Adelaide	The event is aimed at making education a part of the City's popular culture by simply mixing learning and debate into a fun-night out.	38,000	-	38,000	-	-
Food Secrets Ambassador & Associated Events	Appointment of a highly acclaimed celebrity/influencer as the City's Food Secrets Ambassador, who will organise a series of intimate cooking demonstrations and a major event highlighting Food Secrets and Eastside Wine & Ale Trail businesses supported by the Council.	40,000	-	40,000	-	W-
Urban Greening Program	To encourage citizens to plant trees on their property to increase green cover including canopy and increased biodiversity and habitat. The program includes: <ul style="list-style-type: none"> a tree planting incentive by providing vouchers towards the purchase of a tree; and a Native Plant Giveaway by providing a native plant pack (six seedlings/tube stock) to residents. 	14,500	-	14,500	-	-
Smart Parking Project, Webbe Street Car park	Implementation of the smart parking technology to assist in the management of time control limits for car parking spaces in the ground floor of the Webbe Street car park, Norwood	50,000	-	-	50,000	-
Community Events, Arts and Heritage						
Quadrennial Art Project	Year one (1) allocation to the Council's fifth quadrennial public art project which will be completed in July 2026.	75,000	-	-	75,000	-
Community Event	To host a 2024 Community Event	55,000	-	55,000	-	-
Point-of-Sale (POS) System Norwood Concert Hall	Purchase of a Point-of-Sale (POS) system for the Norwood Concert Hall to provide the technology required to improve the experience of people attending the venue, increase efficiency of the bar service.	14,800	-	-	14,800	-
Gather Round	To host the 2024 Gather Round	100,000	-	100,000	-	-

Project Name	Project Description	Project Expenditure \$	Grant Funding \$	Rate Revenue \$	Borrowings & Other Funding \$	Carry forward \$
Community, Health Aged & Youth Services						
Purchase of a Community Bus	Purchase of a new twelve (12) seat community bus	112,000	-	100,000	20,000	-
Young People in NPSP Action Plan	Program of events and activities continued in the Council's Youth Development Strategy. Programs for 2023-2024 include Sports Vouchers, Sports Week, Wheel Park, Youth Art and Cooking	65,000	-	65,000	-	-
2023 Community Survey	Engagement of a market research company to conduct a survey of the community. The Council commissions the survey every two years to measure Community Well-being and the level of community satisfaction with Council's Services and facilities. The data that is collected also measures the Council's progress on achieving a number of the CityPlan 2030 Targets.	30,000	-	30,000	-	-
Libraries & Community Facilities						
Annual Acquisition of Library Books	The Annual acquisition of Library stock, in order to replenish Library Service collections across the three Library sites.	203,700	110,000	86,700	7,000	-
Building Works Program	To deliver the 2023–2024 Buildings Works Program (Capital) for the upgrade of various Council owned buildings to achieve the strategies and objectives of the Council's Community Buildings Infrastructure & Asset Management Plan (2020).	373,000	-	373,000	-	-

Governance, Communications & Administration

Purchase of a new Optical Character Recognition Scanner	Purchase of an additional scanner for Corporate Records.	28,000	-	-	28,000	-
Website Development	Delivery of annual upgrades and improvements to the Council's website.	10,000	-	10,000	-	-
LG Solutions – Long Term Financial Plan	Software to build the Council's Long-Term Financial Plan.	16,250	-	-	16,250	-
Additional Resources for Regulatory Services Unit	Employment of an additional Compliance Officer, Parking, a General Compliance Officer and lease two additional vehicles to enable the Compliance Officers to effectively and efficiently carry out their duties	13,000	-	6,000	7,000	-
Condition Assessment of Civil Infrastructure Assets	Undertaking a condition audit of the Council's civil infrastructure assets in accordance with the required financial and asset management principles. The Council is required from a financial perspective, to review its infrastructure assets every four (4) years and re-assess the valuation of these assets.	75,000	-	75,000	-	-
Human Resources Information Systems	To automate and streamline end-to-end Human Resource Management including functions such as recruitment, onboarding, training and development and performance management.	35,000	-	35,000	-	-
Additional Staff Resources	To provide additional resources in areas which are not currently resourced.	363,682	-	363,682	-	-

2023–2024 Civil Whole-of-Life Infrastructure Renewal Program

Suburb	Street	From	To
College Park			
Footpath	Magdalen Street	Torrens Street	Harrow Road
Evandale			
Footpath	Janet Street	Elizabeth Street	Portrush Road
Road Re-sealing	Elizabeth Street	Janet Street	Bakewell Road
	Elizabeth Street	Bakewell Road	Llandower Avenue
Felixstow			
Footpath	Briar Road	Langman Grove	Thrower Avenue
	Briar Road	Thrower Avenue	Turner Street
	Payneham Road	Briar Road	Martin Street
	Payneham Road	Martin Street	Ashleigh Avenue
Kerb & Water Table	Briar Road	Langman Grove	Thrower Avenue
	Briar Road	Thrower Avenue	Turner Street
	Redden Court	Redden Avenue	End
	Turner Street	Briar Road	OG Road
Road Re-sealing	Briar Road	Langman Grove	Thrower Avenue
	Briar Road	Thrower Avenue	Turner Street
	Redden Court	Redden Avenue	End
	Turner Street	Briar Road	OG Road
Firle			
Footpath	Gage Street	Gwynne Street	Shelley Street
	Gage Street	Shelley Street	Ryan Avenue
	Gage Street	Ryan Avenue	Luhrs Road
	Shelley Street	Gage Street	John Street
	Shelley Street	John Street	Hampden Street
	Shelley Street	Hampden Street	Glynburn Road
Kerb & Water Table	Morris Street	Marian Road	Arnold Avenue
	Arnold Avenue	Gage Street	Hampden Street
	Gage Street	Gwynne Street	Shelley Street
	Gage Street	Shelley Street	Ryan Avenue
	Gage Street	Ryan Avenue	Luhrs Road

Suburb	Street	From	To
Firle continued			
Kerb & Water Table	May Street	Arnold Avenue	End
Road Re-sealing	Morris Street	Marian Road	Arnold Avenue
	Arnold Avenue	Gage Street	Hampden Street
	Gage Street	Gwynne Street	Shelley Street
	Gage Street	Shelley Street	Ryan Avenue
	Gage Street	Ryan Avenue	Luhrs Road
	May Street	Arnold Avenue	End
Glynde			
Kerb & Water Table	Loader Street	Scott Street	Glynburn Road
Road Re-sealing	Loader Street	Scott Street	Glynburn Road
Hackney			
Kerb & Water Table	Nuffield Lane	North Terrace	Westbury Street
Road Re-sealing	Nuffield Lane	Nuffield Lane	Osborne Street
	Nuffield Lane	North Terrace	Westbury Street
Joslin			
Footpath	Fourth Avenue	Suburb Boundary	Lambert Road
Kensington			
Footpath	Bowen Street	High Street	The Parade
Kerb & Water Table	Bowen Street	High Street	The Parade
Road Re-sealing	Bowen Street	High Street	The Parade
Marden			
Footpath	Marden Road	Kent Street	Payneham Road
Kerb & Water Table	Marden Road	Kent Street	Payneham Road
Road Re-sealing	Marden Road	Kent Street	Payneham Road
Maylands			
Kerb & Water Table	Adelaide Street	Dover Street	Clifton Street
Footpath	Augusta Street	Dover Street	Clifton Road
Road Re-sealing	Adelaide Street	Dover Street	Clifton Street
	Parsons Street	Phillis Street	Adelaide Street

Suburb	Street	From	To
Norwood			
Kerb & Water Table	Clarke Street	Kensington Road	William Street
	George Street	William Street	The Parade
	William Street	Osmond Terrace	Edward Street
	William Street	Edward Street	George Street
	William Street	George Street	Queen Street
	William Street	Queen Street	Portrush Road
	George Street	The Parade	Webbe Street
	Stacey Street	Sheppards Lane	Sydenham Road
Footpath	George Street	The Parade	Webbe Street
Road Re-sealing	William Street	George Street	Queen Street
	William Street	Roundabout	George Street
	William Street	Queen Street	Portrush Road
	William Street	Roundabout	Edward Street
	Clarke Street	Kensington Road	William Street
	George Street	William Street	The Parade
	William Street	Osmond Terrace	Edward Street
	William Street	Edward Street	George Street
	William Street	Roundabout	Queen Street
	George Street	The Parade	Webbe Street
	Stacey Street	Sheppards Lane	Sydenham Road
Payneham			
Kerb & Water Table	Ashbrook Avenue	John Street	Rosella Street
	Ashbrook Avenue	Rosella Street	Bridge Street
	Henry Street	Roundabout	Ashbrook Avenue
Road Re-sealing	Ashbrook Avenue	John Street	Rosella Street
	Ashbrook Avenue	Rosella Street	Bridge Street
	Henry Street	Roundabout	Ashbrook Avenue
Payneham South			
Footpath	Arthur Street	Luhrs Road	Second Avenue
	Arthur Street	Second Avenue	Marian Road

Suburb	Street	From	To
Payneham South continued			
Kerb & Water Table	Ashbrook Avenue	Aberdare Avenue	Devitt Avenue
	Ashbrook Avenue	Devitt Avenue	Coorara Avenue
	Hereford Avenue	Seventh Avenue	Devitt Avenue
Road Re-sealing	Ashbrook Avenue	Aberdare Avenue	Devitt Avenue
	Ashbrook Avenue	Devitt Avenue	Coorara Avenue
	Hereford Avenue	Seventh Avenue	Devitt Avenue
St Peters			
Kerb & Water Table	Ninth Avenue	River Street	Stephen Terrace
	Second Lane	St Peters Street	Stephen Terrace
	Sixth Lane	St Peters Street	Stephen Terrace
	Sixth Lane	Harrow Road	St Peters Street
Road Re-sealing	Ninth Avenue	River Street	Stephen Terrace
	Second Lane	St Peters Street	Stephen Terrace
	Sixth Lane	St Peters Street	Stephen Terrace
	Sixth Lane	Harrow Road	St Peters Street
Trinity Gardens			
Kerb & Water Table	Aberdare Avenue	Amherst Avenue	Aveland Avenue
	Albermarle Avenue	Ashbrook Avenue	Canterbury Avenue
Footpath	Aberdare Avenue	Amherst Avenue	Aveland Avenue
Road Re-sealing	Aberdare Avenue	Amherst Avenue	Aveland Avenue
	Albermarle Avenue	Ashbrook Avenue	Canterbury Avenue

2023–2024 Stormwater Drainage Whole-of-Life Infrastructure Renewal Program

Location	Nature of Works
Trinity Valley	Stormwater Capacity upgrade
Joslin	Joslin Valley Design

Appendix 2

Measures of Success

The measure of the Council's success is driven by the achievement of the objectives outlined in *CityPlan 2030*.

A series of performance indicators have been developed to monitor the Council's progress against these objectives and are reported on in our Annual Report. In addition to the *CityPlan 2030* indicators, the Council also measures its achievements through the following non-financial and financial Indicators;

Non-Financial Indicators

Program Delivery

To ensure that the Council delivers the Strategic Objectives set out in the *CityPlan 2030*, various projects and initiatives are required to be delivered. During 2022–2023, the Council approved 40 key initiatives and projects. The Council's performance against the 2022–2023 programs is detailed on the following page.

For 2023–2024, the Council has proposed 34 key initiatives and projects. Progress on these projects will be reported in the 2023–2024 Annual Report and 2024–2025 Annual Business Plan.

Financial Indicators

When evaluating activities undertaken during any given financial year, the Council considers a number of factors, one being the future financial sustainability of the Council.

A series of financial indicators have been developed by Local Government to assist in determining whether a Council is financially sustainable or moving to a position of financial sustainability.

Financial indicators which are used by the Council to measure performance and financial sustainability are:

Operating Surplus/(Deficit) Ratio

The Council's long-term sustainability is dependent upon ensuring that, on average over time, the operating expenses are less than the associated revenues.

As the major source of income for the Council is rates revenue, the Operating Surplus ratio measures operating surplus/ (deficit) as a percentage of total operating revenue. This indicator represents the percentage by which the major controllable income source varies from the day-to-day operating expenditure.

In 2023–2024, the forecast operating surplus is \$1,387,382, resulting in an Operating Surplus ratio of 2.64%.

Net Financial Liabilities Ratio

A Council's indebtedness must be managed to ensure its liabilities and associated costs are met without impinging on the financial sustainability of the Council.

Net Financial Liabilities ratio measures the extent of what is owed by the Council less any liquid assets (i.e. cash or receivables) of the Council are met by its operating revenue.

Where the ratio is increasing, it indicates a greater amount of the Council's operating revenues is required to service its financial obligations. For 2023–2024, it is anticipated the net Financial Liabilities ratio of the Council will be 75.2%.

Debt Servicing Ratio

Debt servicing ratio measures the extent Council's commitment to interest expense and loan repayments is met by general rate revenue. For 2023–2024, it is anticipated that 4.7% of the Council's General Rate revenue will be committed to service the interest and principal repayments on its borrowings.

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio measures whether the Council is renewing or replacing existing physical assets (roads, footpaths, buildings etc.) at the same rate the stock of assets is wearing out. The ratio is calculated by measuring capital expenditure on renewal or replacement of assets, relative to the planned expenditure outlined in the Council's Asset Management Plans.

In 2023–2024, the Council has planned to spend \$22 million on asset renewal compared to the Asset Management Plan spend of \$13.7 million.

The Council can accelerate or reduce asset expenditure over time to compensate for prior events, or invest in assets by spending more now so that it costs less in the future to maintain. On a three (3) year rolling average, the Asset Renewal Funding Ratio is 92%.

Non-Financial Indicators

2022–2023 Program Delivery

CityPlan 2030 Outcome	Project Description	Status
Infrastructure Management		
*	● Civil Infrastructure Capital Works Program	–
* ●	● Stormwater Drainage Program	–
*	● Plant Replacement Program	–
* ● ● ● ●	● The Parade Master Plan including George Street Upgrade	–
* ●	● River Torrens Linear Park Shared Path Upgrade: Stage 2	–
* ● ● ●	● St Peters Street Streetscape Upgrade	✓
+	● 40 kph Speed Limit Implementation – Norwood & Kent Town	✓
+ ●	● Street Lighting Renewal & Upgrade	–
+ ●	● Sydneham Road Street Lighting Upgrade	–
*	● Signalised Pedestrian Crossing – Magill Road	–
+	● Traffic Engineer	✓
+	● Evaluation of 40kph – Stepney & Maylands Magill Road	✓
Trees, Parks, Sport & Recreation		
* ● ● ● ●	● Dunstan Adventure Playground Redevelopment	–
* ● ● ● ●	● Burchell Reserve Upgrade	–
* ● ● ● ● ●	● Payneham Memorial Swimming Centre Redevelopment	–
*	● Recreation & Open Space Works Program	–
*	● Cruickshank Reserve Facility Upgrade	–
* ●	● Tree Management Policy and Strategy	–
+ ●	● Adopt a Tree Program	●
* ●	● Street Tree Planting	–
+ ● ● ● ●	● Open Space and Playground Strategy	–
Economic Development, Regulatory Services Environment & Planning		
+ ● ● ●	● Eastside Business Awards	✓
+	● Dog & Cat Management Plan Education Campaign	–
+ ● ● ●	● Greening Verges Program	✓
+ ● ● ● ●	● Raising The Bar Adelaide	✓
+ ● ● ● ●	● Sustainable Garden Awards	✓
* ● ● ● ●	● Urban Greening Program	–
* ● ● ● ● ●	● Marryatville Precinct Master Plan	–

✓ Completed – In Progress ● Not Yet Started

● Social Equity ● Cultural Vitality ● Economic Prosperity ● Environmental Sustainability

* Assets – New, Upgrades and Renewal + New Service and Program Initiatives

CityPlan 2030 Outcome	Project Description	Status
Community Events, Arts & Heritage		
*	● ● Quadrennial Public Art Project	✓
+	● ● ● Tour Down Under (community event)	✓
+	● ● Concert Series	✓
+	● ● ● Spring Fest (cancelled due to organiser)	●
+	● Heritage Protection Opportunities	✓
Libraries & Community Facilities		
*	● Works Program	—
*	● ● Annual Acquisition of Library Stock	✓
Community, Health, Aged & Youth Services		
+	● ● Access & Inclusion Strategy	—
+	● Regional Public Health & Wellbeing Plan	—
+	● ● Youth Strategy	—
Governance, Communications & Administration		
*	Electronic Document Management System Upgrade	—
*	● Website Development	✓
*	iPad Refresh for Elected Members	✓
*	Wi-Fi Refresh	—
*	iPad for Field Staff	✓
+	Local Government Elections	✓
+	Service Reviews	●
+	Land & Building Valuation	—

✓ Completed — In Progress ● Not Yet Started
 ● Social Equity ● Cultural Vitality ● Economic Prosperity ● Environmental Sustainability
 * Assets – New, Upgrades and Renewal + New Service and Program Initiatives

Financial Ratios

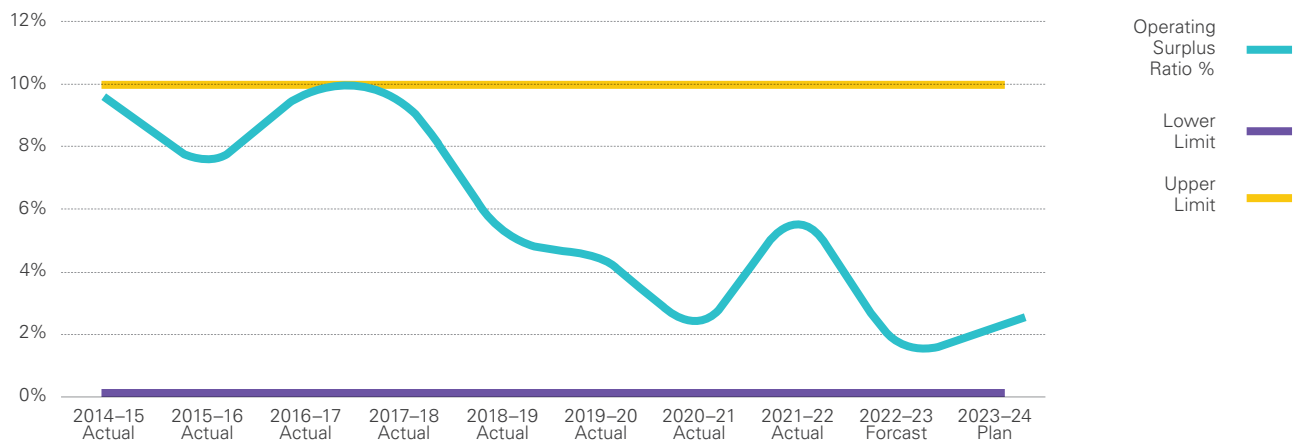
To ensure that it delivers on its financial goals, the Council has committed to achieving a number of financial outcomes.

The Council's performance against these outcomes over the last two terms of Council is detailed below.

Outcome 1: A balanced budget

The Council's services and programs, including depreciation of infrastructure and assets, are fully funded and the costs are shared equitably between current and future ratepayers.

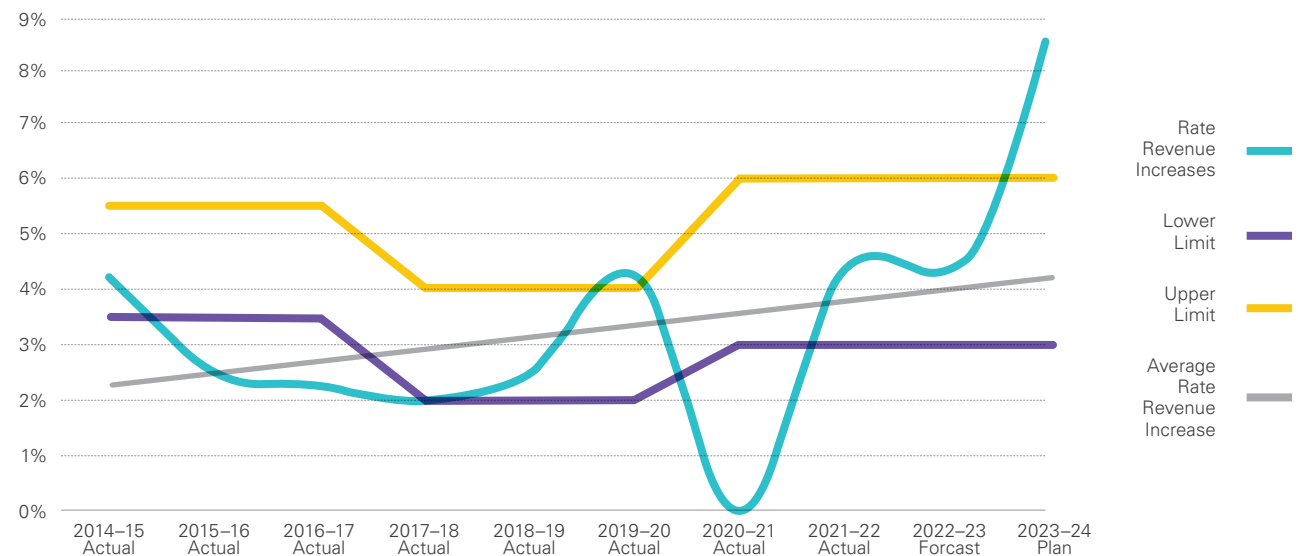
Operating Surplus Ratio %



Outcome 2: Rate Stability

Annual rate collections are fair and equitable for residents and ratepayers with the aim to keep rate revenue increases stable over the medium term.

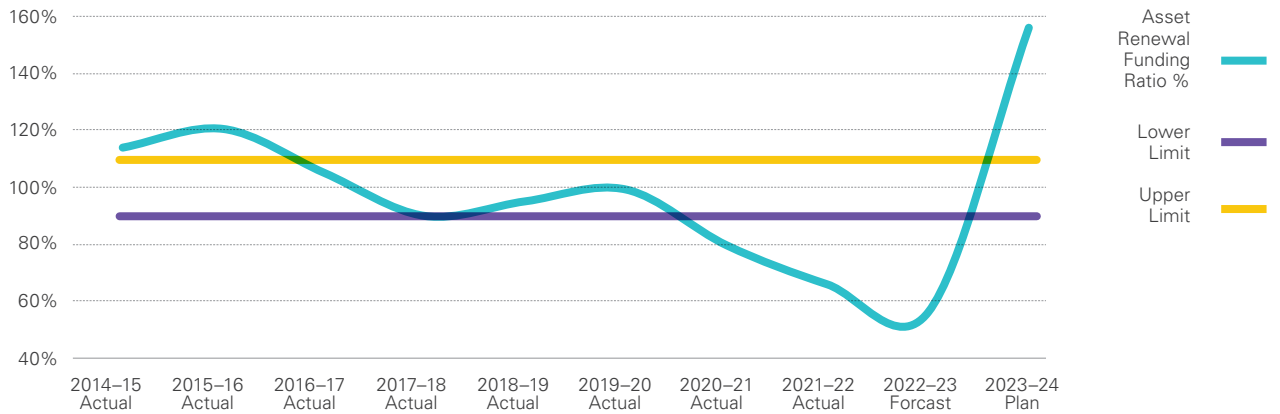
Rate Revenue Increase



Outcome 3: Infrastructure and Asset Management

Maintain infrastructure and assets in line with the Council’s Whole-of-Life Infrastructure Framework to achieve the outcomes and objectives, as set out in *CityPlan 2030*.

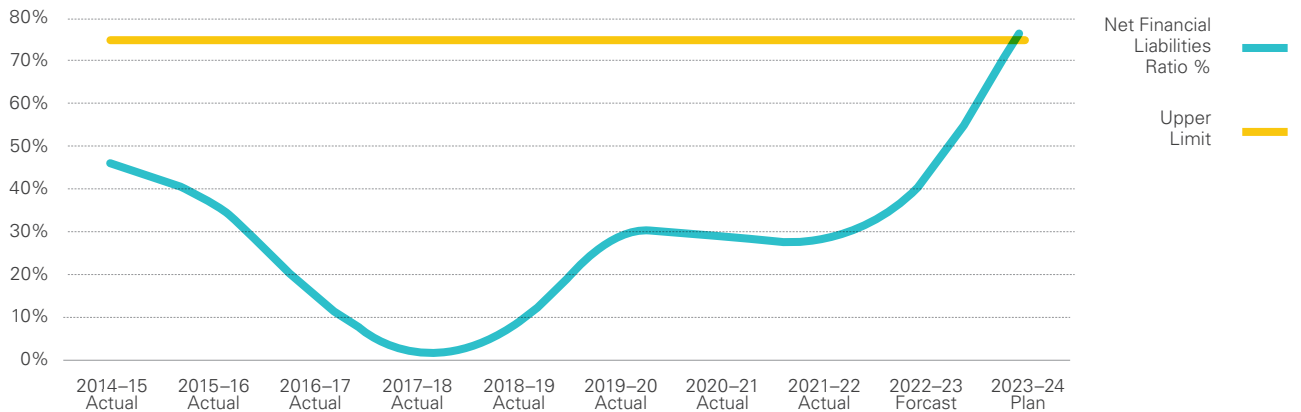
Asset Renewal Funding Ratio %



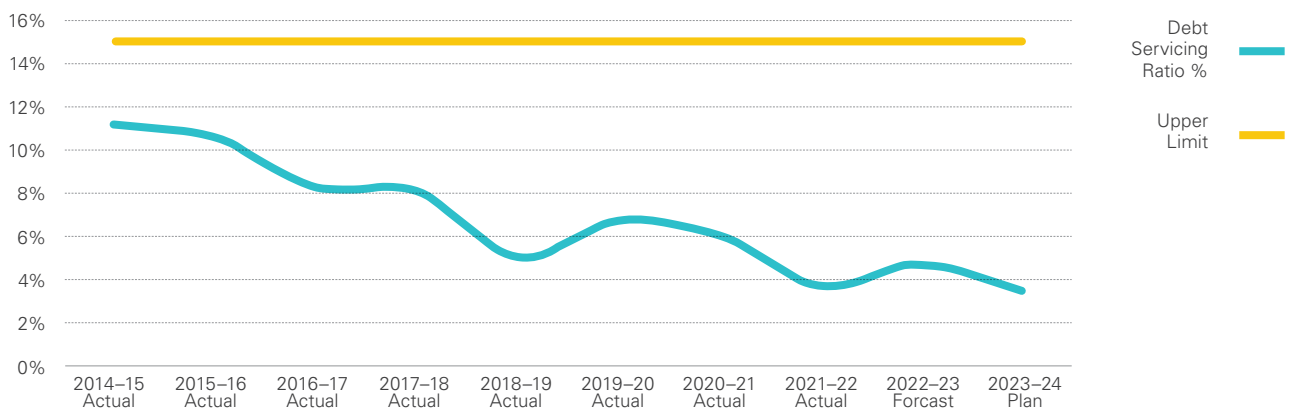
Outcome 4: Debt Management

Prudent use of debt to invest in new long term assets, to ensure intergenerational equity between current and future users.

Net Financial Liabilities Ratio %



Debt Servicing Ratio %



Appendix 3

Financial Statements

Statement of Comprehensive Income for the year ended 30 June 2024	Proposed 2023–2024	Forecast 2022–2023	Actual 2021–2022	Actual 2020–2021	Actual 2019–2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates	43,421	39,921	37,938	36,288	36,181
Statutory charges	2,100	2,007	2,003	1,751	1,595
User charges	3,837	3,738	3,561	3,506	3,408
Grants, subsidies and contributions	2,655	3,008	3,433	2,921	2,959
Investment income	120	46	24	19	88
Other income	491	498	848	771	1,146
Net loss joint ventures and associates	-	21	122	217	28
Total Income	52,624	49,238	47,930	45,473	45,406
Expenses					
Employee costs	17,789	16,083	14,126	14,448	14,050
Materials, contracts and other expenses	20,530	19,999	19,832	19,165	18,937
Finance costs	456	872	346	454	405
Depreciation, amortisation and impairment	12,462	11,159	10,766	9,968	9,503
Net loss joint ventures and associates	-	262	214	327	515
Total Expenses	51,237	48,374	45,284	44,363	43,411
Operating Surplus (Deficit)	1,387	863	2,645	1,110	1,995
Net gain (loss) on disposal or revaluation of assets	25	25	(2,371)	(1,145)	(1,529)
Amounts specifically for new or upgraded assets	9,310	3,625	2,341	3,303	1,125
Physical resources received free of charge	-	-	-	-	-
Non Operating Items - Joint Venture and Associates	-	-	-	-	-
Net Surplus (Deficit) transferred to Equity Statement	10,723	4,513	2,615	3,268	1,590
Other Comprehensive Income					
Changes in revaluation surplus - infrastructure, property, plant and equipment	7,244	33,600	34,462	12,046	3,542
Share of other comprehensive income - joint ventures and associates	-	-	(5)	5	13
Total Other Comprehensive Income	7,244	33,600	34,457	12,051	3,555
Total Comprehensive Income	17,967	38,113	37,072	15,320	5,145

Pursuant to S123 (10)(b) of the *Local Government Act 1999* and Clause 7 of the *Local Government (Financial Management) Regulations 2011*, as detailed in the Statement of Comprehensive Income, the projected Operating Income (\$52.204m) is sufficient to meet the projected Operating Expenditure (\$51.137m) for the 2023–2024 Financial Year.

Statement of Financial Position for the year ended 30 June 2024	Proposed 2023-2024	Forecast 2022-2023	Actual 2021-2022	Actual 2020-2021	Actual 2019-2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current Assets					
Cash and cash equivalents	1,988	(670)	11,393	7,071	9,177
Trade and other receivables	3,006	2,961	2,675	3,699	2,889
Total Current Assets	4,995	2,291	14,068	10,770	12,067
Non-current Assets					
Financial assets	104	104	113	104	105
Equity accounted investments in Council businesses	1,789	2,589	1,931	2,207	2,463
Infrastructure, property, plant and equipment	632,162	593,642	543,710	507,904	476,469
Other non-current assets	-	-	4,324	2,509	17,891
Total Non-current Assets	634,055	596,335	550,078	512,725	496,929
Total Assets	639,050	598,627	564,146	523,495	508,995
Liabilities					
Current Liabilities					
Trade and other payables	7,774	6,570	13,028	8,004	7,310
Borrowings	989	946	1,021	972	1,651
Short-term provisions	2,991	2,972	3,004	3,326	3,135
Total Current Liabilities	11,754	10,488	17,053	12,302	12,095
Non-current Liabilities					
Long-term borrowings	29,995	8,819	8,527	9,392	10,357
Long-term provisions	1,217	1,202	1,280	1,328	1,160
Liability – equity accounted Council businesses	1,720	1,720	904	1,164	1,397
Total Non-current Liabilities	32,932	11,741	10,712	11,884	12,913
Total Liabilities	44,686	22,229	27,764	24,186	25,008
Net Assets	594,363	576,398	536,382	499,308	483,987
Equity					
Accumulated Surplus	79,847	69,125	62,709	60,099	56,825
Asset Revaluation Reserve	514,516	507,273	473,673	439,210	427,162
Total Equity	594,363	576,398	536,382	499,308	483,987

Statement of Cash Flows for the year ended 30 June 2024	Proposed 2023–2024	Forecast 2022–2023	Actual 2021–2022	Actual 2020–2021	Actual 2019–2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Cash Flows from Operating Activities					
Receipts					
Rates - general and other	43,421	39,759	37,859	36,672	36,107
Fees and other charges	2,100	2,007	2,010	1,613	1,646
User charges	3,837	3,738	4,592	3,113	3,297
Investment receipts	120	46	24	19	88
Grants utilised for operating purposes	2,655	3,008	3,440	2,756	3,677
Other income	491	518	913	998	1,474
Payments					
Employee costs	(17,755)	(16,083)	(15,627)	(14,547)	(13,486)
Contractual services and materials	(19,328)	(25,013)	(17,515)	(18,074)	(19,030)
Finance payments	(456)	(872)	(156)	(447)	(407)
Net Cash provided by (or used in) Operating Activities	15,086	7,107	15,540	12,102	13,368
Cash Flows from Investing Activities					
Receipts					
Amounts specifically for new or upgraded assets	9,310	3,625	5,785	2,626	1,165
Sale of replaced assets	25	25	50	47	58
Repayments of loans by community groups	-	-	6	11	43
Capital Distributions from associated entities	-	-	-	-	-
Payments					
Expenditure on renewal/replacement of assets	(25,079)	(8,707)	(8,937)	(9,652)	(8,919)
Expenditure on new/upgraded assets	(18,658)	(12,889)	(6,941)	(5,508)	(13,175)
Capital contributed to associated entities	800	(281)	(170)	(81)	(81)
Net Cash provided by (or used in) Investing Activities	(33,602)	(18,227)	(10,208)	(12,556)	(20,909)
Cash Flow from Financing Activities					
Receipts					
Proceeds from Borrowings	22,165	-	-	-	6,500
Payments					
Repayments of Borrowings	(989)	(945)	(1,010)	(1,653)	(1,934)
Net Cash provided by (or used in) Financing Activities	21,176	(945)	(1,010)	(1,653)	4,566
Net Increase (Decrease) in cash held	2,660	(12,065)	4,322	(2,107)	(2,975)
Cash and cash equivalents at beginning of period	(672)	11,393	7,071	9,177	12,152
Cash and cash equivalents at end of period	1,988	(672)	11,393	7,071	9,177

Statement of Changes in Equity for the year ended 30 June 2024	Proposed 2023–2024	Forecast 2022–2023	Actual 2021-2022	Actual 2020-2021	Actual 2019-2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Accumulated Surplus					
Balance at end of previous reporting period	69,125	64,612	60,099	56,825	55,222
Net Surplus/(Deficit) for year	10,723	4,513	2,615	3,268	1,590
Other comprehensive Income	-	-	(5)	5	13
Balance at end of period	79,847	69,125	62,709	60,099	56,825
Asset Revaluation Reserve					
Balance at end of previous reporting period	507,273	473,673	439,210	427,162	423,620
Gain on revaluation of infrastructure, property, plant and equipment	7,244	33,600	34,462	12,046	3,542
Balance at end of period	514,516	507,273	473,673	439,210	427,162
Total Equity at end of reporting period	594,363	576,398	536,382	499,308	483,987

Uniform Presentation of Finances for the year ended 30 June 2024	Proposed 2023–2024	Forecast 2022–2023	Actual 2021-2022	Actual 2020-2021	Actual 2019-2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Income	52,624	49,258	47,930	45,473	45,406
<i>less</i> Expenses	(51,237)	(48,393)	(45,284)	(44,363)	(43,411)
Operating Surplus(Deficit)	1,387	865	2,645	1,110	1,995
less Net Outlays on Existing Assets					
Capital expenditure on renewal and replacement of existing assets	25,079	8,707	8,937	9,652	8,919
Depreciation, amortisation and impairment	(12,462)	(11,159)	(10,766)	(9,968)	(9,503)
Proceeds from sale of replaced assets	(25)	(25)	(50)	(47)	(58)
	12,592	(2,477)	(1,878)	(363)	(642)
less Net Outlays on New and Upgraded Assets					
Capital expenditure on new & upgraded assets	18,658	12,889	6,941	5,508	13,175
Amounts received specifically for new & upgraded Assets	(9,310)	(10,025)	(5,785)	(2,626)	(1,165)
Assets received free of charge	-	-	-	-	-
	9,348	2,864	1,156	2,882	12,010
	(20,553)	477	3,368	(1,408)	(9,373)
Net Lending/(Borrowing) for Financial Year	(27,570)	(2,525)	(1,408)	(9,373)	(9,793)

Financial Indicators for the year ended 30 June 2024	Proposed 2023–2024	Proposed 2023–2024	Forecast 2022-2023	Actual 2021-2022	Actual 2020-2021	Actual 2019-2020
	\$'000	Indicator	Indicator	Indicator	Indicator	Indicator

Operating Surplus / (Deficit) Ratio

Operating Surplus/(Deficit)	1,387,382	2.64%	1.75%	5.52%	2.44%	4.39%
Total Operating Revenue	52,623,988					

This ratio expresses the Operating Surplus as a percentage of total Operating Revenue.

Net Financial Liabilities Ratio

Net Financial Liabilities	39,589,498	75.2%	40.3%	28.3%	29.3%	28.3%
Total Operating Revenue	52,623,988					

This ratio expresses the extent of Operating Revenue required to meet all monies which are owed by the Council. Net financial liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses).

Asset Renewal Funding Ratio

Net Asset Renewals	25,078,707	157%	55%	65%	79%	99%
Infrastructure & Asset Management Plan required expenditure	16,006,842					

This ratio measures the extent which existing assets are being renewed compared to the Infrastructure & Asset Management Plan. Net asset renewals is defined as capital expenditure on the renewal and replacement of existing assets and excludes new capital expenditure on the acquisition of additional assets.

Rolling three-year average		90.6%	71.3%	83.7%	87.2%	96.1%
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Debt to Total Income Ratio

Debt Servicing	1,444,682	3.4%	4.7%	3.7%	6.0%	6.7%
Rate Revenue less NRM Levy	42,038,418					

The Debt to Rate Revenue Ratio measures the extent of rate revenue covers the loan repayments (interest and principal)

Appendix 4

Rate Revenue

Statement on Rate Revenue

	2022–2023 (as adopted)	2023–2024 (as adopted)	Change	Comment
	\$	\$	%	
Rates Revenue				
General Rates Revenue				
General Rates (existing properties)	39,410,627	42,717,135	(a)	For the 2023–2024 financial year, the Council will collect an additional \$2.2 million in general rate revenue before discretionary rebates and remissions as determined by the Council.
General Rates (new properties)	163,893	221,255	(b)	
General Rates (GROSS)	39,574,520	42,938,389	(c)	
Less Mandatory Rebates	(984,059)	(1,075,425)	(d)	
General Rates (NET)	38,590,461	41,862,964	(e)	8.5
Other Rates (inc. service charges)				
Regional Landscape Levy	1,383,353	1,523,277	(f)	The Regional Landscape Levy is a State tax, it is not retained by the Council.
Separate and Special Rates	215,000	215,000	(g)	The Council has determined to raise a Separate Rate, for the purposes of promoting and enhancing the business viability within The Parade Precinct. The rate revenue raised will only be used for this purpose.
	40,188,814	43,601,241		
Less Discretionary Rebates	-	(163,323)	(h)	
Expected Total Rates Revenue	38,805,461	43,153,390	(i)	11.2 Excluding the Regional Landscape Levy and minus Mandatory & Discretionary Rebates.

Growth in number of rateable properties

Number of rateable properties	20,183	20,287	(j)	0.52
	<i>Actual</i>	<i>Actual</i>		

'Growth' is defined in the regulations as where new properties have been created which has added rateable properties to the Council's ratepayer base. Growth can also increase the need and expenditure related to infrastructure, services and programs which support these properties and residents.

Average General Rates per rateable property after mandatory rebates

Average per rateable property	1,912	2,064	(j)	7.95
	<i>Actual</i>	<i>Actual</i>		

Councils use property valuations to calculate each rateable property's contribution to the required rate revenue total. Councils do not automatically receive more money because property values increase but this may alter how rates are apportioned (or divided) across each ratepayer (ie. some people may pay more or less rates, this is dependent on the change in value of their property relative to the overall valuation changes across the council area). The total General Rates paid by all rateable properties will equal the amount adopted in the budget.

The annual change in the rates payable by an individual ratepayer, will vary according to the change in the individual property value, the land use and whether there has been development or improvements to the property.

Statement on Rate Revenue

	Total Expected Revenue			No. of Rateable Properties		Average Per Rateable Property			
	2022–2023	2023–2024	% Change	2022–2023	2023–2024	2022–2023	2023–2024	\$ Change	
Land Use (General Rates - Net)									
Residential	31,597,213	33,350,849	5.5	17,435	17,490	1,812	1,907	(/)	95
Commercial	5,875,704	7,077,787	20.5	2,230	2,217	2,635	3,193	(/)	558
Industry	326,725	382,575	17.1	145	142	2,253	2,694	(/)	441
Primary Production	1,670	2,210	54.8	1	1	1,670	2,121	(/)	451
Vacant Land	463,076	677,181	46.1	282	344	1,642	1,969	(/)	327
Other	326,073	372,452	14.2	90	93	3,623	4,005	(/)	382
Total Land Use	38,590,461	41,862,964	8.5	20,183	20,287	1,912	2,064	(/)	152

The *Local Government Act 1999* allows the Council to apply differential rates. The Council has a differential rating system based on Land Use where by non-residential properties have a cent-in-the-dollar which is 20% higher than residential properties.

	No. of properties to which the minimum Rate will apply		Rate		
	2023–2024	% of total rateable properties	2022–2023	2023–2024	\$ Change
Minimum Rate	6,737	33.2	1,132	1,228	(m) 96

The *Local Government Act 1999* allow for Council's to apply a minimum amount which is payable by way of rates. By applying a minimum rate, the Council is ensuring that all rateable properties, irrespective of their valuation make a base level contribution to the costs of administering Councils activities and services that are available to all rate payers (eg libraries, parks and reserves) and the provision of physical infrastructure that supports each property that is available to all rate payers.

Adopted valuation method

The Council has the option of adopting one of three valuation methodologies to assess the properties in its area for rating purposes:

- Capital Value -** the value of the land and all improvements on the land;
- Site Value -** the value of the land and any improvements which predominantly affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements (Note: Site Value will cease to be an option from 1 Sept 2023); or
- Annual Value -** a valuation of the rental potential of the property.

The Council uses Capital Value as the basis for valuing land within the Council area, as it is considered that this method provides the fairest way for distributing the rates across all ratepayers.

Notes

(d) Councils are required under the *Local Government Act 1999* to provide a rebate to qualifying properties under a number of categories:

- Health Services - 100%
- Community Services - 75%
- Religious purposes - 100%
- Public Cemeteries - 100%
- Royal Zoological Society of SA - 100%
- Educational purposes - 75%

The rates which are foregone via Mandatory Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties which receive the rebate).

(e) Presented as required by the Local Government (Financial Management) Regulations 2011 Reg 6(1)(ea)
Please note: The percentage figure in (e) relates to the change in the total amount of General Rates revenue to be collected from all rateable properties, not from individual rateable properties (ie. individual rates will not necessarily change by this figure).

(f) Councils are required under the *Landscape South Australia Act 2019* to collect the levy on all rateable properties on behalf of the State Government. The levy helps to fund the operations of regional landscape boards who have responsibility for the management of the State's natural resources.

(h) A council **may** grant a rebate of rates or service charges in a number of circumstances. The rates which are foregone via Discretionary Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties who receive the rebate).

(i) Expected Total Rates Revenue excludes other charges such as penalties for late payment and legal and other costs recovered.

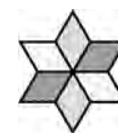
(j) 'Growth' as defined in the *Local Government (Financial Management) Regulations 2011* reg 6(2)

(l) Average per rateable property after mandatory rebates calculated as General Rates for category, including any fixed charge or minimum rate (if applicable) but excluding any separate rates, *divided* by the number of rateable properties within that category in the relevant financial year.

(m) Where two or more adjoining properties have the same owner and are occupied by the same occupier, only one minimum rate is payable by the ratepayer.

Appendix 5

Rating Policy



City of
Norwood
Payneham
& St Peters

NAME OF POLICY: Rating Policy

POLICY MANUAL: Governance

BACKGROUND

Section 123 of the *Local Government Act 1999* (The Act) requires Councils, as part of the Annual Business Plan, to have a rating policy which must be prepared and adopted each financial year in conjunction with the declaration of rates. The Council's power to raise rates and the framework within which the Council must operate is outlined in Chapter 10 of the Act.

Scope

The purpose of the Policy is to outline the Council's approach to determining and collecting rates from the community. In determining the Policy, the Council is committed to the principles that apply to the imposition of taxes on the community.

Equity: Ratepayers with the same property value should pay the same level of tax.

Benefit: Ratepayers should receive some benefit from the tax paid, but not necessarily to the extent of tax paid. Rates are not a fee-for-service.

Simplicity: The tax must be understandable and easy to collect.

Consistent: Taxes should be internally consistent, based on transparent and predictable rules.

Economic Efficiency: The tax imposed should not distort economic behaviour. For example, a tax which is designed to change behaviour, and that behaviour changes, then the tax is considered efficient.

These principles may be in conflict with each other, therefore the Council must strike a balance between the:

- application of the principles of taxation;
- policy objective of levying rates;
- need to raise revenue; and
- the effect of the tax on the community.

The Council has considered each principle when determining its Rating Policy.

POLICY

Strategic Focus

The Council must balance its service levels, the needs and expectations of the community and the levying of rates to ensure it is adequately resourced to fulfil its roles and responsibilities. In determining rates for the financial year, the Council gives primary consideration to strategic directions, budget considerations, the current economic climate and the likely impacts on the community.

The resources required to successfully achieve this outcome are documented in the Annual Business Plan and Annual Budget. The Annual Budget directly supports and reflects the delivery of the Council's Strategic Plan, *City Plan 2030*.

The Council's major source of revenue is Rates Revenue, derived as a tax on land within the Council area. Rate levels are determined after consideration of expenditure priorities in relation to the Council's Strategic Plan *City Plan 2030*, the Long-Term Financial Plan, Asset Management Plans, the Annual Business Plan, ongoing service delivery requirements and community needs.

The Council recognises the importance of supporting and encouraging a diverse and healthy commercial sector and this is reflected in its strategic plans. As a result, specific business development initiatives are being introduced to support and attempt to broaden the City's economic base. Strategic and Business Planning for various precincts are an example of the work being progressed in this area.

Rating Structure

All land within a Council area is rateable, except for land specifically exempted under Section 147(2) of the Act. This includes:

- unalienated Crown land;
- land used or held by the Crown or an instrumentality of the Crown for a public purpose (including an educational purpose), except any such land—
 - that is held or occupied by the Crown or instrumentality under a lease or licence; or
 - that constitutes domestic premises;
- land (not including domestic or residential premises) occupied by a university established by statute;
- land that is exempt from rates or taxes by virtue of the *Recreation Grounds Rates and Taxes Exemption Act 1981*;
- land occupied or held by the council, except any such land held from a council under a lease or licence;
- land occupied by a subsidiary where the land is situated in the area of the council that established the subsidiary or a constituent council (as the case may be);
- land occupied or held by an emergency services organisation under the *Fire and Emergency Services Act 2005*;
- land that is exempt from council rates under or by virtue of another Act.

Method Used to Value Land

Pursuant to Section 151 of the Act, the Council may adopt one of three valuation methodologies to value the properties. The valuation methodologies are:

- Capital Value – The value of the land and all of the improvements on the land.
- Site Value – The value of the land and any improvements which permanently affect the amenity of use of land such as drainage works, but excluding the value of buildings and other improvements.
- Annual Value – The valuation of the rental potential of the property.

The Council adopts Capital Value as the basis for valuing land within the Council area.

The Council considers the Capital Value method of valuing land, is the fairest method of distributing the rate burden across all ratepayers, on the following basis:

- property value is a good indicator of wealth. Capital Value, which closely approximates the market value of a property, provides the best indicator of overall property value;
- the equity principle of taxation requires taxpayers of similar wealth pay similar taxes, so taxpayers of greater wealth pay more tax than taxpayers of lesser wealth.;

Adoption of Valuations

The Council adopts the Capital Valuations as assessed by Land Services SA, effective at 1 July as the Capital Value of each property.

If a ratepayer is dissatisfied with the valuation made by Land Services SA, the ratepayer may object to Land Services SA in writing, within sixty (60) days of receiving the first notice of the valuation, explaining the basis for the objection provided the ratepayer has not:

- (a) previously received a notice of this valuation under the Act, in which case the objection period is sixty (60) days from the receipt of the first notice; or
- (b) previously had an objection to the valuation considered by Land Services SA.

Note: The sixty (60) day objection period may be extended by the Valuer-General where it can be shown there is reasonable cause. Contact details to lodge an objection are included on the Rates Notice sent by the Council.

The Council has no role in the assessment of objections. It is important to note that the lodgement of an objection does not alter the due date for the payment of rates. Rates must be paid in accordance with the Rate Notice unless otherwise notified by the Council.

Differential General Rates

Pursuant to Section 153 of the Act, the Council can impose a general rate on all rateable land/or a differential rate based on location of land and/or the use to which the land is put. In applying the equity and benefit principles, the Council will apply a differential rate based on the use of the land.

Definitions of land use are prescribed by regulation and are categorised as follows for rating purposes:

- Residential;
- Commercial – Shop;
- Commercial – Office;
- Commercial – Other;
- Industrial – Light;
- Industrial – Other;
- Primary Production;
- Vacant Land; and,
- Other

If a ratepayer believes a particular property has been incorrectly classified as to its land use, then an objection may be made to the Council within sixty (60) days of being notified of the land use classification. It is important to note that the lodgement of an objection does not alter the due date for the payment of rates. Rates must be paid in accordance with the Rate Notice unless otherwise notified by the Council.

For the 2023-2024 financial year, the Council has determined that the following differential rates will be applied to all of its rateable assessments:

Land Use	Differential Rate Cents-in-the-Dollar	% of Rate Revenue
Residential	0.18370	79.67%
Commercial	0.22044	16.91%
Industrial	0.22044	0.91%
Primary Production	0.22044	0.01%
Vacant Land	0.22044	1.62%
Other	0.22044	0.89%

Minimum Rate

A Council may impose a minimum rate to properties within the Council area in accordance with Section 158 of the Act.

The minimum rate is imposed so that all rateable properties make a base level contribution to the costs of:

- administering the Council's activities;
- the provision of the physical infrastructure that supports each property and is available for use by all ratepayers;
- services provided that are available for use by all ratepayers e.g. Library and Parks and Gardens.

Where two or more adjoining properties have the same owner and are occupied by the same occupier, only one minimum rate is payable by the ratepayer.

The minimum rate will increase at the same percentage increase in general rate revenue. Pursuant to Section 158(2) (d), the minimum rate will not be applied to more than 35% of properties in the Council area.

For 2023-2024, the minimum rate is set at \$1,228. The minimum rate has been applied to 6,737 assessments or 33.21% of all rateable properties within the Council area.

The Parade Separate Rate

For the purposes of promotion, enhancing business viability and profitability of the businesses and traders along The Parade, pursuant to Section 154 of the Act, the Council has previously declared The Parade Separate Rate. The revenue raised from The Parade Separate Rate may only be used for the purpose of promotion and enhancing business viability for those businesses located within The Parade Precinct.

The Council declared a differential separate rate of **TBC** cents-in-the-dollar will be levied against all properties which fall within The Parade Precinct with a land use classified as Category (b) – Commercial Shop or Category (c) – Commercial Office or Category (d) – Commercial Other or Category (e) - Industrial Light.

Pursuant to Section 166(1)(a) of the Act, the Council will grant a discretionary rebate of 50% of The Parade Separate Rate to all properties that fall within the geographical boundary described above and which have a land use of Category (c) – Commercial Office and Category (d) – Commercial Other land use classified as Professional Services.

Regional Landscape Levy

The Regional Landscape Levy is a State Government tax which the Council is required to collect under the *Landscape South Australia Act 2019*, in order to make a specified contribution to the funding of the operations of the Green Adelaide Board. Revenue collected from this levy is not retained by the Council and the Council does not determine how the revenue raised is allocated by the State Government.

The Council's contribution to the Green Adelaide Board is collected from property owners through a separate rate, the Regional Landscape Levy, based on Capital Value. The rate is fixed and calculated to raise the equivalent amount as Council's share to be contributed to the Green Adelaide Board, taking into account any rebates/remissions under Section 159-166 of the Act.

The Regional Landscape Levy is separate to the General Rates levied by the Council.

For the 2023-2024 Financial year, the Council will collect \$1.5million for the payment of the State Government Regional Landscape Levy. The Regional Landscape Levy has been set at **TBC** cents-in-the-dollar against all rateable properties.

Private Laneways Separate Rate

Within the City of Norwood Payneham & St Peters, there are a number of Private Laneways which provide pedestrian and vehicular access to residential properties and businesses, and access routes to adjoining roads and destinations. The Council recognises the difficulties that face residents and businesses that rely upon Private Laneways for access to their properties, and acknowledges that the Council is often the only authority which has the capacity to provide a solution. As such, the Council has determined to progressively assume responsibility for selected Private Laneways within the City, through implementation of the statutory process set out in Section 210 of the *Local Government Act 1999* (the Act), to convert Private Laneways to Public Roads, whereby its ownership will vest in the Council.

For the purposes of recovering the cost of converting a Private Laneway to a Public Road, the Council may declare a Separate Rate over the relevant part of the Council area amounting to a rates liability against each Adjoining Allotment to the laneway.

Pursuant to Section 154 of the Local Government Act, the Council has not declared a Separate Rate for this purpose in 2023-2024.

Payment of Rates

Council rates will be due in four (4) instalments in the months of September, December, March and June. The exact date that rates fall due are detailed on the Rates Notice. The total outstanding balance of rates may be paid in full at any time.

The Council provides various methods to enable the payment of rates. Payment methods are detailed on the Rates Notice. In addition, regular pre-payments of Council Rates are allowed of \$30 or more at any time and can be made at any Council office, via BPay, via Australia Post BillPay or by the Council website.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard arrangements should contact the Council's Rates & Revenue Officer on 8366 4554 to discuss alternative payment arrangements. Such enquiries are treated confidentially by the Council.

Late Payment of Rates

The Council has determined that penalties for late payments will be imposed in accordance with the provisions of Section 181(8) of the Act and relevant Council procedures.

Late payment fines are levied in accordance with the provisions of Section 181(8) of the Act.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard instalments and due dates can contact the Council to discuss alternative payment arrangements. Fines and interest are still levied in accordance with the Act while there is an arrears balance.

The Council will consider applications for remissions of fines in certain extenuating circumstances. A request for waiver of fines should be made in writing, setting out detailed reasons why a fine remission has been requested, or may be submitted on the Application for Remission of Rates and/or Fines Form.

When the Council receives a payment in respect of overdue rates, the Council will apply the money received as follows:

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs;
- Third – in payment of any fines imposed;
- Fourth – in payment of rates, in chronological order (starting with the oldest account first).

Recovery of Rates

The Council will issue one (1) Reminder Notice for payment of rates when rates remain unpaid by the due date. Rates, which remain in arrears for a period exceeding 30 days, will be subject to recovery action in accordance with the Council's Credit Policy.

Sale of Land for Non-payment of Rates

Section 184 of the Act provides that a Council may sell any property where the rates have been in arrears for three (3) years or more. Before a Council sells land in pursuance of this section, it must send a notice to the principal ratepayer at the address appearing in the assessment record stating:

- a) the period for which the rates have been in arrears; and
- b) the amount of the total liability for rates presently outstanding in relation to the land; and
- c) that if that amount is not paid in full within one (1) month of service of the notice (or such longer time as the Council may allow), the Council intends to sell the land for non-payment of rates.

Except in extraordinary circumstances, the Council will enforce the sale of land for arrears of rates.

Remission and Postponement of Rates

Application for remission of rates and charges or postponement of rates will be considered under the discretionary provisions of Sections 181 and 182 of the Act.

Requests must be lodged in writing or may be submitted on the Application for Remission or Postponement of Rates and/or Fines form. All requests must provide evidence of financial hardship. Monthly interest at the prescribed rate will be applied to rates postponed under the Section 182.

Such enquiries are treated confidentially by the Council.

Postponement of Rates for Seniors

Section 182A of the Act sets out the criteria that applies for a senior ratepayer to be eligible for the postponement of payment of rates.

Applications must be lodged in writing and must provide evidence of eligibility plus other evidence as required. Requests must be lodged on the Application Form for Postponement of Rates. Monthly interest at the prescribed rate will be applied to rates postponed under Section 182A.

Where an application for postponement under Section 182A is granted, a presumption of ongoing annual postponement will be assumed. If an entitlement of postponement ceases to exist, the owner of the land must inform the Council in writing of that fact.

Ratepayers requesting postponement of rates will initially be referred to the availability of reverse mortgage loans through financial institutions. Seniors granted postponement of rates are required to pay a minimum of \$500 of rates and charges levied in each financial year in compliance with the Local Government (General) Regulations.

Such enquiries are treated confidentially by the Council.

Rebate of Rates

Rebates of rates will be only granted when the applicant satisfies the requirements for Mandatory Rebates pursuant to Section 159 to Section 165 of the Act.

Applications for discretionary rebates lodged under Section 166 of the Act, will be considered under Council's Rate Rebate Policy.

Rate Capping Rebate

Pursuant to Sections 153(3) and 153(4) of the Act, the Council will grant a rebate of General Rates to the principal ratepayer of a residential assessment where there is a significant increase in the rates payable as a result of a rapid change in the property value, and where that property is their principal place of residence.

For the 2023-2024 financial year, the rebate will be automatically applied where the increase in rates payable from one financial year to the next financial year is greater than 17%.

Where this rebate is not automatically applied, ratepayers who consider they are eligible for the Rate Cap Rebate may lodge an application form, which will be assessed against the eligibility criteria. The application must be lodged by 30 June in the financial year that the rates are declared.

The rebate will not apply where:

- (a) any such increase is due in whole or in part to an increase in valuation of the land because of improvements made to it are worth more than \$30,000, or
- (b) any such increase is due in full or part to the use of the land for rating purposes on the date the Council declared its General Rates for the 2023-2024 financial year being different than the land use on the date the Council declared its General Rates for the 2022-2023 financial year, or
- (c) any such increase is in whole or part because of a change in the zoning of the land; or

(d) the ownership of the property has changed since 1 January 2022.

Disclaimer

A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that the Council has failed to properly apply this policy, it should raise the matter with the Council. In the first instance contact the Rates and Revenue Officer on 8366 4554 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied, they should write to the Chief Executive Officer.

REVIEW PROCESS

The Council will review this Policy within 12 months of the adoption date of the Policy.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Rates and Revenue Officer, telephone 8366 4554.

ADOPTION OF THE POLICY

The Rating Policy was adopted by Council on 3 July 2006.

The Rating Policy was adopted by Council on 2 July 2007.

The Rating Policy was adopted by Council on 7 July 2008.

The Rating Policy was adopted by Council on 6 July 2009.

The Rating Policy was adopted by Council on 5 July 2010.

The Rating Policy was adopted by Council on 4 July 2011.

The Rating Policy was adopted by Council on 2 July 2012.

The Rating Policy was adopted by Council on 1 July 2013.

The Rating Policy was adopted by Council on 7 July 2014.

The Rating Policy was adopted by Council on 6 July 2015.

The Rating Policy was adopted by Council on 4 July 2016.

The Rating Policy was adopted by Council on 3 July 2017.

The Rating Policy was adopted by Council on 2 July 2018.

The Rating Policy was adopted by Council on 1 July 2019.

This Policy was reviewed by the Audit Committee on 25 May 2020.

The Rating Policy was adopted by Council on 6 July 2020.

This Policy was reviewed by the Audit Committee on 24 May 2021.

The Rating Policy was adopted by Council on 5 July 2021.

This Policy was reviewed by the Audit Committee on 23 May 2022.

The Rating Policy was adopted by Council on 4 July 2022.

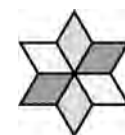
The Rating Policy was adopted by the Council

TO BE REVIEWED

May 2024

Appendix 6

Rate Rebate Policy



City of
Norwood
Payneham
& St Peters

NAME OF POLICY: Rate Rebate Policy

POLICY MANUAL: Governance

BACKGROUND

The purpose of this Policy is to assist the Council in determining applications for rate rebates and to provide guidance to the community about the grounds upon which they may be entitled to a rebate of rates in accordance with the requirements of the *Local Government Act 1999* (the Act).

In accordance with the Act, this Policy sets out the type of use of land which the Council must grant a rebate of rates and the quantum of the rebate and those types of land uses where the Council has discretion to grant a rebate of rates.

KEY PRINCIPLES

The Act provides:

- for a mandatory rebate of rates in specified cases and specifies the amount of that rebate
- that where the Council must grant a rebate of rates under the Act, and the amount of that rebate fixed by the Act is at less than 100%, the Council may increase the amount of the rebate; and
- pursuant to Section 166, for the Council to provide, at its discretion, a discretionary rebate of rates in the cases set out in that Section (see Clause 2.0 below).

POLICY

1. Mandatory Rebates

- 1.1. Pursuant to Chapter 10, Division 5 – Rebates of rates, the Council will grant a 100% rebate on the rates payable for the following specified land use:
 - a. Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976 (Section 160);
 - b. Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes (Section 162);
 - c. Land used for the purpose of a public cemetery (Section 163)
 - d. Land (other than land used as domestic premises owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated (Section 164)

- 1.2. Pursuant to Chapter 10, Division 5 – Rebates of rates, the Council will grant a 75% rebate on the rates payable for the following specified land use:
 - a. Land that is predominantly being used for service delivery or administration (or both) by a community services organisation. (Section 161).
 - To be eligible for the Community Services Rebate applied under Section 161, the Community Services Organisations must meet the definition of a “community services organisation” as defined in Section 161 (2), (3).and (4) of the Act.
 - Community Services Organisations must meet all criteria set out in the definition of a Community Services Organisation to be eligible for the rebate.
 - b. Land occupied by a government school under a lease or licence and being used for educational purposes (Section 165 (1)(a)).

- c. Land occupied by a non-government school registered under Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes (Section 165 (1) (b)).
 - d. Land being used by a University or University Collage to provide accommodation or other forms of support for students on a not-for-profit basis (Section 165 (2)).
- 1.3. Where the Council is satisfied from its own records or from other sources, that a person or body meets the necessary criteria for a Mandatory Rebate, the Council will automatically apply the eligible rebate.
 - 1.4. Where a person or body is entitled to a rebate of 75%, the Council may, pursuant to Section 159(4) of the Act grant the further rebate of up to 25%. In its determination to grant a further mandatory rebate of up to 100%, the Council will take into account those matters set out in Section 166 of the Act.
 - 1.5. Persons who or bodies which are eligible for a mandatory rebate and seek additional rebate of up to 25%, are required to submit an application to the Council and provide the Council such information as stipulated on the application form and any other information that the Council may reasonably require.
 - 1.6. Persons who or bodies which have not received an automatic rebate and believe the criteria for a mandatory rebate have been met, can submit an Application for Rate Rebate to the Council.

2. Discretionary Rebates

- 2.1. Upon application, the Council may, pursuant to Section 166 of the Act, grant a Discretionary Rebate of rates. The granting of a rebate and the amount of the rebate will be at the absolute discretion of the Council.
- 2.2. In assessing an application for a Discretionary Rebate, the Council will consider the criteria set out in Section 166 of the Act.
- 2.3. Persons who or bodies which seek a discretionary rebate are required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require to assess the application.

3. Application for Rebates

- 3.1. The Council will inform the community of the provisions for Rate Rebates under the *Local Government Act 1999*, by the inclusion of suitable details on the Annual and Quarterly Rates Notice and within the Council's Rating Policy which is available on the Council's website. www.npsp.sa.gov.au
- 3.2. Persons or bodies who seek a rebate of rates (and/or service charges) must make a written application to the Council in the manner and form determined by the Council and supplying such information as the Council may reasonably require to assess the eligibility for a rebate.
- 3.3. Application forms are available on the Council's website www.npsp.sa.gov.au or may be obtained from the Council's Principal Office located at 175 The Parade, Norwood.
- 3.4. In considering applications for rebates, the Council will take into account the matters set out in Chapter 10 Division 5 – Rebate of Rates of the Act.
- 3.5. The Council may also take into account other matters which are considered relevant by the Council including, but not limited to, the following –
 - the outstanding rates balance at the time of the application;
 - the need for financial assistance through a rebate;
 - the appropriateness of the extent of the rebate (percentage and dollar amount) being sought;
 - the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
 - whether, and if so to what extent, the applicant is or will be providing a service within the City of Norwood, Payneham & St Peters;
 - whether the applicant is a public sector body, a not-for-profit body, a commercial body or community service organisation;
 - whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;

- consideration of the full financial consequences of the rebate for the Council;
- the timeliness the application is received;
- any other matters, and policies of the Council, which the Council considers relevant.

The Council has delegated its power, pursuant to Section 44 of the Act to determine applications and to grant a discretionary rebate of rates to the Chief Executive Officer.

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies. Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

The Council will, in writing, advise an applicant for a rebate of its determination of that application.

<https://www.legislation.sa.gov.au/LZ/C/A/LOCAL%20GOVERNMENT%20ACT%201999.aspx>

REVIEW PROCESS

This Policy will be reviewed within 24 months of the adoption date of the Policy, subject to any amendments to the relevant sections of the *Local Government Act 1999*.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Rates & Revenue Officer, telephone 8366 4554.

ADOPTION OF THE POLICY

The Rate Rebate Policy was endorsed by the Audit Committee on 28 July 2014.
The Rate Rebate Policy was adopted by the Council on 4 August 2014.
The Rate Rebate Policy was endorsed by the Audit Committee on 26 July 2016.
The Rate Rebate Policy was adopted by the Council on 1 August 2016.
The Rate Rebate Policy was endorsed by the Audit Committee on 23 July 2018.
The Rate Rebate Policy was adopted by the Council on 6 August 2018.
The Rate Rebate Policy was endorsed by the Audit Committee on 27 July 2020.
The Rate Rebate Policy was adopted by the Council on 3 August 2020.
The Rate Rebate Policy was endorsed by the Audit Committee on 25 July 2022.
The Rate Rebate Policy was adopted by the Council on 1 August 2022.

TO BE REVIEWED

July 2024

Council Facilities

The Council's Principal Office is located at:

Norwood Town Hall
175 The Parade, Norwood

Additional sites of operation include:

Council Works Depot
Davis Road, Glynde

Norwood Library
110 The Parade, Norwood

St Peters Library
101 Payneham Road, St Peters

Cultural Heritage Centre
101 Payneham Road, St Peters

**Payneham Library & Community
Facilities Complex (Tirkandi)**
2 Turner Street, Felixstow

Payneham Community Centre
374 Payneham Road, Payneham

Norwood Swimming Centre
Phillips Street, Kensington

The Council also operates two unique entities:

St Peters Child Care Centre
42–44 Henry Street, Stepney

Norwood Concert Hall
175 The Parade, Norwood



The 2023–2024 Annual Business Plan can be viewed
online at www.npsp.sa.gov.au

Further information

For more information about the City of Norwood Payneham & St Peter's 2023–2024 Annual Business Plan and Budget, please contact the General Manager, Governance & Civic Affairs on 8366 4555 or email townhall@npsp.sa.gov.au

For further information, visit www.npsp.sa.gov.au

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au
Socials  /cityofnpsp  @cityofnpsp



City of
**Norwood
Payneham
& St Peters**

Attachment B

Draft 2023-2024 Annual Business Plan Consideration of Public Submissions

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters



KENSINGTON RESIDENTS ASSOCIATION
INCORPORATED

Ph: 8331 9654

Email: contact@kra.org.au

Website: www.kra.org.au

Serving the community since 1977

The Chief Executive,
 City of Norwood, Payneham & St Peters,
 Town Hall,
 175, The Parade,
 Norwood, 5067.

The Secretary,
 Kensington Residents' Association Inc.,
 Mr A Dyson,
 42, Regent Street,
 Kensington, 5068.
 9th June 2023.

Re: Business Plan 2023-24

Dear Sir,

Our association appreciates the opportunity to make a submission regarding the 2023-24 Business Plan.

Like many concerned citizens across our country and indeed across the world, our membership is concerned about loss of biodiversity and the ever-increasing impacts of climate change.

Since 2010, Kensington Residents' Association has planted over 6000 locally indigenous plants in Borthwick Park and some hundreds in Pioneer Park. This successful partnership with Council, working as Council volunteers, is restoring an urban ecosystem and creating a cool natural space. We have won many awards, grants and plaudits for this work and we greatly appreciate Council's ongoing support.

While this project brings great credit to Norwood, Payneham & St Peters there is so much more we can do. We refer specifically to City Plan 2030 and to the Objectives under Environmental Sustainability; in particular (p40):

Objective 4.3 Thriving and healthy habitats for native flora and fauna. &

Objective 4.4 Mitigating and adapting to the impacts of climate change.

These objectives aim to implement city-wide initiatives to enhance habitat quality for native species as well as reducing our ecological footprint and mitigating against climate change. While these joint initiatives in Kensington are laudable, much more can and must be done if the City Plan's Objectives are to be more than aspirational.

NP&SP Biodiversity Strategy

We refer to the NP&SP Biodiversity Strategy of 2006-16 which assesses the conservation value of many sites within the City and calls for action such as:

- conservation of remnant native vegetation
- control of weeds and introduced animals
- revegetation with native species
- creation of wildlife corridors
- creation of buffer zones
- destruction of feral bees, creation of tree hollows and establishment of nesting boxes.

The strategy proposes some very specific actions. For example (page 35):

'The parks, reserves and watercourses were surveyed to identify sites which possess remnant vegetation, threatened species and other areas of biological significance and potential for conservation. The Biodiversity Action Plan provides management strategies for Council staff and contractors as well as guidance for the establishment of further community partnerships to help conserve and manage significant areas within the City.

Biodiversity Action Plans have been developed for the following parks, reserves and watercourses:

1. *Adey Reserve*
2. *Borthwick Park*
3. *Drage Reserve and Felixstow Reserve*
4. *Dunstone Grove and Linde Reserve*
5. *Harrow Road Reserve*
6. *May Street Reserve*
7. *Payneham Library and Community Facility, Payneham Swimming Centre and part of Patterson Reserve*
8. *Richards Park*
9. *River Torrens Linear Park & St Peters River Park (including the Billabong)*
10. *Scott Street/Almond Avenue Reserve*
11. *Open watercourses (First and Third Creeks)'*

Without a specialist biodiversity officer or staff with biodiversity skills we are unable to ascertain how this strategy and action plans have been implemented. There is a clear imperative then, not just to update this document for today's City but to act on its recommendations. Our Association is keen to know when will this happen and when its recommendations will be actioned.

City of Norwood, Payneham & St Peters Resolution; Linear Park

In response to the need for more action to protect and restore biodiversity, this motion was passed at the Council Meeting of 6th December, 2021.

Cr Moore moved:

That staff prepare a report on options for restoring original native vegetation in under-storey plantings in selected/strategic locations in the section of Linear Park under our council's control.

Seconded by Cr Mex

Amendment:

Cr Callisto moved:

- 1 *That staff prepare a report on options for restoring original native vegetation in under-storey plantings in selected/strategic locations in the section of Linear Park under our council's control.*
- 2 *That the report also includes details on how Objective 4.3 "thriving and healthy habitats for native flora and fauna" in CityPlan 2030 is being delivered, including*

staff expertise and other resources that are being applied to achieve this objective.

Seconded by Cr Patterson.

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

Upcoming Biodiversity Act in South Australia

The State Government is currently scoping a new Biodiversity Act which will prioritise the protection and recovery of our biodiversity for the long term. Importantly, this will be the state's first dedicated legislation.

Biodiversity expertise in our Council will be crucial in preparing for the requirements of this new legislation.

Local Government Association and Biodiversity

The current Local Government Association Policy Manual, under 4.4 *Managing the Risks of Climate Change* states the following: Source: <https://www.lga.sa.gov.au/about/overview-of-the-lga/corporate-documents/lga-policy-manual/environment-and-natural-resources/4.4-managing-the-risks-of-climate-change>

1. *Local government acknowledges that human-induced climate change is occurring and that urgent, ambitious, and immediate action is required at all levels of government to address the climate crisis by reducing emissions, and adapting to the impacts that are now unavoidable.*
2. *The LGA recognises the climate crisis, declares a climate and biodiversity emergency and supports the State Government's ambition to achieve a 50% reduction in emissions by 2030 and net zero emissions by 2050.*
3. *The LGA supports its member councils to take the meaningful and immediate actions required, and calls for strong leadership and coordination at all levels of government for ongoing, effective and adequately funded Commonwealth and State Government climate change policies and programs.*

The Role of an Officer for Biodiversity and Climate Change

Our association strongly recommends the appointment of a NP&SP Officer for Biodiversity and Climate Change to work at a senior level to help address these pressing concerns and achieve the environmental strategies in City Plan 2030 Objective 4 in terms of combatting climate change, biodiversity and conservation and land management.

This position would provide input into planning and strategic decision-making as well as guiding practices in council reserves, and importantly Torrens Linear Park, to protect existing native vegetation and to enhance habitat quality as called for under Strategy 4.3.1 of the City Plan. We draw your attention to the Green Adelaide Scoping Study to return platypus to the River Torrens and moves to make Adelaide a National Park City in connection with this work.

A quick google search has revealed that Biodiversity Officers already work at the Cities of Campbelltown, Tea Tree Gully, Onkaparinga, Port Adelaide Enfield, Playford, Burnside, Holdfast Bay, and Marion. No doubt there are others.

As indicated in the City Plan 2030, the need for a cooler, greener city is a priority. Stronger and measurable environmental outcomes need to be implemented across the city. As Council's commitment to the St Peters Billabong Project and the Borthwick Park Biodiversity Project has

already shown, improving biodiversity improves the city's liveability, through a better connection between people and nature.

Conclusion

Our Association urges Council to invest in biodiversity expertise in its staff so that reports can be prepared and acted upon. With warming of the climate bearing down upon us, we suggest that the time is overdue for Council to seize the initiative and show leadership in the areas of biodiversity and climate change.

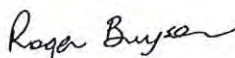
We urge Council to allocate sufficient funding in the 2023-2024 Budget to enable both the appointment of an Officer for Biodiversity and Climate Change and a review and update of the Biodiversity Strategy 2006-16 as a matter of urgency.

We also call for the preparation of the report specified in the motion passed at the Council Meeting of 6th December 2021 regarding Linear Park. This should be incorporated into the updated Biodiversity Strategy.


We would appreciate the opportunity for one of our members to address Council at the budget public meeting.

We look forward to your response.

Yours faithfully,



Roger Bryson
President (0478 614 131)



Andrew Dyson
Secretary (8331 9654)

cc The Mayor
Ward Councillors
Friends of the Billabong
Norwood Residents' Association
St Peters Residents Association
Kent Town Residents Association.



ST PETERS RESIDENTS ASSOCIATION INC.

E-mail : info@stpeters.asn.au

ABN 86 794 177 385

Representing the Residents of St Peters, College Park, Hackney, Stepney, Maylands, Evandale & Joslin.

Mr Mario Barone,
Chief Executive Officer
City of Norwood Payneham & St Peters
175 The Parade
Norwood SA 5067

Re: ANNUAL BUSINESS PLAN & BUDGET 2023-2024

Dear Mr Barone,

The St Peters Residents Association (SPRA) would like to thank the City of Norwood Payneham & St Peters for the opportunity to comment on the 2023-2024 Annual Business Plan & Budget. We also appreciated the opportunity to be able to speak to the Plan and ask questions on Wednesday evening. This submission is intended to supplement those verbal comments.

Payneham Memorial Swimming Centre Redevelopment.

The Association has serious concerns regarding the cost of the redevelopment of the Payneham Swimming Centre, and the financial risk that this puts upon the Council's long-term financial viability.

The Budget is based upon a project cost of \$24m, however, as pointed out in the Staff Report presented to Council's Audit and Risk Committee at its 15th May meeting, the current estimated project cost is now approximately \$32.6m, and that tenders could be up to \$35m. It would have seemed prudent to have made provision in the budget for these higher costs rather than using the old figure.

It should be noted that the Prudential Report presented to the Audit & Risk Committee used the \$32.6m figure and factored in an interest rate of 5.8%.

We fail to understand why these figures were not used in the preparation of the budget.

SPRA urges Elected Members to read the agenda for the 15th May 2023 Audit & Risk Committee meeting (https://www.npsp.sa.gov.au/files/14019_audit), and in particular the UHY Haines Norton Prudential Report on the project.

The Project Risk Assessment (page D28) shows that final tendered price is "Almost Certain" to be over budget (\$24m) and that the Impact Level is "Major" resulting in the Inherent Financial Risk being "Extreme 4". We would argue however that this Impact Level should be "Catastrophic" given that the metric is "Over \$1million" (p D26) , resulting in the Inherent Financial Risk being "Extreme 1".

Council requested a State Government grant of \$10m for the project but received only \$5.6m. Further, the delay in project commencement means the Council is in breach of the Grant Deed. An extension was requested in September 2022 (Att E Report to 15th May 2023 Audit & Risk Committee), but we assume a response has not been received.

Council must reassess the viability of this project and the long-term risk it involves.

Long Term Financial Plan 2021 – 2031

The Budget is based upon Council's Long Term Financial Plan 2021-2031 (LTFP) https://www.npsp.sa.gov.au/files/12264_long_term_financial_plan.pdf?v=637 and the revisions of 7 November 2022.

The LTFP was based on the following assumptions (LTFP pp23-25)

- CPI increases of 2%.
- Rate increase 2.6% plus additional 1.5% for capital works - total 4.1%
- Wage increases 2.0%pa.
- Construction costs increase 2.3%pa.
- Interest on new borrowings 2.4 – 2.75%
- Depreciation 1% to 3% depending on the class of the asset.

The Pool Prudential Report notes the following (pp D13-D14): -

The Business Case includes a Profit and Loss and Cash Flow projection for the period ending 30 June 2031. The Business Case was prepared in January 2021 and included a number of assumptions. The following assumptions are affected by the changed economic situation as detailed below:

- *Business Case inflation at 2.0%. The (Local Government Price Index) for Sept 2022 was 6.7%, and the CPI for Adelaide for Sept 2022 was 8.4%. Inflation is expected to be higher than 2% for the next few years.*
- *Business Case borrowing rate at 2.5%. Current Cash Advance Debenture rates with LGFA is 5.80% (2nd May 2023). As well as increased interest rates, increased capital costs will result in higher finance costs than forecast.*
- *That grant funding is received of 50% or \$10m of the estimated project costs. Actual Grant funding confirmed is \$5.6m.*
- *Depreciation is based on the capital expenditure of \$24m. The final capital costs will only be known once tenders are received. There is a significant trend in cost escalation at the moment brought about by a shortage of contractors and materials that will impact the final cost. Higher capital costs will increase depreciation costs.*
- *We note that the Employee expense line does not increase by inflation from 2029 to 2031*

All these assumptions need revision in the current financial climate.

The escalation in construction costs look like being well above headline CPI with supply and labour availability issues being compounded by increased union militancy, at least for major projects. Project costs will almost certainly be well above the projections as the LTFP is based on 2020/2021 data. Thus, if projects proceed at the pace in the plan, borrowings & depreciation can be expected to be much higher than indicated in the LTFP, and interest on those borrowings compounded by much higher interest rates on the increased borrowings.

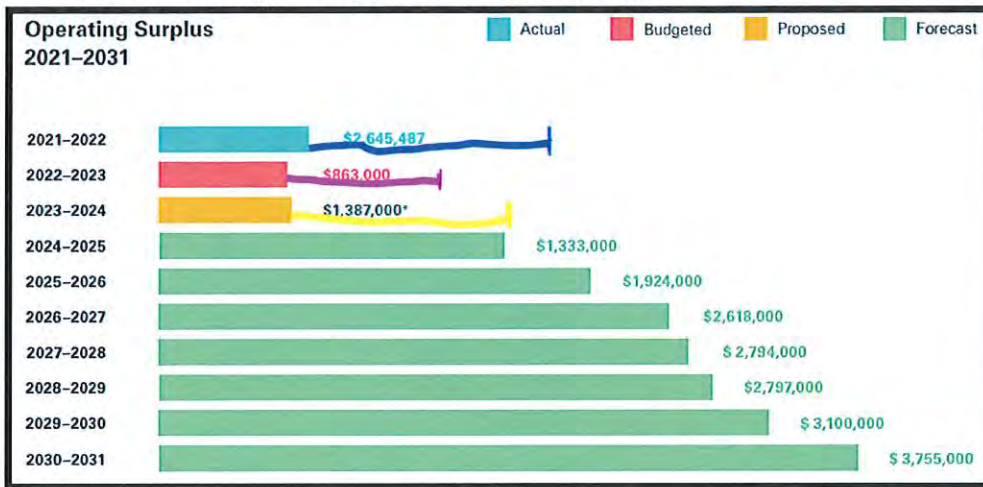
As well as the Swimming Centre, the Council has other major capital works ahead including The Parade & George Street Streetscapes (LTFP \$30m).

While these challenges may be manageable, an urgent update to the LTFP would appear necessary as a matter of some urgency.

Operating Surplus

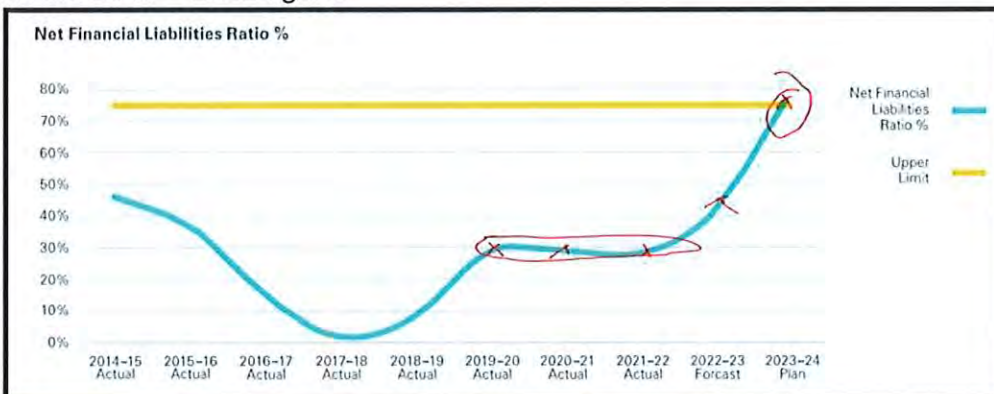
There appear to be serious challenges ahead. The Operating Surplus appears to have resulted largely from grants being received ahead of actual capital expenditure and in delays to project timelines.

The Graph 2 on Page 48 appears to be incorrect.



Net Financial Liability Ratio

The Association is concerned that the Net Financial Liability Ratio (NFLR) has increased considerably in this budget. For the period 2019 to 2022 the NFLR was about 30%. This increased to 40% in 2022-23 and in this budget, it is 75%. This represents a 150% increase on the 2019 – 2022 figure.



What is more alarming however is the figure proposed fails to take into account the NFLR figures that are used in the LTFP (Rev 7 May 2022) nor in the Payneham Pool Prudential Report. Both show the future borrowing needs for the pool and other capital works.



Rates

For St Peters, Joslin, College Park, Maylands and Evandale residents it is probable that Residential Rates will rise more than the city average as a result of recent sales history in these areas. The rate increases could be towards, or even reach, the rate cap of 17%.

The mix between Residential and Business Rates is a complex issue, and we fear that the very steep increase in Business Rates may exacerbate the cost challenges facing some local businesses to the point that they are forced to relocate or close, to the detriment of residents who rely on those services.

Raising the Bar. Page 53

SPRA acknowledges that while the Raising the Bar events do form a worthwhile part in the City’s popular culture, we question why there needs to be a \$38,000 Council contribution. It appears that the figure is a subsidy or inducement to commercial operators to host events.

- The expenditure raises several questions, including: -
- Does Council pay to hire rooms from the venues?
 - Are speakers paid?
 - Do attendees pay an entry fee?

These operators should be paying Council for the privilege of hosting the events, as they attract extra patrons who then spend money for food and drink.

Food Secrets Ambassador Events. Page 53

The budget proposes expenditure of \$40,000 to appoint "a highly acclaimed celebrity/influencer as the City's Food Secrets Ambassador, - - "

Surely rate revenue could be better spent in ways other than to a "celebrity / influencer". Have lessons not been learned from recent Tourism SA Sam Smith debacle?

St Peters Child Care Centre Page 41

The St Peters Child Care Centre has a projected loss of \$101k. The Centre competes against other privately owned facilities in the council area and should be expected to operate profitably in its own right, or at least break even. Parents using the Centre come from all over the metropolitan area, and are not restricted to NPSP residents, and as such they should not be subsidised by the community.

SPRA suggests that the Centre could be leased to a private operator, thereby ensuring future income for this Council-owned asset. It should however not be sold off considering its location adjacent to Linde Reserve, and Commonwealth funding constraints on the Centre's establishment in the 1970s.

Purchase of Trailer Mounted Speed Radar and Data Collection Device Page 50

While the Business Plan fails to explain how this is to be used, we hope that it has revenue raising potential, and that it will assist in traffic and 'rat-running' issues.

Additional Resources for Regulatory Services Unit Page 55

The budget puts a cost of \$13,000 against this item. This amount will not cover the costs for the stated "Employment of an additional Compliance Officer, Parking, a General Compliance Officer and lease two additional vehicles". We assume that this amount is incorrect and should be \$130,000, which has been reflected in the overall figures.

The St Peters Residents Association trusts that these comments will be considered in the finalisation of the 2023-2024 budget.

Yours faithfully,



David Cree
President

Julie Adair-Cullen

From: [REDACTED]
Sent: Tuesday, 27 June 2023 10:22 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#5]

Draft Annual Business Plan 2023–2024

#5

DATE CREATED – PUBLIC
15 Jun 2023 at 1:24
1:24:27 PM UTC+09:30

Name * John Legg

Postal address * [REDACTED]

Suburb * Kensington

Contact number * [REDACTED]

Email * [REDACTED]

- I am a (select all that apply): *
- Resident (I live in the City of Norwood Payneham & St Peters)
 - Property owner (I pay rates in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? * Yes

I support the submission of the Kensington Residents Association to invest in explicit expertise in the areas of Biodiversity and Climate Change mitigation. Nonetheless, I am submitting this proposal as a concerned private individual.

Please provide your comments:

I realise that giving these areas priority represents a major shift in the business-as-usual that councils have traditionally undertaken, however with Adelaide having the highest level of heat related mortality in Australia, the time for business-as-usual is drawing to a close.

This expertise may be spread over different positions within Council, the duties being closely related to each other.

In the area of Biodiversity the position would be involved in such areas as:

- Preparation of a new Biodiversity Strategy for the City and overseeing its recommendations.
- Increasing revegetation City-wide on both public and private land
- Conservation of remnant vegetation in reserves and waterways
- Tree policy
- Water-smart solutions
- Planning issues for open space
- Building modifications for vertical and roof-top gardens
- Urban heat mapping
- Cat containment measures

In combatting the effects of climate change the position would be involved in adaptation options as have already been identified by Resilient East. Examples include:

- Preparation and implementation of climate ready guidelines for public realm, green infrastructure and urban design.
- Improving community resilience in response to climate change
- Improvement of stormwater management to maximise amenity and water re-use
- Increasing community education and awareness regarding climate hazards.
- Increasing the area of open space
- Preventing development in hazard prone areas
- Facilitate change in business practices
- Involvement in planning decision-making City wide
- Facilitating improved standards for building insulation
- Acting on the various measures recommended by expert panels, Australia Institute, CSIRO etc

Do you agree with the proposed average
General Rate increase? *

Yes

Please provide your comments:

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment
- The Parade Masterplan, including George Street Upgrade
- River Torrens Linear Park Shared Path Enhancement Project (Stage 2)
- Dunstan Adventure Playground Upgrade

Please provide your comments:

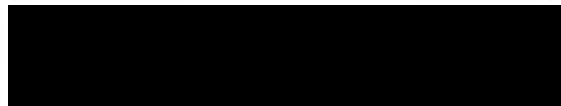
Do you support the Council's proposed key initiatives for 2023–2024? (refer to pages 16–19) * Yes

Please provide your comments:

Please provide your comments:

Would you like us to email you about future engagement opportunities? • Yes

IP ADDRESS: 220.253.64.135



Julie Adair-Cullen

From: [Redacted]
Sent: Tuesday, 27 June 2023 10:19 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#8]

Draft Annual Business Plan 2023–2024

#8

DATE CREATED – PUBLIC
16 Jun 2023 at 4:59
4:59:55 PM UTC+09:30

Name * Jane Godsmark

Postal address * [Redacted]

Suburb * Kensington

Contact number * [Redacted]

Email * [Redacted]

- I am a (select all that apply): *
- Resident (I live in the City of Norwood Payneham & St Peters)
 - Property owner (I pay rates in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? * Yes



I'm concerned about loss of biodiversity and the ever-increasing impacts of climate change. Since 2010 Kensington volunteers have planted over 6000 locally indigenous plants in Borthwick Park and some hundreds in Pioneer Park. This successful partnership with Council is restoring an urban ecosystem and creating a cool natural space.

Please provide your comments:

While this project brings great credit to Norwood, Payneham & St Peters there is so much more we can do as a City. Your City Plan 2030 aims to implement city-wide initiatives to enhance habitat quality for native species as well as reducing our ecological footprint and mitigating against climate change. Council needs to ACT NOW if the City Plan's Objectives are to be more than aspirational.

Please appoint a NP&SP Officer for Biodiversity and Climate Change to work at a senior level to help address these pressing concerns and achieve the environmental strategies in City Plan 2030 Objective 4 in terms of combatting climate change, biodiversity and conservation and land management.

This position would provide input into planning and strategic decision-making as well as guiding practices in council reserves, and importantly Torrens Linear Park, to protect existing native vegetation and to enhance habitat quality as called for under Strategy 4.3.1 of the City Plan. Biodiversity Officers already work at the Cities of Campbelltown, Tea Tree Gully, Onkaparinga, Port Adelaide Enfield, Playford, Burnside, Holdfast Bay, and Marion. Let's not fall behind our neighbours on this important issue.

Do you agree with the proposed average General Rate increase? *

No

Please provide your comments:

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment
- The Parade Masterplan, including George Street Upgrade

Please provide your comments:

Do you support the Council's proposed key initiatives for 2023–2024? (refer to pages 16–19) *

Yes

Please provide your comments:

Please provide your comments:

Would you like us to email you about future engagement opportunities?

- Yes

IP ADDRESS: 1.124.111.46



Julie Adair-Cullen

From: Wufoo <no-reply@wufoo.com>
Sent: Tuesday, 27 June 2023 10:19 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#6]

Draft Annual Business Plan 2023–2024

#6

DATE CREATED – PUBLIC
15 Jun 2023 at 2:06
2:06:02 PM UTC+09:30

Name * Peter Holmes

Postal address * 

Suburb * JOSLIN

Contact number * 

Email * 

I am a (select all that apply): *

- Resident (I live in the City of Norwood Payneham & St Peters)
- Property owner (I pay rates in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? * Yes

Please provide your comments: How much of the Pool redevelopment cost is included in the LTFP forecast FY24, FY25 –

New CAPEX of only \$9m in FY24 – where is rest of Pool cost ?

Do you agree with the proposed average General Rate increase? * Yes

Rate increases must at least keep pace with CPI – however, the cost of delivering Council services is not necessarily linked to the CPI measure.

Please provide your comments: Rate increases ought to have regard to the prior year Operating Surplus where that surplus (excl Grant Income timing) exceeds a minimum, eg say \$0.500m

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment
- Trinity Valley Stormwater Project
- The Parade Masterplan, including George Street Upgrade
- Cruickshank Reserve Facility Upgrade
- River Torrens Linear Park Shared Path Enhancement Project (Stage 2)
- Dunstan Adventure Playground Upgrade
- Burchell Reserve

see below re pool

Please provide your comments:

Has Council considered prioritising – what is the staggered cost of all of these project across FY24 onwards

Do you support the Council's proposed key initiatives for 2023–2024? (refer to pages 16–19) *

Yes

With qualifications regarding the Payneham Pool.

The Business Case, costings and assessment of the project has occurred over many years – it is possibly out of date, and in the context of what is about to be happen to the North Adelaide pool. Does this redevelopment detract from patronage and forecasts?

The Business Case assumed govt funding of 50% of construction – this is now limited to \$5.6m or less than 20% of expected cost

Please provide your comments:

The original approved budget cost was \$24m, but current estimates now put it at \$30m and in an environment of escalating construction costs > CPI. At what point would Council say the cost is prohibitive? and the cost benefit analysis compared to refurbishment says do not proceed? what is the catchment area/patronage that overlaps the North Adel pool?

What contingency \$'s are included in the \$30m. It would also suggest the LTFP would need to be updated

This project is likely to be a significant resource/skill requirement of Council staff.

Can Council outline the budget control and project risk management process to ensure cost control and delivery.

Will any contract be a fixed price contract?

Please provide your comments:

What assessment is council making concerning contractor financial viability as part of the tender?

What is the current carrying book value of the pool that will need to be written off –noting that the pool shell had an expected further useful life of 20yrs?

Who are the members are on the Project Steering Group?

Is the 'two pool' strategy still relevant/appropriate ?

Would you like us to email you about future engagement opportunities?

- Yes

IP ADDRESS: 163.116.202.21

Julie Adair-Cullen

From: Wufoo <no-reply@wufoo.com>
Sent: Tuesday, 27 June 2023 10:19 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#2]

Draft Annual Business Plan 2023–2024

#2

DATE CREATED – PUBLIC
26 May 2023 at 9:34
9:34:19 AM UTC +09:30

Name * Liam Connolly

Postal address * 

Suburb * Firle

Contact number * 

Email * 

I am a (select all that apply): *

- Resident (I live in the City of Norwood Payneham & St Peters)
- Property owner (I pay rates in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? * Yes

(1)

I completely welcome the change to speed limits within the Firle/Payneham areas. Given the overwhelming support for management options within the traffic study however, the budgeted amount should be adjusted to enable greater change in a more timely manner.

Please provide your comments:

Traffic management along Gage Rd, in particular all the intersections between Stapleton and Lurs Rd, should be of the highest priority as there is a real chance of persons being struck by vehicle/s.

A reduction of speed limit will go a long way, but won't address those who already choose to speed through the area. This requires a wholesale change in design philosophy.

Do you agree with the proposed average General Rate increase? *

No

2

Please provide your comments:

The area i live has seen little in the way of council improvements over the last few years, particularly in the way of infrastructure and area beautification.

Looking around my neighbourhood and given the council is looking to be in surplus i can't genuinely support the increase.

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment
- Trinity Valley Stormwater Project
- Dunstan Adventure Playground Upgrade

3

Please provide your comments:

Swimming Pool redevelopment – Is this really necessary?

Trinity Valley Stormwater Project – Great, glad the state govt could see the value here. I still can't get flood insurance though!

Dunstan Playground – re-modelled, again...?

Do you support the Council's proposed key initiatives for 2023–2024? (refer to pages 16–19) *

Yes

4

Please provide your comments:

The council needs to increase budgeting more for road and urban street scaping improvements in the trinity ward area. The volume of urban growth here is just cramming more cars on to roads with little thought for either commuting, parking or pedestrian safety.

5

Please provide your comments:

The high traffic speeds and volume of vehicle movements are detracting from the liveability of the area.

Would you like us to email you about future engagement opportunities?

IP ADDRESS: 193.114.114.22

Julie Adair-Cullen

From: Wufoo <no-reply@wufoo.com>
Sent: Tuesday, 27 June 2023 10:21 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#4]

Draft Annual Business Plan 2023–2024

#4

DATE CREATED - PUBLIC
15 Jun 2023 at 7:44
7:44:52 AM UTC+09:30

Name *

Postal address *

Suburb *

Contact number *

Email *

I am a (select all that apply): *

- Resident (I live in the City of Norwood Payneham & St Peters)
- Property owner (I pay rates in the City of Norwood Payneham & St Peters)
- Business owner (I own a business in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? *

– There is a significant lack of capital investment spend focused on traffic calming and residential street amenity. Compared to comparable Council areas, NPSP is underspending on managing traffic – this issue is impacting our daily lives – This issue is degrading our safety and amenity.

Please provide your comments:

– Specific examples include: First Avenue and Second Avenue in St Peters, Joslin & Royston Park. These two avenues suffer daily vehicle "rat-running" (through traffic that is using the residential street as an arterial route) impacting resident's safety, amenity and our well-being. Our rates and Council borrowings are being mis-allocated in a

time of cost of living pressures, to fund unnecessary and frivolous infrastructure such as "water slides" as one example.

- Council's level of borrowings, in the current rising interest rate environment, to fund unnecessary infrastructure, such as water park slides.

QUESTIONS:

1) What is the final tendered construction price for the proposed Payneham swimming complex?

2) What is the capital cost component related to the water slides? Why are Council rate-payers funding such capital items?

3) At the current interest rate, What is the life of loan interest cost, to service the borrowings for the Payneham Swimming Complex?

Do you agree with the proposed average General Rate increase? *

No

Please provide your comments:

No. Council management also need to look at cost cutting and operating efficiencies.

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment

See questions in the previous section (repeated here):

1) What is the final tendered construction price for the proposed Payneham swimming complex?

Please provide your comments:

2) What is the capital cost component related to the water slides? Why are Council rate-payers funding such capital items?

3) At the current interest rate, What is the life of loan interest cost, to service the borrowings for the Payneham Swimming Complex?

Do you support the Council's proposed key initiatives for 2023-2024? (refer to pages 16-19) *

No

Please provide your comments:

Council and Council management need to focus more on our residential street amenity and traffic calming – First & Second Avenue, St Peters particularly.

Key points:

Please provide your comments:

- A greater focus and capital allocation to street amenity, traffic calming and improving our street appeal would be welcomed.

- Our rates and borrows, being spent on frivolous infrastructure, such as water slides as just one example, considering the current cost of living pressures, shows a lack of capital discipline.
- The Council CEO needs to show he can manage the step up in capital spend and capital allocation.

Would you like us to email you about future engagement opportunities?

- Yes

IP ADDRESS: 45.248.143.22

Julie Adair-Cullen

From: Wufoo <no-reply@wufoo.com>
Sent: Tuesday, 27 June 2023 10:19 AM
To: Julie Adair-Cullen
Subject: Draft Annual Business Plan 2023-2024 [#7]

Draft Annual Business Plan 2023–2024

#7

DATE CREATED – PUBLIC

16 Jun 2023 at 9:39

9:39:49 AM UTC | 09:30

Name * Yolande Tregenza

Postal address * 

Suburb * Norwood

Contact number * 

Email * 

I am a (select all that apply): *

- Resident (I live in the City of Norwood Payneham & St Peters)
- Property owner (I pay rates in the City of Norwood Payneham & St Peters)

Other

Have you read the Council's Draft Annual Business Plan and Budget for 2023–2024? * Yes

The Annual Plan generally talks to the Councils commitment to a cohesive, beautification agenda for our suburbs.

We are in a unique position in Norwood, where our significant heritage value has an opportunity to link creatively and respectfully and seamlessly to an artistic and modern future state.

Please provide your comments:

Looking to examples in other countries, Italy, Scotland, Amsterdam, France, where respect for history and culture is central to any development, small and large scale, it is confounding (truly dusraceful actually) how inundated Norwood is looking like we are beholden to cookie cutter, cheap infill developers that through short

term interest and personal gain, are very very quickly changing the face of Norwood .. forever.

I'd like this Annual Plan, and the Council to stand on the Parade and consider the risks of more cheap looking, 1990s esk structures.

I'd like the Council plan to demonstrate the Mayor's and his Councils commitment to creating a truly vibrant community that shows visually in everything it signs off on, and to consider if we're really going to turn this significant and unique area into a Mawson Lakes.

The cheap looking, bland generic cookie cutter entrance to the new Coles is as astounding as its building standing behind it, where bland cheap small windows against bland cheap looking beige panels rise above our soon to be lost significant streetscape.

This Annual Plan does not build confidence in the Councils commitment to building Norwood as a 'destination', a destination worthy of the rates we pay and the costs associated with living here, injecting what we can back into our local community. I'd like the Annual Plan to show the Mayor and the Councils commitment to ensure Norwood is not just another suburban mall without the benefit of a Westfield roof.

Where truly is our arts culture? Our heritage? Pre colonial, post colonial? It's not going to be simply adding more ugly metal sculptures that fall neatly under a budget line item. Be brave. Be different. Create a precinct that celebrates life, and doesn't incline residents to wonder who's personally benefitting from the developed led change we have seen explode in our precinct. My rates may as well go to Mawson lakes if I don't experience anything different when I walk down the street.

The plan. The Plan can show the councils passion amd commitment to community. And it should.

Do you agree with the proposed average General Rate increase? *

No

Please provide your comments:

This relates to the feedback. Why increase when I'm getting Mawson Lakes.

Are you aware of the following major projects that are being delivered by the Council? *

- Payneham Memorial Swimming Centre Redevelopment
- River Torrens Linear Park Shared Path Enhancement Project (Stage 2)
- Dunstan Adventure Playground Upgrade
- Burchell Reserve

Please provide your comments:

Do you support the Council's proposed key initiatives for 2023–2024? (refer to pages 16–19) *

Yes

Please provide your comments:

As above.

Please provide your comments:

As above.

Be cautious council. Don't assume you are creating the right legacy.

Would you like us to email you about future engagement opportunities?

IP ADDRESS: 1.124.27.199

Simonne Whitlock

From: [REDACTED]
Sent: Tuesday, 13 June 2023 11:11 PM
To: Townhall
Subject: Annual Business Plan and Budget 2024

The NPSP Council have done a lot of good things, however I really wonder if there has been sufficient consultation with the community regarding its priorities.

1. From my perspective (and I am not alone) I would like to see greater investment in open space - that is more open space particularly in the Norwood area where development is becoming more intense with high rise and block shrinkage. There is a need to counteract that with greater attention to the natural environment with more open space (that might mean buying built on land and repurposing as open space. Rates/developer contributions could be used for this purpose. Furthermore the streetscapes could be better by more trees corridors for shade and encouragement of bird life.

2. Secondly, and importantly, I really question the priorities that enable so much resources to be spent on the Payneham Memorial Pool development. The ABP provides \$24m, but what has not been properly disclosed is that the revised estimates increased the cost to \$32.6m, a 35% increase! The Prudential Report presented in May 2023 raises all sorts of concerns. It places a huge burden on the community because of the high debt levels it creates and will need to be serviced in an environment of rising interest rates and a volatile economic environment. It will effectively seriously constrain the capacity of council to do the many other things the community would like or it means significantly higher rates.

I believe the pool while a nice to have is a distortion of the community priorities. How many people will benefit really. I do hope that Council will press the pause button on this project and seriously rethink it.

Regards
Peter Fairlie-Jones BEc, PG Dip Acc.
Norwood

Section 3 – Governance & General Reports

11.3 EASTERN HEALTH AUTHORITY – REVIEW OF CHARTER

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA69175
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the proposed amendments to the Eastern Health Authority (EHA) Charter and to seek the Council's position on the proposed amendments, to assist in finalising the review of the Charter.

BACKGROUND

The Eastern Health Authority (EHA) is a Regional Subsidiary established pursuant to Section 43 of the *Local Government Act 1999*, for the purpose of providing environmental health services to the Constituent Councils. This Council, together with the Cities of Burnside, Campbelltown and Prospect and the Town of Walkerville are members of EHA (ie the Constituent Councils).

Pursuant to Clause 19 of Schedule 2 of the *Local Government Act 1999*, a Regional Subsidiary is required to have a Charter which is prepared by the Subsidiary's Constituent Councils. The Charter is required to be reviewed every four (4) years. The last review of the Eastern Health Authority Charter was finalised in May 2016. A review of the current Charter commenced in June 2020.

An initial review of the current EHA Charter was undertaken by the Authority's Administration, including seeking advice in relation to what aspects of the Charter need to be amended from a legal and best practice perspective. The proposed changes were considered by the EHA Board, at meetings held on 2 December 2020 and 25 February 2021.

At its meeting held on 25 February 2021, the EHA Board was advised that at its meeting held in December 2020, that the EHA Audit Committee, had requested that the EHA Board give consideration to whether the Chair of the EHA Board should be an Independent Member. The EHA Board considered this recommendation from the EHA Audit Committee, however the EHA Board was of the view that the current arrangements, where the Chair is selected from the Constituent Council Board representatives was suitable, taking into consideration the size and structure of EHA and the regulatory nature of the services provided by EHA. The EHA Board therefore resolved, that the draft revised Charter and amended "Summary of Charter Amendments" document be provided to Constituent Councils for consideration and comments.

On 11 March 2021, the Authority's Chief Executive Officer sought feedback from the Constituent Councils regarding the proposed changes to the Charter and invited Constituent Councils to provide any additional comments or suggestions in relation to the review of the Charter that they would like considered.

At that time (between April and June 2021), the majority of the proposed changes were unanimously endorsed by all Constituent Councils. There were however a number of clauses where Constituent Councils had differing or opposing views. These included the following:

- 1.7 *Area of Activity;*
- 2.1 *Board of Management – Functions;*
- 2.2 *Membership of the Board;*
- 2.5 *Chair of the Board;*
- 3.3 *Telephone and video conferencing; and*
- 8.1 c) *Business Plan.*

On 7 July 2022, EHA forwarded a letter to the Constituent Councils providing an update on the review of the Charter, a revised Summary of Amendments and requesting a meeting of the Constituent Council Chief Executive Officers in order to progress and finalise the review of the Charter.

On 15 August 2022, a meeting was held at the offices of EHA with the Chief Executive Officers of the Constituent Councils to consider the various clauses of the Charter which remain unresolved.

On 26 May 2023, EHA forwarded the final draft Charter to the Council for consideration and endorsement.

A copy of the final draft Charter is contained within **Attachment A**.

A 'marked up' copy of the Charter which highlights the proposed changes, is contained in **Attachment B**.

Amendments to the EHA Charter can only be made by unanimous resolution of the Constituent Councils and it is therefore necessary for the Council to consider and endorse any proposed amendments to the Charter.

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

The requirement for the Charter has been undertaken in accordance with the provisions of the *Local Government Act 1999*.

CONSULTATION

- **Elected Members**
Cr Sue Whittington and Cr Kester Moorhouse are the Council's appointees on the Authority's Board of Management and are aware of the various stages of the Charter review process.
- **Community**
Not Applicable.
- **Staff**
Not Applicable.
- **Other Agencies**
Not Applicable.

DISCUSSION

A summary of the proposed amendments to the Charter is set out below.

Clause 1.7 - Area of Activity

The suggested change enables the Authority to undertake an activity outside of the Local Government Areas of the Constituent Councils, subject to obtaining unanimous endorsement from the EHA Board Members and the concurrence of the Chief Executive Officers of the Constituent Councils. Currently, unanimous approval is required to be obtained from the EHA Board and the Constituent Councils, rather than the Constituent Council Chief Executive Officers. The lengthy timeframes associated with obtaining endorsement from the five (5) EHA Constituent Councils could result in the Authority missing out on an opportunity to undertake an 'extra' activity that could benefit the Constituent Councils. For example, if a Council (other than an EHA Constituent Council) calls for Expressions of Interest to provide vaccination services to local businesses within their Local Government Area, the Authority's Chief Executive might be interested in tendering for EHA to provide the service on the basis that it aligns with EHA's core functions and could provide the Authority with additional revenue that in turn could offset some of the annual financial contributions that Constituent Councils make to EHA.

However, the current need to obtain unanimous endorsement from the EHA Board Members and all of the Constituent Councils, could take a significant amount of time to obtain and this could comprise the Authority's ability to submit a tender within the required timeframe.

Clause 1.8 - Common Seal

Clause 1.8 of the EHA Charter relates to the use of the Common Seal to authenticate corporate documents. It is proposed to delete Clause 1.8 (b) and (c) as they replicate existing requirements stipulated in the *Local Government Act 1999* in relation to the circumstances in which a common seal should be used and who should affix the common seal.

Clause 2.1 - Board of Management - Functions

Clause 2.1 of the EHA Charter prescribes the functions of the EHA Board of Management. It is proposed to amend the wording to have language that reflects the *Local Government Act 1999* more closely, to amend subclause (f) to remove the reference to the Board assisting with the development of the Regional Public Health Plan and to add subclause (g) to acknowledge Board participation in development of the Annual Business Plan.

The amendment to subclause (f) is proposed on the basis that the Regional Public Health Plan is considered to be a plan of the Constituent Councils that is adopted by each of the Constituent Councils rather than EHA. The elements of the Regional Public Health Plan that are directly relevant to EHA are reflected in EHA's Annual Business Plan, which is endorsed by the EHA Board.

The rationale for the suggested changes to Clause 2.1 is based on legal advice obtained by EHA's Administration.

Clauses 2.2 - Membership of the Board and 2.5 - Chair of the Board

During the original consultation phase of the draft Charter, the Town of Walkerville suggested reducing the number of Board Members from two (2) per Constituent Council to one (1) per Constituent Council, with an Independent Chairperson.

The EHA Audit Committee supported the proposal that the Chairperson should be an Independent Member. The EHA Audit Committee's rationale was that:

- the appointment of an Independent Chairperson reflects best practice and good governance;
- an Independent Chairperson is primarily free of Conflicts of Interest (Risk Management);
- is able to act as a conciliatory element when and if elements of the Board differ; and
- the Independent Chairperson is best placed to manage other Board Members' Conflicts of Interest.

The EHA Board considered the feedback from the Audit Committee and were of the collective opinion, that the current arrangements, where the chair is selected from the Constituent Council Board Members was suitable, considering the size and structure of EHA and the business transacted at Board meetings.

However, the draft Charter has been amended to reflect the appointment of an Independent Chairperson and one (1) Member and one (1) Deputy Board Member from each of the Constituent Councils.

This structure is similar to the arrangements for the East Waste, ERA Water and Highbury Landfill Authority Boards.

Under the current Charter, Board Members do not receive remuneration or a sitting fee for attendance at meetings.

However, as with the Boards of other Council Regional Subsidiaries, it would be appropriate for the Independent Chairperson of the EHA Board to receive a sitting fee for each meeting attended.

EHA have advised that the Independent Chairperson would also be appointed as an ex-officio member of all EHA committees and therefore, the Independent Chair would be required to attend five Board of Management meetings and any Special Board Meetings (usually one (1) per year), and three (3) Audit Committee meetings and Chief Executive Officer Performance Review Committee meetings each calendar year. EHA have therefore advised that the sitting fee would apply for each Committee meeting attended by the Independent Chairperson.

In event the appointment of an Independent Chairperson is supported by the Constituent Councils, EHA will be required to include funding as part of their Annual Business Plan and Budget.

EHA have advised that an Agreement for Remuneration will be required to determine how this additional cost is distributed between the Constituent Councils, ie if the cost is considered an operating cost and included in the Recurrent Budget, the calculation would be on the basis of the EHA contribution formula (currently Burnside 27%, Campbelltown 24.8%, NPSP 32%, Prospect 11.8%, Walkerville 4.5%). The other alternative is to split the cost evenly between the Constituent Councils.

Notwithstanding this, the Charter could specify that the Independent Chairperson is only entitled to receive a Sitting Fee for attendance at meetings of the EHA Board, given the ex-officio appointment to EHA Committees as set out above.

The current sitting fee for the Chair of the East Waste Board is \$24,000 per year. The Chair of the ERA Water Board receives \$12,252 per year. The Chair of the Highbury Landfill Authority Board does not receive a sitting fee.

As Elected Members will recall, the Council, as was the case for the other Constituent Councils, was required to consider and appoint new Board Members to the EHA Board following the conclusion of the 2022 Local Government Election.

At that time, the Council appointed Crs Whittington and Moorhouse to the EHA Board for a two (2) year term.

Taking into account the proposed changes to the membership arrangements as set out in the draft Charter and the current membership arrangements, from a practical perspective it is recommended that the Council support the proposed membership arrangements on the basis of a transitional period.

This means that the new arrangements, whilst set out in the Charter, would be implemented at a time determined in the future which would allow the current Board Members to see out their current terms.

The transition period could conclude at the conclusion of the term of the current Board Members or at an alternative date (ie at the next Local Government Election).

A new Clause would therefore be required to be included within Clauses 2.2 and 2.5 of the Charter to reflect the transition period.

The new Clauses would be set out as follows:

- The provisions of clauses 2.2 a) (a) and (b) of the Charter dealing with the amended composition of the EHA Board, will take effect at the 2026 Local Government Election; and
- The provisions of clauses 2.5 of the Charter dealing with the Independent Chairperson of the EHA Board, will take effect at the 2026 Local Government Election.

In addition, the draft Charter makes provision to deal with the resignation of the Chair and those occasions when the Chair is unable to attend a meeting of the Board.

In both circumstances, the Deputy Chair will act until either a new Chair is elected (in the event the Chair resigns) or the Chair resumes their duties.

Clause 2.4 - Board Policies and Codes

The draft Charter amends Clause 2.4 to remove references to the EHA Board being consulted or involved in the development of policies and codes. It is the Board's responsibility to provide their input by discussing, debating and ultimately adopting or not adopting policies and codes when they are presented to the Board for endorsement.

Clause 2.4 has also been updated to reflect that EHA has developed its own Code of Conduct for Board Members.

Clause 3.2 - Special Meetings

Clause 3.2 of the draft Charter now allows for a four (4) hour notice period to convene a Special Meeting of the EHA Board, rather than the current requirement of one (1) hour notice.

Clause 3.3 - Telephone or Video Conferencing

Clause 3.3 of the EHA Charter sets out the circumstances in which Special Meetings of the EHA Board can occur by telephone or video conference. It is proposed to delete the descriptive parts of this Clause and include them in a meeting procedure document to be adopted by the EHA Board.

Clauses 3.6 & 3.8 - Quorum and Voting

Clauses 3.6 and 3.8 of the draft EHA Charter clarify that a quorum is required for business to be transacted and that Board Members attending meetings by electronic means must vote on a question arising from a decision at the meeting.

Clause 3.9 - Circular Resolutions

Clause 3.9 of the draft Charter has been simplified by including the requirements for circular resolutions (resolutions passed without the need for a Board meeting) in a procedure document that is to be adopted by the ERA Board.

Clause 4.4 - Acting Chief Executive Officer

Clause 4.4, clarifies that the Chief Executive Officer of EHA may appoint a suitable person to act as Chief Executive Officer and remove the ability for the Board to revoke the appointment.

Clause 9.2 - Withdrawal of a Member

Clause 9 sets out the process associated with the withdrawal of a Member Council. Clause 9.2 a) of the draft Charter increases the minimum notice period required to be provided by a Council when withdrawing from EHA from 12 months to 24 months. This notice period has been extended to protect the remaining Constituent Councils.

Clause 9.2(e) and (f) have been included in the draft Charter to provide some clarity in relation to equity considerations relating to the withdrawal of a Member Council. The new clauses require a withdrawing Member Council to reimburse EHA for any direct operating costs relating to the withdrawal. The clause also now clarifies that a withdrawing Member Council is not automatically entitled to any retained equity.

Clause 12.6 – Civil Liability Protection for Subsidiary Employees

Clause 12.6 has been included in the draft Charter to provide EHA employees with the same protection afforded to Local Government employees under the *Local Government Act 1999*.

Schedule 1 – Funding Contribution Calculation Formula

Schedule 1, which determines how Constituent Council contributions are calculated now shows the revised formula which was endorsed by this Council and all other Constituent Councils in 2021.

Additional Amendments

Some minor changes are also proposed to the following Clauses set out below, however none of these amendments change intent and effect of the Clauses.

- Clause 4.3 - Functions of the Chief Executive Officer;
- Clause 5 – Staff of EHA;
- Clause 6 – Regional Public Health Plan;
- Clause 7 – Insurance & Superannuation Requirements;
- Clause 8 – Business Plan; and
- Clause 12.3 – Alteration & Review of Charter.

Additional Considerations

Whilst some sections of the *Local Government Act 1999* (the Act), apply to Regional Subsidiaries, Councils need to specify those other sections of the Act which they determine should apply to Subsidiaries.

This is reflected in the inclusion of the new Clause 12.6 as set out above, where the Constituent Councils, through the adoption of the Charter, will determine that Section 121 - *Protection from Personal Liability* of the Act will apply to EHA employees.

In terms of employees, there are a number of provisions within the Act that apply to Council staff that are, in terms of best practise governance, intended to provide transparency and accountability in respect to the integrity of staff employed as public officers.

It is therefore proposed that the Council recommends to the EHA Board that the provisions of the Act in respect to Section 105 *Register of remuneration, salaries and benefits* and Section 119A – *Register of gifts and benefits* should apply to EHA.

Schedule 5 of the Act requires both Registers to be published on the Council's website. This provision therefore would also apply to EHA and EHA will be required to publish these Registers on EHA's website.

The Eastern Health Authority is a Regional Subsidiary which has been established by the Constituent Councils in accordance with Section 43 of Act to provide public and environmental health services for the Constituent Councils. As the entity has been established in accordance with the Act it is reasonable that certain provisions of the Act apply to its employees consistent with the provisions that apply to Council staff.

On this basis it is recommended that the following clauses be included within Clause 4.3 of the Charter:

- the provisions of Section 105 of the *Local Government Act 1999*, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Salaries containing the information prescribed in Section 105 in relation to each position held by an employee of the Eastern Health Authority; and

- the provisions of Section 119A of the *Local Government Act 1999*, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Gifts and Benefits containing the information prescribed in Section 119A in relation to each position held by an employee of the Eastern Health Authority.

Next Steps

As set out above, it is a requirement of the EHA Charter, that any amendments to the Charter are unanimously agreed to by all Constituent Councils. If there are any elements of the draft Charter that are not unanimously agreed, it will be necessary to convene additional meeting(s) with appropriate Constituent Council representatives in an attempt to gain an agreed position on all elements of the revised Charter.

To date, the Cities of Burnside and Prospect and the Town of Walkerville, have considered the draft Charter. The Campbelltown City Council has not yet considered the draft Charter.

The City of Prospect have endorsed the draft EHA Charter as presented to the Constituent Councils and as contained within Attachment A.

The City of Burnside and the Town of Walkerville have not supported the proposed amendments to Clause 2.2 Membership of the Board and Clause 2.5 Chairperson of the Board.

OPTIONS

The Council can either resolve to approve or reject the proposed changes to the EHA Charter.

If the Council resolves to approve the proposed changes to the EHA Charter and the recommended new Clauses as set out above, it is important to note that any amendments to the Charter can only be made by the unanimous resolution of the Constituent Councils and therefore the City of Burnside and the Town of Walkerville's concerns and objections to the proposed changes to Clauses 2.2 and 2.5, will prevent the changes from being implemented and this in turn will delay the finalisation of the Charter review process (however the review does not mean that the Charter has to be amended).

Notwithstanding the above, this Council is the only Council to suggest transition provisions to these proposed new arrangements and therefore these provisions could alleviate any concerns held by these Councils in respect to the proposed amendments which in turn could result in these Councils endorsing Clauses 2.2 and 2.5.

In this context, it is suggested that the Council has three (3) options available.

Option 1

If the Council is inclined to endorse the draft EHA Charter with the new clauses regarding transition provisions and the provisions of Sections 105, 119A and Schedule 5 of the Act, the Council should advise the Authority's Chief Executive Officer of its position and request that these new matters be presented to all Constituent Councils for consideration and resolution of the final EHA Charter.

In terms of best practise governance this is the recommended option.

Option 2

The Council can endorse the draft EHA Charter as contained within Attachment A without the recommended new Clauses.

This option is not recommended on the basis that following endorsement of the draft Charter, the Charter will not be reviewed for a further four (4) years and therefore the current review process provides an opportunity to ensure any new Clauses which reflect good governance practises can be incorporated at this stage into the EHA Charter.

Option 3

The Council can determine not to endorse the draft EHA Charter.

CONCLUSION

The requirement for the EHA Charter to be reviewed is a legislative requirement in accordance with the *Local Government Act 1999*.

The proposed changes provide clarity around a number of matters that will enhance the Authority's ability to carry out its responsibilities and activities and the governance arrangements with respect to Board meetings and the role of Board Members and the Authority's Chief Executive Officer.

COMMENTS

Nil.

RECOMMENDATION

That the Council advise the Eastern Health Authority Inc. Board of Management, that:

1. The Council endorses the proposed changes to the EHA Charter, as contained in Attachment A to this report, subject to the inclusion of the additional new Clauses regarding the following matters in accordance with the *Local Government Act 1999*:
 - the provisions of clauses 2.2 a) (a) and (b) of the Charter dealing with the amended composition of the EHA Board, will take effect at the 2026 Local Government Election; and
 - the provisions of clauses 2.5 of the Charter dealing with the Independent Chairperson of the EHA Board, will take effect at the 2026 Local Government Election; and
 - the provisions of Section 105 of the *Local Government Act 1999*, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Salaries containing the information prescribed in Section 105 in relation to each position held by an employee of the Eastern Health Authority; and
 - the provisions of Section 119A of the *Local Government Act 1999*, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Gifts and Benefits containing the information prescribed in Section 119A in relation to each position held by an employee of the Eastern Health Authority.
2. That the Authority's Chief Executive Officer write to the Constituent Councils advising of the City of Norwood Payneham & St Peters' position regarding the draft EHA Charter and new Clauses regarding transition provisions and Sections 105, 119A and Schedule 5 of the *Local Government Act 1999*, and in particular requesting that the City of Burnside and the Town of Walkerville re-consider their positions regarding their objections to the proposed changes to Clauses 2.2 and 2.5 of the draft Charter on the basis of the transition provisions endorsed by the City of Norwood Payneham & St Peters.

Attachments – Item 11.3

Attachment A

Eastern Health Authority - Review of Charter

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**



Charter 2023



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1. EASTERN HEALTH AUTHORITY

1.1. Regional subsidiary

Eastern Health Authority (EHA) is a regional subsidiary established under section 43 of the Act.

1.2. Constituent Councils

The Constituent Councils of EHA are:

- a) City of Norwood Payneham & St Peters;
- b) City of Burnside;
- c) Campbelltown City Council;
- d) City of Prospect; and
- e) The Corporation of the Town of Walkerville,

(Constituent Councils).

1.3. Preamble

The field of Environmental health continues to increase in complexity and diversity, making it difficult for small to medium size councils to attract and retain staff who are experienced and fully skilled across the legislative demands placed on Local Government.

EHA's size, structure and sole focus on environmental health puts it in an ideal position to provide high quality, specialist services to the community on behalf of its Constituent Councils. This in turn ensures Constituent Councils are meeting their broad environmental health legislative responsibilities.

1.4. Purpose

EHA is established by the Constituent Councils for the purpose of providing public and environmental health services primarily to and within the areas of the Constituent Councils.

1.5. Functions

For, or in connection with its purpose, EHA may undertake the following functions:

- a) take action to preserve, protect and promote public and environmental health within the area of the Constituent Councils;
- b) cooperate with other authorities involved in the administration of public and environmental health;
- c) promote and monitor public and environmental health whether in or, so far as the Act and the charter allows, outside the area of the Constituent Councils;

- d) assist the Constituent Councils to meet their legislative responsibilities in accordance with the SA Public Health Act, the *Food Act 2001* (SA), the *Supported Residential Facilities Act 1992* (SA), the *Expiation of Offences Act 1996* (SA), the *Housing Improvement Act 1940* (SA) (or any successor legislation to these Acts) and any other legislation regulating similar matters that the Constituent Councils determine is appropriate within the purposes of EHA;
- e) establish objectives and policy priorities for the promotion and protection of public and environmental health within the areas of the Constituent Councils;
- f) provide immunisation programs for the protection of public health within the areas of the Constituent Councils or to ensure that such programs are provided;
- g) promote and monitor standards of hygiene and sanitation;
- h) promote and monitor food safety standards;
- i) identify risks to public and environmental health within the areas of the Constituent Councils;
- j) monitor and regulate communicable and infectious disease control;
- k) licence and monitor standards in Supported Residential Facilities;
- l) ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public and environmental health;
- m) provide, or support the provision of, educational information about public and environmental health and provide or support activities within the areas of the Constituent Councils to preserve, protect or promote public health;
- n) keep the Constituent Councils abreast of any emerging opportunities, trends and issues in public and environmental health; and
- o) any other functions described in the Charter or assigned by the Constituent Councils to EHA consistent with EHA's purpose.

1.6. Powers

EHA has the powers necessary for the carrying out of its functions, and may:

- a) enter into contracts or arrangements with any government agency or authority, or councils, including the Constituent Councils;
- b) appoint, employ, remunerate, remove or suspend officers, managers, employees and agents;

- c) enter into contracts with any person for the acquisition or provision of goods and services;
- d) receive financial contributions from the Constituent Councils;
- e) publish information;
- f) acquire, hold, deal with and dispose of any real or personal property, subject to the requirements of the Constituent Councils;
- g) open and operate bank accounts;
- h) acquire funds for the purpose of its functions or operations by entering into loan agreements;
- i) invest any of the funds of EHA in any investment with the LGA Finance Authority, provided that in exercising this power of investment EHA must:
 - (a) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - (b) avoid investments that are speculative or hazardous in nature;
- j) raise revenue by applying for grants and other funding from the State of South Australia or the Commonwealth of Australia and their respective agencies or instrumentalities on behalf of the Constituent Councils or on its own behalf.

1.7. Area of activity

- a) EHA may undertake an activity, including in relation to one or more of its functions and powers set out in clauses 1.5 and 1.6 outside the area of the Constituent Councils where that activity has been approved by a resolution supported unanimously by all the Board Members of EHA present at the relevant meeting on the basis EHA considers the activity is necessary or expedient to the performance by EHA of its functions subject to:
 - (a) the relevant activity being included in the EHA business plan;
 - (b) there being no material impact on EHA's ability to undertake its functions set out in clause 1.5;
 - (c) the relevant activity is determined to have a positive impact on EHA and its Constituent Council;

- (d) EHA obtaining the concurrence of the Chief Executive Officers of the Constituent Councils to EHA undertaking the relevant activity.

1.8. **Common seal**

- a) EHA shall have a common seal upon which its corporate name shall appear in legible characters.
- b) The common seal shall be kept in the custody of the Chief Executive Officer or such other person as EHA may from time to time decide.

2. **BOARD OF MANAGEMENT**

2.1. **Functions**

The Board is the governing body of EHA and is responsible for the administration of the affairs of EHA. A decision of the Board is a decision of EHA.. In addition to the functions of the Board set out in the LG Act the Board will:

- a) take all reasonable and practicable steps to ensure that EHA acts in accordance with the Charter;
- b) formulate plans and strategies aimed at improving the activities of EHA;
- c) provide input and policy direction to EHA;
- d) monitor, oversee and evaluate the performance of the Chief Executive Officer;
- e) ensure that ethical behaviour and integrity is maintained in all activities undertaken by EHA;
- f) subject to clause 3.10, ensure that the activities of EHA are undertaken in an open and transparent manner;
- g) participate in the development of the Business Plan, and
- h) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.

2.2. **Membership of the Board**

- a) The Board will consist of 6 members appointed as follows:
 - (a) one person appointed by each of the Constituent Councils which person may be an employee, officer or member of the Constituent Council;
 - (b) one person appointed by agreement of the majority of the Constituent Councils evidenced by a resolution of those Constituent Councils to be a Board Member and Chairperson

which person must not be an employee, officer or member of a Constituent Council and who is considered by the relevant Constituent Councils to have expertise in one or more of the following areas:

- (i) general management;
 - (ii) public health management;
 - (iii) financial management;
 - (iv) local government;
 - (v) previous relevant chairperson experience;
 - (vi) corporate governance;
 - (vii)
- b) Each Constituent Council will appoint a Deputy Board Member to act in the place of the Board Member appointed by that Constituent Council in the event the Board Member is unable to act as a Board Member.
- c) A Board Member, other than the Chairperson, shall be appointed for the term of office specified in the instrument of appointment and, at the expiration of the term of office, will be eligible for re-appointment by the Constituent Council.
- d) A Constituent Council may at any time revoke the appointment of a Board Member that it appointed.
- e) Each Constituent Council must give notice in writing to EHA of the person it has appointed as a Board Member and of any revocation of that appointment.
- f) Subject to clause 2.5, the Board Members are not entitled to receive any remuneration in respect of their attendance at meetings of the Board or on any other business of EHA.
- g) The office of Board Member becomes vacant:
- (a) in any of the circumstances prescribed in the Act;
 - (b) if their appointment is revoked in accordance with clause 2.2(d); or
 - (c) if the Board Member is a member of a Constituent Council – they are no longer a member of a Constituent Council.

- h) The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member who is the subject of a recommendation under this clause 2.2(h)) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:
 - (a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - (b) serious neglect of duty in attending to their responsibilities as a Board Member;
 - (c) breach of fiduciary duty to EHA, a Constituent Council or the Constituent Councils;
 - (d) breach of the duty of confidentiality to EHA, a Constituent Council or the Constituent Councils;
 - (e) breach of the conflict of interest provisions of the Act; or
 - (f) any other behaviour that may, in the opinion of the Board, discredit EHA.
- i) Subject to clause 2.2(i), if the office of a Board Member becomes vacant, the relevant Constituent Council must as soon as reasonably practicable appoint another person to fill the vacancy for the remainder of the term or such longer or shorter term as determined by the relevant Constituent Council.
- j) If the office of the Chairperson becomes vacant, the Constituent Councils must as soon as reasonably practicable appoint a person to fill the vacancy by unanimous resolution for the remainder of the term or for such longer or shorter term as the Constituent Councils determine save that any such term must not exceed two years.
- k) .

2.3. **Conduct of Board Members**

- a) Subject to clauses 20(6) and 20(7), Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to Board Members.
- b) Board Members are not required to comply with Division 2, Part 4, Chapter 5 (Register of Interests) of the Act.
- c) Board Members must at all times act in accordance with their duties under the Act.

2.4. Board policies and codes

- a) EHA must, ensure that appropriate policies, practices and procedures are implemented and maintained in order to:
 - (a) ensure compliance with any statutory requirements; and
 - (b) achieve and maintain standards of good public administration.
- b) EHA will adopt a code of conduct for Board Members.
- c) The Board must, as far as it is reasonable and practicable, ensure that EHA's policies are complied with in the conduct of the affairs of EHA and are reviewed at regular intervals to be determined by the Board on the recommendation of the audit committee.
- d) The audit committee will develop a schedule for the periodic review of EHA policies by 30 June each year and provide this to the Board for approval.

2.5. Chair of the Board

- a) The Chief Executive Officer of the Constituent Councils will invite applications for the position of Chairperson, assess the application and make a recommendation to the Constituent Councils on the appointment of the Chairperson.
- b) The Chairperson will be appointed for a maximum term of two years and at the expiration of a term of office will be eligible for re-appointment by agreement of the majority of the Constituent Councils evidenced by a resolution of those Constituent Councils.
- c) The Chairperson will receive an allowance as determined by a majority of the Constituent Councils.
- d) The Board will appoint a Deputy Chairperson using such process as determined by the Board for a maximum two year term and, at the expiration of a term of office, the Deputy Chairperson will be eligible for re-appointment.
- e) The Chairperson will:
 - (a) preside at all meetings of the Board;
 - (b) serve as an ex officio member of all committees established by the Board;
 - (c) represent EHA with the media and the public generally; and
 - (d) exercise other functions as the Board determines.
- f) In the event the Chairperson is absent from a meeting of the Board, the Deputy Chairperson will preside at the meeting for the period that

the Chairperson is absent. In the event of the Chairperson and Deputy Chairperson being absent from a meeting of the Board, the Board will select a Board member present to preside at the meeting for the period that both the Chairperson and Deputy Chairperson are absent.

2.6. **Powers of the Chair and Deputy Chair**

- a) The Chair shall preside at all meetings of the Board and, in the event of the Chair being absent from a meeting, the Deputy Chair shall preside. In the event of the Chair and Deputy Chair being absent from a meeting, the Board Members present shall appoint a member from among them, who shall preside for that meeting or until the Chair or Deputy Chair is present.
- b) The Chair and the Deputy Chair individually or collectively shall have such powers as may be decided by EHA.

2.7. **Committees**

- a) EHA may establish a committee for the purpose of:
 - (a) enquiring into and reporting to the Board on any matter within EHA's functions and powers and as detailed in the terms of reference given by the Board to the committee; or
 - (b) exercising, performing or discharging delegated powers, functions or duties.
- b) A member of a committee established under this clause holds office at the pleasure of EHA.
- c) The Chair of the Board is an *ex-officio* member of any committee established by EHA.

3. **MEETINGS OF THE BOARD**

3.1. **Ordinary meetings**

- a) Ordinary meetings of the Board will take place at such times and places as may be fixed by the Board or where there are no meetings fixed by the Board, by the Chief Executive Officer in consultation with the Chair from time to time, so that there are no less than five ordinary meetings per financial year.
- b) Notice of ordinary meetings of the Board must be given by the Chief Executive Officer to each Board Member and the chief executive officer of each Constituent Council at least three clear days prior to the holding of the meeting.

3.2. Special meetings

- a) Any two Board Members may by delivering a written request to the Chief Executive Officer require a special meeting of the Board to be held.
- b) The request must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (if the proposed agenda is not provided the request is of no effect).
- c) On receipt of the request, the Chief Executive Officer must send a notice of the special meeting to all Board Members and Chief Executive Officers of the Constituent Councils at least four hours prior to the commencement of the special meeting.
- d) The Chair may convene special meetings of the Board at the Chair's discretion without complying with the notice requirements prescribed in clause 3.4 provided always that there is a minimum four hours notice given to Board members.

3.3. Telephone or video conferencing

- a) Special meetings of the Board convened under clause 3.2 may occur by electronic means in accordance with procedures determine by the EHA Board of Management and provided that at least a quorum is present at all times.

3.4. Notice of meetings

- a) Except where clause 3.2 applies, notice of Board meetings must be given in accordance with this clause.
- b) Notice of any meeting of the Board must:
 - (a) be in writing;
 - (b) set out the date, time and place of the meeting;
 - (c) be signed by the Chief Executive Officer;
 - (d) contain, or be accompanied by, the agenda for the meeting; and
 - (e) be accompanied by a copy of any document or report that is to be considered at the meeting (as far as this is practicable).
- c) Notice under clause b) may be given to a Board Member:
 - (a) personally;

- (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member;
 - (c) electronically via email to an email address approved by the Board Member;
 - (d) by leaving the notice at the principal office of the Constituent Council which appointed the Board Member; or
 - (e) by a means authorised in writing by the Board Member being an available means of giving notice.
- d) A notice that is not given in accordance with clause c) will be taken to have been validly given if the Chief Executive Officer considers it impracticable to give the notice in accordance with that clause and takes action that the Chief Executive Officer considers reasonably practicable in the circumstances to bring the notice to the Board Member's attention.
- e) The Chief Executive Officer may indicate on a document or report provided to Board Members that any information or matter contained in or arising from the document or report is confidential until such time as the Board determines whether the document or report will be considered in confidence under clause 3.10.b).

3.5. **Minutes**

- a) The Chief Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board.
- b) Where the Chief Executive Officer is excluded from attendance at a meeting of the Board pursuant to clause 3.10.b), the person presiding at the meeting shall cause the minutes to be kept.

3.6. **Quorum**

- a) A quorum of Board Members is constituted by dividing the total number of Board Members for the time being in office by two, ignoring any fraction resulting from the division and adding one.
- b) No business will be transacted at a meeting unless a quorum is present .

3.7. **Meeting procedure**

- a) EHA may determine its own procedures for the conduct of its meetings provided they are not inconsistent with the Act or the charter.
- b) Meeting procedures determined by EHA must be documented and be made available to the public.

- c) Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2000* (SA) shall apply.

3.8. **Voting**

- a) Board Members including the Chair, shall have a deliberative vote. The Chair shall not in the event of a tied vote, have a second or casting vote.
- b) All matters will be decided by simple majority of votes of the Board Members present. In the event of a tied vote the matter will lapse.
- c) Each Board Member present at a meeting, including Board Members attending a meeting by electronic means must vote on a question arising for decision at the meeting.

3.9. **Circular resolutions**

A valid decision of the Board may be obtained by a proposed resolution in writing given to all Board Members in accordance with procedures determined by the Board, and a resolution made in accordance with such procedures is as valid and effectual as if it had been passed at a meeting of the Board..

3.10. **Meetings to be held in public except in special circumstances**

- a) Subject to this clause, meetings of EHA must be conducted in a place open to the public.
- b) EHA may order that the public be excluded from attendance at any meeting in accordance with the procedure under sections 90(2) and 90(3) of the Act.
- c) An order made under clause b) must be recorded in the minutes of the meeting including describing the grounds on which the order was made.

3.11. **Public inspection of documents**

- a) Subject to clause c), a person is entitled to inspect, without payment of a fee:
 - (a) minutes of a Board Meeting;
 - (b) reports received by the Board Meeting; and
 - (c) recommendations presented to the Board in writing and adopted by resolution of the Board.

- b) Subject to clause c), a person is entitled, on payment to the Board of a fee fixed by the Board, to obtain a copy of any documents available for inspection under clause a).
- c) Clauses a) and b) do not apply in relation to a document or part of a document if:
 - (a) the document or part of the document relates to a matter of a kind considered by the Board in confidence under clause 3.10.b); and
 - (b) the Board orders that the document or part of the document be kept confidential (provided that in so ordering the Board must specify the duration of the order or the circumstances in which it will cease to apply or a period after which it must be reviewed).

3.12. **Saving provision**

- a) No act or proceeding of EHA is invalid by reason of:
 - (a) a vacancy or vacancies in the membership of the Board; or
 - (b) a defect in the appointment of a Board Member.

4. **CHIEF EXECUTIVE OFFICER**

4.1. **Appointment**

- a) EHA shall appoint a Chief Executive Officer to manage the business of EHA on a fixed term performance based employment contract, which does not exceed five years in duration.
- b) At the expiry of a Chief Executive Officer's contract, the Board may reappoint the same person as Chief Executive Officer on a new contract of no greater than five years duration.

4.2. **Responsibilities**

- a) The Chief Executive Officer is responsible to EHA for the execution of decisions taken by EHA and for the efficient and effective management of the affairs of EHA.
- b) The Chief Executive Officer shall cause records to be kept of all activities and financial affairs of EHA in accordance with the charter, in addition to other duties provided for by the charter and those specified in the terms and conditions of appointment.

4.3. **Functions of the Chief Executive Officer**

The functions of the Chief Executive Officer include to::

- a) ensure that the policies, procedures, codes of conduct and any lawful decisions of EHA are implemented and promulgated in a timely and efficient manner;
- b) undertake responsibility for the day to day operations and affairs of EHA;
- c) provide advice, assistance and reports to EHA through the Board in the exercise and performance of its powers and functions under the charter and the Act;
- d) initiate and co-ordinate proposals for consideration by EHA for developing objectives, policies and programs for the Constituent Council areas;
- e) provide information to EHA to assist EHA to assess performance against EHA plans;
- f) ensure that timely and accurate information about EHA policies and programs is regularly provided to the communities of the Constituent Councils;
- g) ensure that appropriate and prompt responses are given to specific requests for information made to EHA and, where appropriate, the Constituent Councils;
- h) ensure that the assets and resources of EHA are properly managed and maintained;
- i) maintain records that EHA and the Constituent Councils are required to maintain under the charter, the Act or another Act in respect of EHA;
- j) ensure sound principles of human resource management, health and safety to the employment of staff by EHA, including the principles listed in section 107(2) of the Act;
- k) ensure compliance with the obligations under *Work Health and Safety Act 2012* (SA) of both EHA and the Chief Executive Officer (as an 'officer' of EHA within the meaning of the WHS Act); and
- l) exercise, perform or discharge other powers, functions or duties conferred on the Chief Executive Officer by the charter, and to perform other functions lawfully directed by EHA;
- m) such other functions as may be specified in the terms and conditions of appointment of the Chief Executive Officer.

4.4. Acting Chief Executive Officer

- a) Where an absence of the Chief Executive Officer is foreseen, the Chief Executive Officer may appoint a suitable person to act as Chief Executive Officer.
- b) If the Chief Executive Officer does not make or is incapable of making an appointment under clause a), a suitable person will be appointed by EHA.

5. STAFF OF EHA

- a) EHA may employ any staff required for the fulfilment of its functions.
- b) The Chief Executive Officer is responsible for appointing, managing, suspending and dismissing the other employees of EHA (on behalf of EHA).
- c) The Chief Executive Officer must ensure that an appointment under this clause is consistent with strategic policies and budgets approved by EHA.
- d) The Chief Executive Officer must, in acting under this clause comply with any relevant Act, award or industrial agreement.
- e) Suspension of an employee by the Chief Executive Officer does not affect a right to remuneration in respect of the period of suspension.

6. REGIONAL PUBLIC HEALTH PLAN**6.1. Implementation of a Regional Public Health Plan**

EHA is responsible for undertaking any strategy and for attaining any priority or goal which the Regional Public Health Plan specifies as EHA's responsibility.

6.2. Review

EHA will, in conjunction with the Constituent Councils, review the Regional Public Health Plan every five years or at shorter time intervals as directed by the Constituent Councils.

6.3. Reporting

- a) EHA will on a biennial basis, on behalf of the Constituent Councils, coordinate the preparation of a draft report that contains a comprehensive assessment of the extent to which, during the reporting period, EHA and the Constituent Councils have succeeded in implementing the Regional Public Health Plan.

- b) EHA will comply with guidelines issued by the Chief Public Health Officer in respect of the preparation of reports on regional public health plans.
- c) EHA will submit the draft report to the Chief Public Health Officer on behalf of the constituent councils as required.

7. FUNDING AND FINANCIAL MANAGEMENT

7.1. Financial management

- a) EHA shall keep proper books of account. Books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
- b) EHA must meet the obligations set out in the *Local Government (Financial Management) Regulations 2011 (SA)*.
- c) The Chief Executive Officer must act prudently in the handling of all financial transactions for EHA and must provide financial reports to the Board at its meetings and if requested, the Constituent Councils.

7.2. Bank account

- a) EHA must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- b) All cheques must be signed by two persons authorised by resolution of the Board.
- c) Any payments made by electronic funds transfer must be made in accordance with procedures approved by the external auditor.

7.3. Budget

- a) EHA must prepare a proposed budget for each financial year in accordance with clause 25, Schedule 2 to the Act.
- b) The proposed budget must be referred to the Board at its April meeting and to the Chief Executive Officers of the Constituent Councils by 30 April each year.
- c) A Constituent Council may comment in writing to EHA on the proposed budget by 31 May each year.
- d) EHA must, after 31 May but before the end of June in each financial year, finalise and adopt an annual budget for the ensuing financial year in accordance with clause 25, Schedule 2 to the Act.

7.4. Funding contributions

- a) Constituent Councils shall be liable to contribute monies to EHA each financial year for its proper operation.
- b) The contribution to be paid by a Constituent Council for any financial year shall be determined by calculating the Constituent Council's proportion of EHA's overall activities in accordance with the Funding Contribution Calculation Formula (see Schedule 1).
- c) Constituent Council contributions shall be paid in two equal instalments due respectively on 1 July and 1 January each year.
- d) The method of determining contributions can be changed with the written approval of not less than two thirds of the Constituent Councils. Where the method for calculating contributions is changed, the revised methodology will apply from the date determined by not less than two thirds of the Constituent Councils.
- e) If a council becomes a new Constituent Council after the first day of July in any financial year, the contribution payable by that council for that year will be calculated on the basis of the number of whole months (or part thereof) remaining in that year.

7.5. Financial reporting

- a) The Board shall present a balance sheet and the audited financial statements for the immediately previous financial year to the Constituent Councils by 31 August each year.
- b) The financial year for EHA is 1 July of a year to 30 June in the subsequent year.

7.6. Audit

- a) The Board shall appoint an external auditor in accordance with the *Local Government (Financial Management) Regulations 2011 (SA)*.
- b) The audit of financial statements of EHA, together with the accompanying report from the external auditor, shall be submitted to the Chief Executive Officer and the Board.
- c) The books of account and financial statements shall be audited at least once per year.
- d) EHA will maintain an audit committee as required by, and to fulfil the functions set out in, clause 30, Schedule 2 to the Act.

7.7. Liability

The liabilities incurred and assumed by EHA are guaranteed by all Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula.

7.8. Insolvency

In the event of EHA becoming insolvent, the Constituent Councils will be responsible for all liabilities of EHA in proportion to the percentage contribution calculated for each Constituent Council for the financial year prior to the year of the insolvency.

7.9. Insurance and superannuation requirements

- a) EHA shall register with the LGA Mutual Liability Scheme and comply with the rules of that scheme.
- b) EHA shall register with the LGA Asset Mutual Fund or otherwise advise the Local Government Risk Services of its insurance requirements relating to local government special risks in respect of buildings, structures, vehicles and equipment under the management, care and control of EHA.
- c) As an employer, EHA shall register with Statewide Super and the LGA Workers Compensation Scheme and comply with the rules of those schemes.

8. BUSINESS PLAN**8.1. Contents of the Business Plan**

- a) EHA must each year develop in accordance with this clause a business plan which supports and informs its annual budget.
- b) In addition to the requirements for the Business Plan set out in clause 24(6) of Schedule 2 to the Act, the Business Plan will include:
 - (a) a description of how EHA's functions relate to the delivery of the Regional Public Health Plan and the Business Plan;
 - (b) financial estimates of revenue and expenditure necessary for the delivery of the Regional Public Health Plan;
 - (c) performance targets which EHA is to pursue in respect of the Regional Public Health Plan.
- c) A draft of the Business Plan will be provided to the Constituent Councils for the endorsement of the majority of those councils.

- d) The Board must provide a copy of the adopted annual Business Plan and budget to the Chief Executive Officers of each Constituent Council within five business days of its adoption.

8.2. **Review and assessment against the Business Plan**

- a) The Board must:
 - (a) compare the achievement of the Business Plan against performance targets for EHA at least once every financial year;
 - (b) in consultation with the Constituent Councils review the contents of the Business Plan on an annual basis; and
 - (c) consult with the Constituent Councils prior to amending the Business Plan.
- b) EHA must submit to the Constituent Councils, by 30 September each year in respect of the immediately preceding financial year, an annual report on the work and operations of EHA detailing achievement of the aims and objectives of its Business Plan and incorporating any other information or report as required by the Constituent Councils.

9. **MEMBERSHIP**

9.1. **New Members**

The charter may be amended by the unanimous agreement of the Constituent Councils and the approval of the Minister to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership.

9.2. **Withdrawal of a member**

- a) Subject to any legislative requirements, including but not limited to ministerial approval, a Constituent Council may resign from EHA at any time by giving a minimum 24 months notice to take effect from 30 June in the financial year after which the notice period has expired, unless otherwise agreed by unanimous resolution of the other Constituent Councils.
- b) Valid notice for the purposes of clause a) is notice in writing given to the Chief Executive Officer and each of the Constituent Councils.
- c) The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council to contribute to any loss or liability incurred by EHA at any time before or after such withdrawal in respect of any act or omission by EHA prior to such withdrawal.
- d) Payment of monies outstanding under the charter, by or to the withdrawing Constituent Council must be fully paid by 30 June of the financial year following 30 June of the year in which the withdrawal

occurs unless there is a unanimous agreement as to alternative payment arrangements by the Constituent Councils.

- e) The withdrawing Constituent Council is to reimburse EHA for any operating costs incurred as a direct result of the withdrawal.
- f) The withdrawing Constituent Council is not automatically entitled to any retained equity upon exit, and any financial distribution shall be unanimously agreed by the remaining Constituent Councils.

10. DISPUTE RESOLUTION

- a) The procedure in this clause must be applied to any dispute that arises between EHA and a Constituent Council concerning the affairs of EHA, or between the Constituent Councils concerning the affairs of EHA, including a dispute as to the meaning or effect of the charter and whether the dispute concerns a claim in common law, equity or under statute.
- b) EHA and a Constituent Council must continue to observe the charter and perform its respective functions despite a dispute.
- c) This clause does not prejudice the right of a party:
 - (a) to require the continuing observance and performance of the charter by all parties: or
 - (b) to institute proceedings to enforce payment due under the charter or to seek injunctive relief to prevent immediate and irreparable harm.
- d) Subject to clause c), pending completion of the procedure set out in clauses e) to i), a dispute must not be the subject of legal proceedings between any of the parties in dispute. If legal proceedings are initiated or continued in breach of this clause, a party to the dispute is entitled to apply for and be granted an order of the court adjourning those proceedings pending completion of the procedure set out in this clause 10.
- e) **Step 1: Notice of dispute:** A party to the dispute must promptly notify each other party to the dispute of:
 - (a) the nature of the dispute, giving reasonable details;
 - (b) what action (if any) the party giving notice seeks to resolve the dispute.

A failure to give notice under this clause e) does not entitle any other party to damages.

- f) **Step 2: Request for a meeting of the parties:** A party providing notice of a dispute under clause e) may at the same or a later time notify each other party to the dispute that the notifying party requires a meeting within 14 business days.
- g) **Step 3: Meeting of senior managers:** Where a meeting is requested under clause f), a senior manager of each party must attend a meeting with the Board in good faith to attempt to resolve the dispute.
- h) **Step 4: Meeting of chief executive officers:** Where a meeting of senior managers held under clause g) fails to resolve the dispute, the chief executive officers of EHA and each of the Constituent Councils must attend a meeting in good faith to attempt to resolve the dispute.
- i) **Step 5: Mediation:** If the meeting held under clause h) fails to resolve the dispute, then the dispute may be referred to mediation by any party to the dispute.
- j) Where a dispute is referred to mediation under clause i):
- (a) the mediator must be a person agreed by the parties in dispute or, if they cannot agree within 14 days, a mediator nominated by the President of the South Australian Bar Association (or equivalent office of any successor organisation);
 - (b) the role of the mediator is to assist in negotiating a resolution of a dispute;
 - (c) a mediator may not make a decision binding on a party unless the parties agree to be so bound either at the time the mediator is appointed or subsequently;
 - (d) the mediation will occur at EHA's principal office or any other convenient location agreed by both parties;
 - (e) a party is not required to spend more than the equivalent of one business day in mediation of a dispute;
 - (f) each party to a dispute will cooperate in arranging and expediting the mediation, including by providing information in the possession or control of the party reasonably sought by the mediator in relation to the dispute;
 - (g) each party will send a senior manager authorised to resolve the dispute to the mediation;
 - (h) the mediator may exclude lawyers acting for the parties in dispute;

- (i) the mediator may retain persons to provide expert assistance to the mediator;
- (j) a party in dispute may withdraw from mediation if in the reasonable opinion of that party, the mediator is not acting in confidence or with good faith, or is acting for a purpose other than resolving the dispute;
- (k) unless otherwise agreed in writing:
 - (i) everything that occurs before the mediator is in confidence and in closed session;
 - (ii) discussions (including admissions and concessions) are without prejudice and may not be called into evidence in any subsequent legal proceedings by a party;
 - (iii) documents brought into existence specifically for the purpose of the mediation may not be admitted in evidence in any subsequent legal proceedings by a party; and
 - (iv) the parties in dispute must report back to the mediator within 14 days on actions taken based on the outcomes of the mediation; and
- (l) each party to the dispute must bear its own costs in respect of the mediation, plus an equal share of the costs and expenses of the mediator.

11. WINDING UP

- a) EHA may be wound up by the Minister acting upon a unanimous resolution of the Constituent Councils or by the Minister in accordance with clause 33(1)(b), Schedule 2 of the Act.
- b) In the event of EHA being wound up, any surplus assets after payment of all expenses shall be returned to the Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.
- c) If there are insufficient funds to pay all expenses due by EHA on winding up, a levy shall be imposed on all Constituent Councils in the proportion determined under the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.

12. MISCELLANEOUS**12.1. Action by the Constituent Councils**

The obligations of EHA under the charter do not derogate from the power of the Constituent Councils to jointly act in any manner prudent to the sound management and operation of EHA, provided that the Constituent Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

12.2. Direction by the Constituent Councils

Any direction given to EHA by the Constituent Councils must be jointly given by the Constituent Councils to the Board of EHA by a notice or notices in writing.

12.3. Alteration and review of charter

- a) The charter will be reviewed by the Constituent Councils acting jointly at least once in every four years.
- b) The charter can only be amended by unanimous resolution of the Constituent Councils.
- c) Notice of a proposed alteration to the charter must be given by the Chief Executive Officer to all Constituent Councils at least four weeks prior to the Council meeting at which the alteration is proposed.
- d) The Chief Executive Officer must ensure that a copy of the charter, as amended, is published on a website (or websites) determined by the chief executive officers of the Constituent Councils, a notice of the fact of the amendment and a website address at which the charter is available for inspection is published in the Gazette and a copy of the charter, as amended, is provided to the Minister.

12.4. Access to information

A Constituent Council and a Board Member each has a right to inspect and take copies of the books and records of EHA for any proper purpose.

12.5. Circumstances not provided for

- a) If any circumstances arise about which the charter is silent or which are, incapable of taking effect or being implemented the Board or the Chief Executive Officer may decide the action to be taken to ensure achievement of the objects of EHA and its effective administration.
- b) Where the Chief Executive Officer acts in accordance with clause a) he or she shall report that decision at the next Board meeting.

12.6. Civil liability Protection for Subsidiary employees

- a) No civil liability attaches to an employee of EHA for an honest act or omission in the exercise performance or discharge or purported exercise performance or discharge of powers functions and duties of the employee under the Local Government Act 1999 or any other Act.
- b) EHA must indemnify its employees against any civil liability incurred by the employee of for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of powers, functions or duties under the Local Government Act 1999 or any other Act.

13. INTERPRETATION**13.1. Glossary**

Term	Definition
Act	<i>Local Government Act 1999 (SA)</i>
Board	board of management of EHA
Board Member	a member of EHA board appointed for the purposes of clause 2.2 of the charter and includes a Deputy Board Member unless the context otherwise requires.
Business Plan	a business plan compiled in accordance with part 8 of the charter
Chief Executive Officer	The chief executive officer of EHA
Chief Public Health Officer	the officer of that name appointed under the SA Public Health Act
Constituent Council	a council listed in clause 1.2 of the charter or admitted under clause 9.1.
Deputy Board Member	a deputy member of EHA Board appointed for the purpose of clause 2.2 of the Charter.
EHA	Eastern Health Authority
Funding Contribution Calculation Formula	the formula set out in Schedule 1 to the charter.
LGA	Local Government Association of SA
LGA Asset Mutual Fund	means the fund of that name provided by Local Government Risk Services
LGA Mutual Liability Scheme	means the scheme of that name conducted by the LGA.
LGA Workers Compensation Scheme	a business unit of the Local Government Association of South Australia.
Minister	South Australian Minister for Health and Aging

Periodic Election	has the meaning given in the <i>Local Government (Elections) Act 1999 (SA)</i> .
Public Health Authority Partner	is an entity prescribed or declared to be a public health authority partner pursuant to the SA Public Health Act
Regional Public Health Plan	the plan prepared under part 6 of the charter for the areas of the Constituent Councils.
SA Public Health Act	<i>South Australian Public Health Act 2011 (SA)</i>
State Public Health Plan	means the plan of that name under the SA Public Health Act
Statewide Super	Statewide Superannuation Pty Ltd ABN 62 008 099 223
Supported Residential Facility	has the meaning given in the <i>Supported Residential Facilities Act 1992 (SA)</i> .

13.2. Interpreting the charter

- a) The charter will come into effect on the date it is published in the *South Australian Government Gazette*.
- b) The charter supersedes previous charters of the Eastern Health Authority.
- c) The charter must be read in conjunction with Schedule 2 to the Act.
- d) EHA shall conduct its affairs in accordance with Schedule 2 to the Act except as modified by the charter as permitted by Schedule 2 to the Act.
- e) Despite any other provision in the charter:
 - (a) if the Act prohibits a thing being done, the thing may not be done;
 - (b) if the Act requires a thing to be done, that thing must be done; and
 - (c) if a provision of the charter is or becomes inconsistent with the Act, that provision must be read down or failing that severed from the charter to the extent of the inconsistency.

Schedule 1 – Funding Contribution Calculation Formula

The funding contribution required from each Constituent Council is based on an estimated proportion of EHA's overall activities occurring within its respective area.

The estimated proportion is determined using the Funding Contribution Calculation Formula which is detailed on the following page.

In the formula, activities conducted by EHA on behalf of Constituent Councils have been weighted according to their estimated proportion of overall activities (see table below).

It should be noted that the weighted proportion allocated to administration is divided evenly between the Constituent Councils.

A calculation of each Constituent Councils proportion of resources used for a range of different activities is made. This occurs annually during the budget development process and is based on the best available data from the preceding year.

The formula determines the overall proportion of estimated use for each council by applying the weighting to each activity.

Activity	Weighted % of Activities
Administration – (5% Fixed and 7.5% Variable)	12.5%
Food Safety Activity	35.0%
Environmental Health Complaints	7.0%
Supported Residential Facilities	6.5%
Cooling Towers	6.5%
Skin Penetration	0.5%
Swimming Pools	2%
Number of Year 8 & 9 Enrolments	15.0%
Number of clients attending clinics	15.0%
Total	100%

Activity Description	Code	Activity weighting	Constituent Council -1	Constituent Council - 2	Constituent Council - 3	Constituent Council - 4	Constituent Council - 5	Total
Administration – Fixed Allocation	A1	5%	5%/ CC	5%/ CC	5%/ CC	5%/ CC	5%/ CC	5%
Administration – Variable Allocation	A2	7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	7.5%
Food Safety Activity.	B	35%	(N/B) x AW	(N/B) x AW	(N/B) x AW	(N/B) x AW	(N/B) x AW	35%
Environmental Health Complaints	C	7%	(N/C) x AW	(N/C) x AW	(N/C) x AW	(N/C) x AW	(N/C) x AW	7%
Supported Residential Facilities.	D	6.5%	(N/D) x AW	(N/D) x AW	(N/D) x AW	(N/D) x AW	(N/D) x AW	6.5%
High Risk Manufactured Water Systems	E	6.5%	(N/E) x AW	(N/E) x AW	(N/E) x AW	(N/E) x AW	(N/E) x AW	6.5%
Skin Penetration	F	0.5%	(N/F) x AW	(N/F) x AW	(N/F) x AW	(N/F) x AW	(N/F) x AW	0.5%
Public Access Swimming Pools.	G	2%	(N/G) x AW	(N/G) x AW	(N/G) x AW	(N/G) x AW	(N/G) x AW	2%
School enrolments vaccinated	H	15.0%	(N/H) x AW	(N/H) x AW	(N/H) x AW	(N/H) x AW	(N/H) x AW	15.0%
Clients attending public clinics	I	15.0%	(N/I) x AW	(N/I) x AW	(N/I) x AW	(N/I) x AW	(N/I) x AW	15.0%
Total Proportion of contribution			Sum A-I	Sum A-I	Sum A-I	Sum A-I	Sum A-I	100%

N = Number in Constituent Council area.
 B through to I = Total number in all Constituent Councils.
 AW = Activity weighting.
 CC = Number of Constituent Councils (example provided uses five (5) Constituent Councils)

Attachment B

Eastern Health Authority - Review of Charter

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**



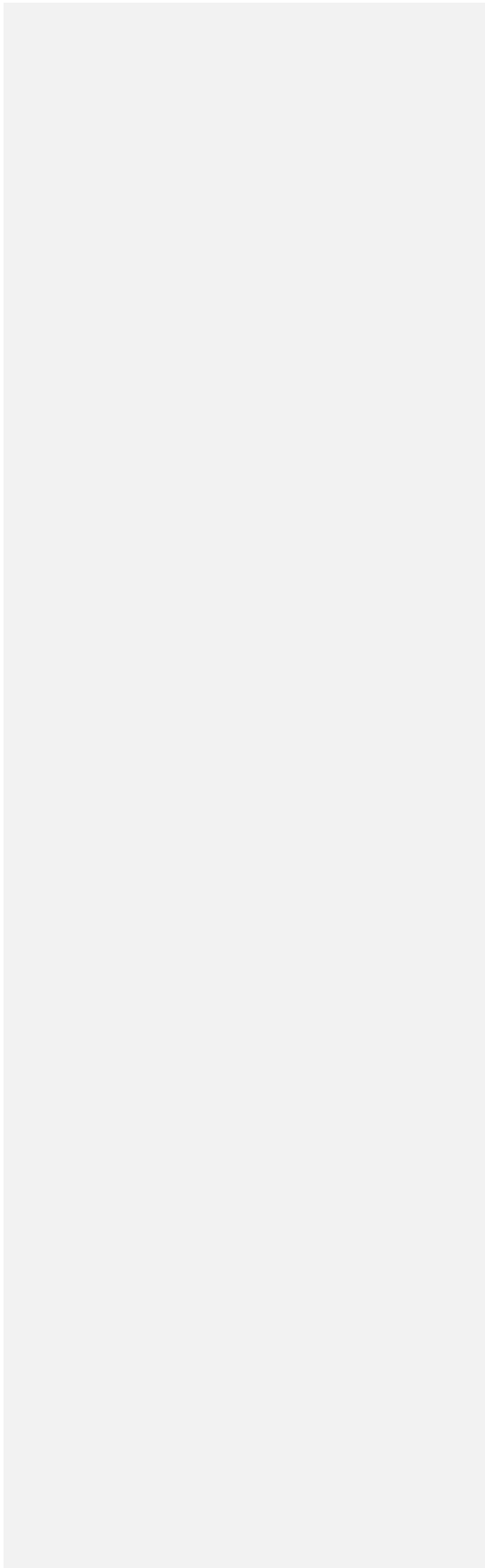
eha EASTERN
HEALTH
AUTHORITY

Charter

2021-2023



local councils working together to protect the health of the community



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1. EASTERN HEALTH AUTHORITY

1.1. Regional subsidiary

Eastern Health Authority (EHA) is a regional subsidiary established under section 43 of the Act.

1.2. Constituent Councils

The Constituent Councils of EHA are:

- a) City of Norwood Payneham & St Peters;
- b) City of Burnside;
- c) Campbelltown City Council;
- d) City of Prospect; and
- e) The Corporation of the Town of Walkerville,

(Constituent Councils).

1.3. Preamble

The field of Environmental health continues to increase in complexity and diversity, making it difficult for small to medium size councils to attract and retain staff who are experienced and fully skilled across the legislative demands placed on Local Government.

EHA's size, structure and sole focus on environmental health puts it in an ideal position to provide high quality, specialist services to the community on behalf of its Constituent Councils. This in turn ensures Constituent Councils are meeting their broad environmental health legislative responsibilities.

1.4. Purpose

EHA is established by the Constituent Councils for the purpose of providing public and environmental health services primarily to and within the areas of the Constituent Councils.

1.5. Functions

For, or in connection with its purpose, EHA may undertake the following functions:

- a) take action to preserve, protect and promote public and environmental health within the area of the Constituent Councils;
- b) cooperate with other authorities involved in the administration of public and environmental health;
- c) promote and monitor public and environmental health whether in or, so far as the Act and the charter allows, outside the area of the Constituent Councils;

- d) assist the Constituent Councils to meet their legislative responsibilities in accordance with the SA Public Health Act, the *Food Act 2001 (SA)*, the *Supported Residential Facilities Act 1992 (SA)*, the *Expiation of Offences Act 1996 (SA)*, the *Housing Improvement Act 1940 (SA)* (or any successor legislation to these Acts) and any other legislation regulating similar matters that the Constituent Councils determine is appropriate within the purposes of EHA;
- e) establish objectives and policy priorities for the promotion and protection of public and environmental health within the areas of the Constituent Councils;
- f) provide immunisation programs for the protection of public health within the areas of the Constituent Councils or to ensure that such programs are provided;
- g) promote and monitor standards of hygiene and sanitation;
- h) promote and monitor food safety standards;
- i) identify risks to public and environmental health within the areas of the Constituent Councils;
- j) monitor and regulate communicable and infectious disease control;
- k) licence and monitor standards in Supported Residential Facilities;
- l) ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public and environmental health;
- m) provide, or support the provision of, educational information about public and environmental health and provide or support activities within the areas of the Constituent Councils to preserve, protect or promote public health;
- n) keep the Constituent Councils abreast of any emerging opportunities, trends and issues in public and environmental health; and
- o) any other functions described in the Charter or assigned by the Constituent Councils to EHA consistent with EHA's purpose.

1.6. Powers

EHA has the powers necessary for the carrying out of its functions, and may:

- a) enter into contracts or arrangements with any government agency or authority, or councils, including the Constituent Councils;
- b) appoint, employ, remunerate, remove or suspend officers, managers, employees and agents;

- c) enter into contracts with any person for the acquisition or provision of goods and services;
- d) receive financial contributions from the Constituent Councils;
- e) publish information;
- f) acquire, hold, deal with and dispose of any real or personal property, subject to the requirements of the Constituent Councils;
- g) open and operate bank accounts;
- h) acquire funds for the purpose of its functions or operations by entering into loan agreements;
- i) invest any of the funds of EHA in any investment with the LGA Finance Authority, provided that in exercising this power of investment EHA must:
 - (a) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - (b) avoid investments that are speculative or hazardous in nature;
- j) raise revenue by applying for grants and other funding from the State of South Australia or the Commonwealth of Australia and their respective agencies or instrumentalities on behalf of the Constituent Councils or on its own behalf.

1.7. Area of activity

a) EHA may ~~only~~ undertake an activity, including in relation to one or more of its functions and powers set out in clauses 1.5 and 1.6 outside the area of the Constituent Councils where that activity has been approved by EHA by a unanimous resolution supported unanimously by all the Board Members of EHA currently in office present at the relevant meeting on the basis EHA considers the activity is decision of the Constituent Councils as being necessary or expedient to the performance by EHA of its functions subject to:

(a) the relevant and is an activity being included in the EHA business plan;

(b) there being no material impact on EHA's ability to undertake its functions set out in clause 1.5;

(c) the relevant activity is determined to have a positive impact on EHA and its Constituent Council;

~~(d) EHA obtaining the concurrence of the Chief Executive Officers of the Constituent Councils to EHA undertaking the relevant activity.~~

Commented [ML1]: Clause to b amended to satisfy Burnside comments

1.8. Common seal

- a) EHA shall have a common seal upon which its corporate name shall appear in legible characters.
- ~~b) The common seal shall not be used without the authorisation of a resolution of EHA and every use of the common seal shall be recorded in a register.~~
- ~~c) The affixing of the common seal shall be witnessed by the Chair or Deputy Chair or such other Board member as the Board may appoint for the purpose.~~
- ~~d)~~b) The common seal shall be kept in the custody of the Chief Executive Officer or such other person as EHA may from time to time decide.

2. BOARD OF MANAGEMENT

2.1. Functions

The Board is ~~the governing body of EHA and is responsible for the administration of the affairs of EHA, managing all activities of EHA. A decision of the Board is a decision of EHA, and ensuring that EHA acts in accordance with the Charter.~~ In addition to the functions of the Board set out in the LG Act the Board ~~The Board~~ will:

- ~~a) take all reasonable and practicable steps to ensure that EHA acts in accordance with the Charter;~~
- ~~a)~~b) formulate plans and strategies aimed at improving the activities of EHA;
- ~~b)~~c) provide input and policy direction to EHA;
- ~~c)~~d) monitor, oversee and evaluate the performance of the Chief Executive Officer;
- ~~d)~~e) ensure that ethical behaviour and integrity is maintained in all activities undertaken by EHA;
- ~~f)~~ subject to clause 3.10, ensure that the activities of EHA are undertaken in an open and transparent manner; ~~and~~
- ~~e)~~g) participate in the development of the Business Plan, and ~~assist with the development of the Public Health Plan and Business Plan; and~~

f)h) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.

2.2. Membership of the Board

- a) The Board will consist of 6 members appointed as follows:
- (a) one person appointed by each of the Constituent Councils which person may be an employee, officer or member of the Constituent Council;
 - (b) one person appointed by agreement of the majority of the Constituent Councils evidenced by a resolution of those Constituent Councils to be a Board Member and Chairperson which person must not be an employee, officer or member of a Constituent Council and who is considered by the relevant Constituent Councils to have expertise in one or more of the following areas:
 - (i) general management;
 - (ii) public health management;
 - (iii) financial management;
 - (iv) local government;
 - (v) previous relevant chairperson experience;
 - (vi) corporate governance;
 - (vii)
- b) Each Constituent Council will appoint a Deputy Board Member to act in the place of the Board Member appointed by that Constituent Council in the event the Board Member is unable to act as a Board Member.
- c) A Board Member, other than the Chairperson, shall be appointed for the term of office specified in the instrument of appointment and, at the expiration of the term of office, will be eligible for re-appointment by the Constituent Council.
- d) A Constituent Council may at any time revoke the appointment of a Board Member that it appointed.
- e) Each Constituent Council must give notice in writing to EHA of the person it has appointed as a Board Member and of any revocation of that appointment.

Commented [ML2]: CEO's have asked that the Board Structure be changed to a 6 persons Board, 1 from each council , with an independent chair and deputy Board Members . Can we simply replicate the East Waste Membership/Chair clauses, renaming director to Board Member/ or is there another way of accommodating this.

- f) Subject to clause 2.5, the Board Members are not entitled to receive any remuneration in respect of their attendance at meetings of the Board or on any other business of EHA.
- g) The office of Board Member becomes vacant:
 - (a) in any of the circumstances prescribed in the Act;
 - (b) if their appointment is revoked in accordance with clause 2.2(d); or
 - (c) if the Board Member is a member of a Constituent Council – they are no longer a member of a Constituent Council.
- h) The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member who is the subject of a recommendation under this clause 2.2(h)) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:
 - (a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - (b) serious neglect of duty in attending to their responsibilities as a Board Member;
 - (c) breach of fiduciary duty to EHA, a Constituent Council or the Constituent Councils;
 - (d) breach of the duty of confidentiality to EHA, a Constituent Council or the Constituent Councils;
 - (e) breach of the conflict of interest provisions of the Act; or
 - (f) any other behaviour that may, in the opinion of the Board, discredit EHA.
- i) Subject to clause 2.2(i), if the office of a Board Member becomes vacant, the relevant Constituent Council must as soon as reasonably practicable appoint another person to fill the vacancy for the remainder of the term or such longer or shorter term as determined by the relevant Constituent Council.
- j) If the office of the Chairperson becomes vacant, the Constituent Councils must as soon as reasonably practicable appoint a person to fill the vacancy by unanimous resolution for the remainder of the term or for such longer of shorter term as the Constituent Councils determine save that any such term must not exceed two years.
- a) Each Constituent Council must appoint:
 - (a) one elected member; and

- ~~(b) — one other person who may be an officer, employee or elected member of that Constituent Council or an independent person, to be Board members and may at any time revoke these appointments and appoint other persons on behalf of that Constituent Council.~~
- ~~b) — A Board Member shall be appointed for the term of office specified in the instrument of appointment, and at the expiration of the term of office will be eligible for re-appointment by the Constituent Council that appointed that Board Member.~~
- ~~c) — Each Constituent Council must give notice in writing to EHA of the elected members persons it has appointed as Board Members and of any revocation of any of those appointments.~~
- ~~d) — Any person authorised by a Constituent Council may attend (but not participate in) a Board meeting and may have access to papers provided to Board Members for the purpose of the meeting.~~
- ~~e) — The provisions regarding the office of a board member becoming vacant as prescribed in the Act apply to all Board Members.~~
- ~~f) — Where the office of a board member becomes vacant, the relevant Constituent Council will appoint another person as a Board member for the balance of the original term or such other term as the Constituent Council determines.~~
- ~~g) — The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member who is the subject of a recommendation under this clause ~~g)g)g))~~ make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:~~
- ~~(a) — any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;~~
- ~~(b) — serious neglect of duty in attending to their responsibilities as a Board Member;~~
- ~~(c) — breach of fiduciary duty to EHA, a Constituent Council or the Constituent Councils;~~
- ~~(d) — breach of the duty of confidentiality to EHA, a Constituent Council or the Constituent Councils;~~
- ~~(e) — breach of the conflict of interest provisions of the Act; or~~

~~(f) any other behaviour that may, in the opinion of the Board, discredit EHA, a Constituent Council or the Constituent Councils.~~

~~h)k) The members of the Board shall not be entitled to receive any remuneration in respect of their appointment as a Board Member including their attendance at meetings of the Board or on any other business of the Board EHA.~~

2.3. Conduct of Board Members

- a) Subject to clauses 20(6) and 20(7), Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to Board Members.
- b) Board Members are not required to comply with Division 2, Part 4, Chapter 5 (Register of Interests) of the Act.
- c) Board Members must at all times act in accordance with their duties under the Act.

2.4. Board policies and codes

- a) EHA must, ~~in consultation with the Board Members~~ ensure that appropriate policies, practices and procedures are implemented and maintained in order to:
 - (a) ensure compliance with any statutory requirements; and
 - (b) achieve and maintain standards of good public administration.
- b) ~~EHA will adopt a A code of conduct currently prescribed under section 63 of the Act will apply to for Board Members as if the Board Members were elected members, except insofar as the prescribed code of conduct is inconsistent with an express provision of the charter or schedule 2 of the Act. In the event of such an inconsistency, the charter or schedule 2 of the Act (as relevant) will prevail to the extent of the inconsistency.~~
- c) ~~To the extent it is able, t~~The Board must, ~~as far as it is reasonable and practicable,~~ ensure that ~~its EHA's~~ policies are complied with in the conduct of the affairs of EHA and are ~~periodically reviewed and, if appropriate, amended~~ reviewed at regular intervals to be determined ~~by the Board on the recommendation of the audit committee.~~
- d) The audit committee will develop a schedule for the periodic review of EHA policies by 30 June each year and provide this to the Board for approval.

2.5. Chair of the Board

- a) The Chief Executive Officer of the Constituent Councils will invite applications for the position of Chairperson, assess the application and make a recommendation to the Constituent Councils on the appointment of the Chairperson.
- b) The Chairperson will be appointed for a maximum term of two years and at the expiration of a term of office will be eligible for re-appointment by agreement of the majority of the Constituent Councils evidenced by a resolution of those Constituent Councils.
- c) The Chairperson will receive an allowance as determined by a majority of the Constituent Councils.
- d) The Board will appoint a Deputy Chairperson using such process as determined by the Board for a maximum two year term and, at the expiration of a term of office, the Deputy Chairperson will be eligible for re-appointment.
- e) The Chairperson will:
 - (a) preside at all meetings of the Board;
 - (b) serve as an ex officio member of all committees established by the Board;
 - (c) represent EHA with the media and the public generally; and
 - (d) exercise other functions as the Board determines.
- f) In the event the Chairperson is absent from a meeting of the Board, the Deputy Chairperson will preside at the meeting for the period that the Chairperson is absent. In the event of the Chairperson and Deputy Chairperson being absent from a meeting of the Board, the Board will select a Board member present to preside at the meeting for the period that both the Chairperson and Deputy Chairperson are absent.
- ~~a) A Chair and Deputy Chair shall be elected at the first meeting of the Board after a Periodic Election.~~
- ~~b) The Chair and Deputy Chair shall hold office for a period of one year from the date of the election by the Board.~~
- ~~c) Where there is more than one nomination for the position of Chair or Deputy Chair, the election shall be decided by ballot.~~
- ~~d) Both the Chair and Deputy Chair shall be eligible for re-election to their respective offices at the end of the relevant one year term.~~

~~———— If the Chair should cease to be a Board Member, or resign their position as chair, the Deputy Chair may act as the Chair until the election of a new Chair.~~

~~e) ——— In the event the Chair is absent the Deputy Chair shall act as the Chair.~~

2.6. Powers of the Chair and Deputy Chair

- a) The Chair shall preside at all meetings of the Board and, in the event of the Chair being absent from a meeting, the Deputy Chair shall preside. In the event of the Chair and Deputy Chair being absent from a meeting, the Board Members present shall appoint a member from among them, who shall preside for that meeting or until the Chair or Deputy Chair is present.
- b) The Chair and the Deputy Chair individually or collectively shall have such powers as may be decided by ~~the Board~~EHA.

2.7. Committees

- a) ~~The Board~~EHA may establish a committee for the purpose of:
 - (a) enquiring into and reporting to the Board on any matter within EHA's functions and powers and as detailed in the terms of reference given by the Board to the committee; or
 - (b) exercising, performing or discharging delegated powers, functions or duties.
- b) A member of a committee established under this clause holds office at the pleasure of ~~the Board~~EHA.
- c) The Chair of the Board is an *ex-officio* member of any committee ~~or advisory committee~~ established by ~~the Board~~EHA.

3. MEETINGS OF THE BOARD

3.1. Ordinary meetings

- a) Ordinary meetings of the Board will take place at such times and places as may be fixed by the Board or where there are no meetings fixed by the Board, by the Chief Executive Officer in consultation with the Chair from time to time, so that there are no less than five ordinary meetings per financial year.
- b) Notice of ordinary meetings of the Board must be given by the Chief Executive Officer to each Board Member and the chief executive officer of each Constituent Council at least three clear days prior to the holding of the meeting.

3.2. Special meetings

- a) Any two Board Members may by delivering a written request to the Chief Executive Officer require a special meeting of the Board to be held.
- b) The request must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (if the proposed agenda is not provided the request is of no effect).
- c) On receipt of the request, the Chief Executive Officer must send a notice of the special meeting to all Board Members and Chief Executive Officers of the Constituent Councils at least four hours prior to the commencement of the special meeting.
- d) The Chair may convene special meetings of the Board at the Chair's discretion without complying with the notice requirements prescribed in clause 3.4 provided always that there is a minimum one-four hours notice given to Board members.

3.3. Telephone or video conferencing

- a) Special meetings of the Board convened under clause 3.2 may occur by telephone or video conference electronic means in accordance with procedures determine by the EHA Board of Management or the Chief Executive Officer and provided that at least a quorum is present at all times.
- ~~b) Where one or more Board Members attends a Board meeting by telephone or video conferencing electronic means, the meeting will be taken to be open to the public, provided that members of the public can hear the discussion between Board members.~~
- ~~c) Each of the Board Members taking part in a meeting via telephone or video conferencing by electronic means must, at all times during the meeting, be able to hear and be heard by the other Board Members present.~~
- ~~d) At the commencement of the meeting by telephone electronic means, each Board Member must announce their presence to all other Board Members taking part in the meeting.~~
- ~~e) Board Members attending a meeting by electronic means must not leave a meeting by disconnecting the electronic means in telephone, audio-visual or other communication equipment, without notifying the Chair of the meeting in advance.~~

3.4. Notice of meetings

- a) Except where clause 3.2 applies, notice of Board meetings must be given in accordance with this clause.
- b) Notice of any meeting of the Board must:
 - (a) be in writing;
 - (b) set out the date, time and place of the meeting;
 - (c) be signed by the Chief Executive Officer;
 - (d) contain, or be accompanied by, the agenda for the meeting; and
 - (e) be accompanied by a copy of any document or report that is to be considered at the meeting (as far as this is practicable).
- c) Notice under clause ~~b)b)b)~~ may be given to a Board Member:
 - (a) personally;
 - (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member;
 - (c) electronically via email to an email address approved by the Board Member;
 - (d) by leaving the notice at the principal office of the Constituent Council which appointed the Board Member; or
 - (e) by a means authorised in writing by the Board Member being an available means of giving notice.
- d) A notice that is not given in accordance with clause ~~c)c)c)~~ will be taken to have been validly given if the Chief Executive Officer considers it impracticable to give the notice in accordance with that clause and takes action that the Chief Executive Officer considers reasonably practicable in the circumstances to bring the notice to the Board Member's attention.
- e) The Chief Executive Officer may indicate on a document or report provided to Board Members that any information or matter contained in or arising from the document or report is confidential until such time as the Board determines whether the document or report will be considered in confidence under clause ~~3.10.b)3.10.b)3.10.b)~~.

3.5. Minutes

- a) The Chief Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board.

- b) Where the Chief Executive Officer is excluded from attendance at a meeting of the Board pursuant to clause ~~3.10.b)3.10.b)3.10.b)~~, the person presiding at the meeting shall cause the minutes to be kept.

3.6. Quorum

- a) A quorum of Board Members is constituted by dividing the total number of Board Members for the time being in office by two, ignoring any fraction resulting from the division and adding one.
- b) No business will be transacted at a meeting unless a quorum is present ~~and maintained during the meeting.~~

3.7. Meeting procedure

- a) ~~The BoardEHA~~ may determine its own procedures for the conduct of its meetings provided they are not inconsistent with the Act or the charter.
- b) Meeting procedures determined by ~~the BoardEHA~~ must be documented and be made available to the public.
- c) Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2000* (SA) shall apply.

3.8. Voting

- a) Board Members including the Chair, shall have a deliberative vote. The Chair shall not in the event of a tied vote, have a second or casting vote.
- b) All matters will be decided by simple majority of votes of the Board Members present. In the event of a tied vote the matter will lapse.
- c) Each Board Member present at a meeting, including Board Members attending a meeting by electronic means must vote on a question arising for decision at the meeting.

3.9. Circular resolutions

- ~~a) —~~ A valid decision of the Board may be obtained by a proposed resolution in writing given to all Board Members in accordance with procedures determined by the Board, and a resolution made in accordance with such procedures is as valid and effectual as if it had been passed at a meeting of the Board where a simple majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Chief Executive Officer or otherwise

giving written notice of their consent and setting out the terms of the resolution to the Chief Executive Officer.

A resolution consented to under clause a) is as valid and effectual as if it had been passed at a meeting of the Board.

3.10. Meetings to be held in public except in special circumstances

- a) Subject to this clause, meetings of ~~the Board~~EHA must be conducted in a place open to the public.
- b) ~~The Board~~EHA may order that the public be excluded from attendance at any meeting in accordance with the procedure under sections 90(2) and 90(3) of the Act.
- c) An order made under clause ~~b)b)b)~~ must be recorded in the minutes of the meeting including describing the grounds on which the order was made.

3.11. Public inspection of documents

- a) Subject to clause ~~c)c)c)~~, a person is entitled to inspect, without payment of a fee:
 - (a) minutes of a Board Meeting;
 - (b) reports received by the Board Meeting; and
 - (c) recommendations presented to the Board in writing and adopted by resolution of the Board.
- b) Subject to clause ~~c)c)c)~~, a person is entitled, on payment to the Board of a fee fixed by the Board, to obtain a copy of any documents available for inspection under clause ~~a)a)a)~~.
- c) Clauses ~~a)a)a)~~ and ~~b)b)b)~~ do not apply in relation to a document or part of a document if:
 - (a) the document or part of the document relates to a matter of a kind considered by the Board in confidence under clause ~~3.10.b)3.10.b)3.10.b)~~; and
 - (b) the Board orders that the document or part of the document be kept confidential (provided that in so ordering the Board must specify the duration of the order or the circumstances in which it will cease to apply or a period after which it must be reviewed).

3.12. Saving provision

- a) No act or proceeding of EHA is invalid by reason of:
 - (a) a vacancy or vacancies in the membership of the Board; or

- (b) a defect in the appointment of a Board Member.

4. CHIEF EXECUTIVE OFFICER

4.1. Appointment

- a) ~~The Board~~EHA shall appoint a Chief Executive Officer to manage the business of EHA on a fixed term performance based employment contract, which does not exceed five years in duration.
- b) At the expiry of a Chief Executive Officer's contract, the Board may reappoint the same person as Chief Executive Officer on a new contract of no greater than five years duration.

4.2. Responsibilities

- a) The Chief Executive Officer is responsible to ~~the Board~~EHA for the execution of decisions taken by ~~the Board~~EHA and for the efficient and effective management of the affairs of EHA.
- b) The Chief Executive Officer shall cause records to be kept of all activities and financial affairs of EHA in accordance with the charter, in addition to other duties provided for by the charter and those specified in the terms and conditions of appointment.

4.3. Functions of the Chief Executive Officer

The functions of the Chief Executive Officer ~~shall be specified in the terms and conditions of appointment and will~~ include ~~to: terms to the effect that the Chief Executive Officer's functions may:~~

- a) ensure that the policies, procedures, codes of conduct and any lawful decisions of EHA are implemented and promulgated in a timely and efficient manner;
- b) undertake responsibility for the day to day operations and affairs of EHA;
- c) provide advice, assistance and reports to EHA through the Board in the exercise and performance of its powers and functions under the charter and the Act;
- d) initiate and co-ordinate proposals for consideration by EHA for developing objectives, policies and programs for the Constituent Council areas;
- e) provide information to EHA to assist EHA to assess performance against EHA plans;

- f) ensure that timely and accurate information about EHA policies and programs is regularly provided to the communities of the Constituent Councils;
- g) ensure that appropriate and prompt responses are given to specific requests for information made to EHA and, where appropriate, the Constituent Councils;
- h) ensure that the assets and resources of EHA are properly managed and maintained;
- i) maintain records that EHA and the Constituent Councils are required to maintain under the charter, the Act or another Act in respect of EHA;
- j) ensure sound principles of human resource management, health and safety to the employment of staff by EHA, including the principles listed in section 107(2) of the Act;
- k) ensure compliance with the obligations under *Work Health and Safety Act 2012* (SA) of both EHA and the Chief Executive Officer (as an 'officer' of EHA within the meaning of the WHS Act); and
- l) _____ exercise, perform or discharge other powers, functions or duties conferred on the Chief Executive Officer by the charter, and to perform other functions lawfully directed by the BoardEHA;
- l)m) such other functions as may be specified in the terms and conditions of appointment of the Chief Executive Officer.

4.4. Acting Chief Executive Officer

- a) Where an absence of the Chief Executive Officer is foreseen, the Chief Executive Officer may appoint a suitable person to act as Chief Executive Officer, ~~provided that the BoardEHA may determine to revoke the Acting Chief Executive Officer's appointment and appoint an alternative person as Acting Chief Executive Officer.~~
- b) If the Chief Executive Officer does not make or is incapable of making an appointment under clause ~~a)a)~~, a suitable person will be appointed by the BoardEHA.

5. STAFF OF EHA

- a) _____ EHA may employ any staff required for the fulfilment of its functions.
- b) ~~The~~ The Chief Executive Officer is responsible for appointing, managing, suspending and dismissing the other employees of EHA (on behalf of EHA).

~~conditions on which staff are employed will be determined by the Chief Executive Officer.~~

~~c) The Chief Executive Officer must ensure that an appointment under this clause is consistent with strategic policies and budgets approved by EHA.~~

~~d) The Chief Executive Officer must, in acting under this clause comply with any relevant Act, award or industrial agreement.~~

~~e) Suspension of an employee by the Chief Executive Officer does not affect a right to remuneration in respect of the period of suspension.~~

6. REGIONAL PUBLIC HEALTH PLAN

6.1. ~~Obligation to prepare~~

~~a) EHA must prepare for the Constituent Councils a draft regional public health plan for the purposes of the South Australian Public Health Act.~~

~~b) The draft Regional Public Health Plan must be:~~

~~(a) in the form determined or approved by the Minister; and~~

~~(b) consistent with the State Public Health Plan.~~

~~c) In drafting the Regional Public Health Plan, EHA will take into account:~~

~~(a) any guidelines prepared or adopted by the Minister to assist councils prepare regional public health plans; and~~

~~(b) in so far as is reasonably practicable give due consideration to the regional public health plans of other councils where relevant to issues or activities under the Regional Public Health Plan.~~

6.2. ~~Contents~~

~~The Regional Public Health Plan must:~~

~~a) comprehensively assess the state of public health in the areas of the Constituent Councils;~~

~~b) identify existing and potential public health risks and provide for strategies for addressing and eliminating or reducing those risks;~~

~~c) identify opportunities and outline strategies for promoting public health in the areas of the Constituent Councils;~~

~~d) address any public health issues specified by the Minister; and~~

~~e) include information as to:~~

- ~~(a) the state and condition of public health within the area of the Constituent Councils and related trends;~~
- ~~(b) environmental, social, economic and practical considerations relating to public health within the area of the Constituent Councils; and~~
- ~~(c) other prescribed matters; and~~
- ~~f) include such other information or material contemplated by the SA Public Health Act or regulations made under that Act.~~

6.3. Consultation

- ~~a) EHA will submit the draft Regional Public Health Plan to the Constituent Councils for approval for the plan to be provided, on behalf of the Constituent Councils, to:

 - ~~(a) the Minister;~~
 - ~~(b) any incorporated hospital established under the *Health Care Act 2008* (SA) that operates a facility within the area of the Constituent Councils;~~
 - ~~(c) any relevant Public Health Authority Partner; and~~
 - ~~(d) any other person prescribed by regulation made under the SA Public Health Act.~~~~
- ~~b) Once approved by the Constituent Councils, EHA will, on behalf of the Constituent Councils, submit a copy of the draft Regional Public Health Plan to the entities listed in clause a) and consult with the Chief Public Health Officer and the public on the draft Public Health Authority Partner.~~
- ~~c) EHA will provide an amended copy of the Regional Public Health Plan to the Constituent Councils which takes into account comments received through consultation under clause b).~~

6.4. Adoption of a Regional Public Health Plan

~~Each Constituent Council will determine whether or not to adopt the draft Regional Public Health Plan submitted to it by EHA under clause 6.3.c).~~

6.5.6.1. Implementation of a Regional Public Health Plan

EHA is responsible for undertaking any strategy and for attaining any priority or goal which the Regional Public Health Plan specifies as EHA's responsibility.

6.6.6.2. Review

EHA will, in conjunction with the Constituent Councils, review the **current** Regional Public Health Plan every five years or at shorter time intervals as directed by the Constituent Councils.

6.7.6.3. Reporting

a) EHA will on a biennial basis, on behalf of the Constituent Councils, prepare-coordinate the preparation of a draft report that contains a comprehensive assessment of the extent to which, during the reporting period, EHA and the Constituent Councils have succeeded in implementing the Regional Public Health Plan.

~~b) The reporting period for the purposes of clause a) is the two years ending on 30 June preceding the drafting of the report.~~

~~c)b) EHA will comply with guidelines issued by the Chief Public Health Officer in respect of the preparation of reports on regional public health plans.~~

~~d)c) EHA will submit the draft report to the Constituent Councils for approval for the draft report to be provided to the Chief Public Health Officer by 30 June 2014 on behalf of the constituent councils as required.~~

7. FUNDING AND FINANCIAL MANAGEMENT

7.1. Financial management

- a) EHA shall keep proper books of account. Books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
- b) EHA must meet the obligations set out in the *Local Government (Financial Management) Regulations 2011* (SA).
- c) The Chief Executive Officer must act prudently in the handling of all financial transactions for EHA and must provide financial reports to the Board at its meetings and if requested, the Constituent Councils.

7.2. Bank account

- a) EHA must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- b) All cheques must be signed by two persons authorised by resolution of the Board.

- c) Any payments made by electronic funds transfer must be made in accordance with procedures approved by the external auditor.

7.3. Budget

- a) EHA must prepare a proposed budget for each financial year in accordance with clause 25, Schedule 2 to the Act.
- b) The proposed budget must be referred to the Board at its April meeting and to the Chief Executive Officers of the Constituent Councils by 30 April each year.
- c) A Constituent Council may comment in writing to EHA on the proposed budget by 31 May each year.
- d) EHA must, after 31 May but before the end of June in each financial year, finalise and adopt an annual budget for the ensuing financial year in accordance with clause 25, Schedule 2 to the Act.

7.4. Funding contributions

- a) Constituent Councils shall be liable to contribute monies to EHA each financial year for its proper operation.
- b) The contribution to be paid by a Constituent Council for any financial year shall be determined by calculating the Constituent Council's proportion of EHA's overall activities in accordance with the Funding Contribution Calculation Formula (see Schedule 1).
- c) Constituent Council contributions shall be paid in two equal instalments due respectively on 1 July and 1 January each year.
- d) The method of determining contributions can be changed with the written approval of not less than two thirds of the Constituent Councils. Where the method for calculating contributions is changed, the revised methodology will apply from the date determined by not less than two thirds of the Constituent Councils.
- e) If a council becomes a new Constituent Council after the first day of July in any financial year, the contribution payable by that council for that year will be calculated on the basis of the number of whole months (or part thereof) remaining in that year.

7.5. Financial reporting

- a) The Board shall present a balance sheet and the audited financial statements for the immediately previous financial year to the Constituent Councils by 31 August each year.
- b) The financial year for EHA is 1 July of a year to 30 June in the subsequent year.

7.6. **Audit**

- a) The Board shall appoint an external auditor in accordance with the *Local Government (Financial Management) Regulations 2011 (SA)*.
- b) The audit of financial statements of EHA, together with the accompanying report from the external auditor, shall be submitted to the Chief Executive Officer and the Board.
- c) The books of account and financial statements shall be audited at least once per year.
- d) EHA will maintain an audit committee as required by, and to fulfil the functions set out in, clause 30, Schedule 2 to the Act.

7.7. **Liability**

The liabilities incurred and assumed by EHA are guaranteed by all Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula.

7.8. **Insolvency**

In the event of EHA becoming insolvent, the Constituent Councils will be responsible for all liabilities of EHA in proportion to the percentage contribution calculated for each Constituent Council for the financial year prior to the year of the insolvency.

7.9. **Insurance and superannuation requirements**

- a) EHA shall register with the LGA Mutual Liability Scheme and comply with the rules of that scheme.
- b) EHA shall register with the LGA Asset Mutual Fund or otherwise advise the Local Government Risk Services of its insurance requirements relating to local government special risks in respect of buildings, structures, vehicles and equipment under the management, care and control of EHA.
- c) ~~If EHA employs any person it~~As an employer, EHA shall register with Statewide Super and the LGA Workers Compensation Scheme and comply with the rules of those schemes.

8. **BUSINESS PLAN**

8.1. **Contents of the Business Plan**

- a) EHA must each year develop in accordance with this clause a business plan which supports and informs its annual budget.
- b) In addition to the requirements for the Business Plan set out in clause 24(6) of Schedule 2 to the Act, the Business Plan will include:

- (a) a description of how EHA's functions relate to the delivery of the Regional Public Health Plan and the Business Plan;
 - (b) financial estimates of revenue and expenditure necessary for the delivery of the Regional Public Health Plan;
 - (c) performance targets which EHA is to pursue in respect of the Regional Public Health Plan.
- c) A draft of the Business Plan will be provided to the Constituent Councils ~~on a date to be determined~~ for the endorsement of the majority of those councils.
 - d) The Board must provide a copy of the adopted annual Business Plan and budget to the Chief Executive Officers of each Constituent Council within five business days of its adoption.

8.2. Review and assessment against the Business Plan

- a) The Board must:
 - (a) compare the achievement of the Business Plan against performance targets for EHA at least once every financial year;
 - (b) in consultation with the Constituent Councils review the contents of the Business Plan on an annual basis; and
 - (c) consult with the Constituent Councils prior to amending the Business Plan.
- b) EHA must submit to the Constituent Councils, by 30 September each year in respect of the immediately preceding financial year, an annual report on the work and operations of EHA detailing achievement of the aims and objectives of its Business Plan and incorporating any other information or report as required by the Constituent Councils.

9. MEMBERSHIP

9.1. New Members

The charter may be amended by the unanimous agreement of the Constituent Councils and the approval of the Minister to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership.

9.2. Withdrawal of a member

- a) Subject to any legislative requirements, including but not limited to ministerial approval, a Constituent Council may resign from EHA at any time by giving a minimum 12-24 months notice to take effect from 30 June in the financial year after which the notice period has expired,

unless otherwise agreed by unanimous resolution of the other Constituent Councils.

- b) Valid notice for the purposes of clause ~~a) a) a)~~ is notice in writing given to the Chief Executive Officer and each of the Constituent Councils.
- c) The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council to contribute to any loss or liability incurred by EHA at any time before or after such withdrawal in respect of any act or omission by EHA prior to such withdrawal.
- d) Payment of monies outstanding under the charter, by or to the withdrawing Constituent Council must be fully paid by 30 June of the financial year following 30 June of the year in which the withdrawal occurs unless there is a unanimous agreement as to alternative payment arrangements by the Constituent Councils.
- e) The withdrawing Constituent Council is to reimburse EHA for any operating costs incurred as a direct result of the withdrawal.
- d)f) The withdrawing Constituent Council is not automatically entitled to any retained equity upon exit, and any financial distribution shall be unanimously agreed by the remaining Constituent Councils.

10. DISPUTE RESOLUTION

- a) The procedure in this clause must be applied to any dispute that arises between EHA and a Constituent Council concerning the affairs of EHA, or between the Constituent Councils concerning the affairs of EHA, including a dispute as to the meaning or effect of the charter and whether the dispute concerns a claim in common law, equity or under statute.
- b) EHA and a Constituent Council must continue to observe the charter and perform its respective functions despite a dispute.
- c) This clause does not prejudice the right of a party:
 - (a) to require the continuing observance and performance of the charter by all parties: or
 - (b) to institute proceedings to enforce payment due under the charter or to seek injunctive relief to prevent immediate and irreparable harm.
- d) Subject to clause ~~c) c) c)~~, pending completion of the procedure set out in clauses ~~e) e) e)~~ to ~~i) i) i)~~, a dispute must not be the subject of legal

proceedings between any of the parties in dispute. If legal proceedings are initiated or continued in breach of this clause, a party to the dispute is entitled to apply for and be granted an order of the court adjourning those proceedings pending completion of the procedure set out in this clause 10.

- e) **Step 1: Notice of dispute:** A party to the dispute must promptly notify each other party to the dispute of:
- (a) the nature of the dispute, giving reasonable details;
 - (b) what action (if any) the party giving notice seeks to resolve the dispute.
- A failure to give notice under this clause ~~e)e)~~ does not entitle any other party to damages.
- f) **Step 2: Request for a meeting of the parties:** A party providing notice of a dispute under clause ~~e)e)~~ may at the same or a later time notify each other party to the dispute that the notifying party requires a meeting within 14 business days.
- g) **Step 3: Meeting of senior managers:** Where a meeting is requested under clause ~~f)f)~~, a senior manager of each party must attend a meeting with the Board in good faith to attempt to resolve the dispute.
- h) **Step 4: Meeting of chief executive officers:** Where a meeting of senior managers held under clause ~~g)g)~~ fails to resolve the dispute, the chief executive officers of EHA and each of the Constituent Councils must attend a meeting in good faith to attempt to resolve the dispute.
- i) **Step 5: Mediation:** If the meeting held under clause ~~h)h)~~ fails to resolve the dispute, then the dispute may be referred to mediation by any party to the dispute.
- j) Where a dispute is referred to mediation under clause ~~i)i)~~:
- (a) the mediator must be a person agreed by the parties in dispute or, if they cannot agree within 14 days, a mediator nominated by the President of the South Australian Bar Association (or equivalent office of any successor organisation);
 - (b) the role of the mediator is to assist in negotiating a resolution of a dispute;
 - (c) a mediator may not make a decision binding on a party unless the parties agree to be so bound either at the time the mediator is appointed or subsequently;

- (d) the mediation will occur at EHA's principal office or any other convenient location agreed by both parties;
- (e) a party is not required to spend more than the equivalent of one business day in mediation of a dispute;
- (f) each party to a dispute will cooperate in arranging and expediting the mediation, including by providing information in the possession or control of the party reasonably sought by the mediator in relation to the dispute;
- (g) each party will send a senior manager authorised to resolve the dispute to the mediation;
- (h) the mediator may exclude lawyers acting for the parties in dispute;
- (i) the mediator may retain persons to provide expert assistance to the mediator;
- (j) a party in dispute may withdraw from mediation if in the reasonable opinion of that party, the mediator is not acting in confidence or with good faith, or is acting for a purpose other than resolving the dispute;
- (k) unless otherwise agreed in writing:
 - (i) everything that occurs before the mediator is in confidence and in closed session;
 - (ii) discussions (including admissions and concessions) are without prejudice and may not be called into evidence in any subsequent legal proceedings by a party;
 - (iii) documents brought into existence specifically for the purpose of the mediation may not be admitted in evidence in any subsequent legal proceedings by a party; and
 - (iv) the parties in dispute must report back to the mediator within 14 days on actions taken based on the outcomes of the mediation; and
- (l) each party to the dispute must bear its own costs in respect of the mediation, plus an equal share of the costs and expenses of the mediator.

11. WINDING UP

- a) EHA may be wound up by the Minister acting upon a unanimous resolution of the Constituent Councils or by the Minister in accordance with clause 33(1)(b), Schedule 2 of the Act.
- b) In the event of EHA being wound up, any surplus assets after payment of all expenses shall be returned to the Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.
- c) If there are insufficient funds to pay all expenses due by EHA on winding up, a levy shall be imposed on all Constituent Councils in the proportion determined under the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.

12. MISCELLANEOUS

12.1. Action by the Constituent Councils

The obligations of EHA under the charter do not derogate from the power of the Constituent Councils to jointly act in any manner prudent to the sound management and operation of EHA, provided that the Constituent Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

12.2. Direction by the Constituent Councils

Any direction given to EHA by the Constituent Councils must be jointly given by the Constituent Councils to the Board of EHA by a notice or notices in writing.

12.3. Alteration and review of charter

- a) The charter will be reviewed by the Constituent Councils acting jointly at least once in every four years.
- b) The charter can only be amended by unanimous resolution of the Constituent Councils.
- c) Notice of a proposed alteration to the charter must be given by the Chief Executive Officer to all Constituent Councils at least four weeks prior to the Council meeting at which the alteration is proposed.
- d) The Chief Executive Officer must ensure that [a copy of the charter, as amended, is published on a website \(or websites\) determined by the chief executive officers of the Constituent Councils, a notice of the fact of the amendment and a website address at which the charter is available for inspection is published in the Gazette and a copy of the charter, as amended, is provided to the Minister, the amended charter is published in the South Australian Government Gazette, a copy of the](#)

~~amended charter is provided to the Minister and a copy is tabled for noting at the next Board meeting.~~

12.4. Access to information

A Constituent Council and a Board Member each has a right to inspect and take copies of the books and records of EHA for any proper purpose.

12.5. Circumstances not provided for

a) If any circumstances arise about which the charter is silent or which are, incapable of taking effect or being implemented the Board or the Chief Executive Officer may decide the action to be taken to ensure achievement of the objects of EHA and its effective administration.

~~b)~~ Where the Chief Executive Officer acts in accordance with clause ~~a) a)~~ he or she shall report that decision at the next Board meeting.

12.6. Civil liability Protection for Subsidiary employees

~~a) No civil liability attaches to an employee of EHA for an honest act or omission in the exercise performance or discharge or purported exercise performance or discharge of powers functions and duties of the employee under the Local Government Act 1999 or any other Act.~~

~~b) EHA must indemnify its employees against any civil liability incurred by the employee of for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of powers, functions or duties under the Local Government Act 1999 or any other Act.~~

13. INTERPRETATION

13.1. Glossary

Term	Definition
Act	<i>Local Government Act 1999 (SA)</i>
Board	board of management of EHA
Board Member	a member of EHA board appointed for the purposes of clause 2.2 of the charter and includes a Deputy Board Member unless the context otherwise requires.
Business Plan	a business plan compiled in accordance with part 8 of the charter
Chief Executive Officer	The chief executive officer of EHA
Chief Public Health Officer	the officer of that name appointed under the SA Public Health Act
Constituent Council	a council listed in clause 1.2 of the charter or admitted under clause 9.1.
Deputy Board Member	a deputy member of EHA Board appointed for the purpose of clause 2.2 of the Charter.
EHA	Eastern Health Authority
Funding Contribution Calculation Formula	the formula set out in Schedule 1 to the charter.
LGA	Local Government Association of SA
LGA Asset Mutual Fund	means the fund of that name provided by Local Government Risk Services
LGA Mutual Liability Scheme	means the scheme of that name conducted by the LGA.
LGA Workers Compensation Scheme	a business unit of the Local Government Association of South Australia.
Minister	South Australian Minister for Health and Aging

Periodic Election	has the meaning given in the <i>Local Government (Elections) Act 1999 (SA)</i> .
Public Health Authority Partner	is an entity prescribed or declared to be a public health authority partner pursuant to the SA Public Health Act
Regional Public Health Plan	the plan prepared under part 6 of the charter for the areas of the Constituent Councils.
SA Public Health Act	<i>South Australian Public Health Act 2011 (SA)</i>
State Public Health Plan	means the plan of that name under the SA Public Health Act
Statewide Super	Statewide Superannuation Pty Ltd ABN 62 008 099 223
Supported Residential Facility	has the meaning given in the <i>Supported Residential Facilities Act 1992 (SA)</i> .

13.2. Interpreting the charter

- a) The charter will come into effect on the date it is published in the *South Australian Government Gazette*.
- b) The charter supersedes previous charters of the Eastern Health Authority.
- c) The charter must be read in conjunction with Schedule 2 to the Act.
- d) EHA shall conduct its affairs in accordance with Schedule 2 to the Act except as modified by the charter as permitted by Schedule 2 to the Act.
- e) Despite any other provision in the charter:
 - (a) if the Act prohibits a thing being done, the thing may not be done;
 - (b) if the Act requires a thing to be done, that thing must be done; and
 - (c) if a provision of the charter is or becomes inconsistent with the Act, that provision must be read down or failing that severed from the charter to the extent of the inconsistency.

Schedule 1 – Funding Contribution Calculation Formula

The funding contribution required from each Constituent Council is based on an estimated proportion of EHA's overall activities occurring within its respective area.

The estimated proportion is determined using the Funding Contribution Calculation Formula which is detailed on the following page.

In the formula, activities conducted by EHA on behalf of Constituent Councils have been weighted according to their estimated proportion of overall activities (see table below).

It should be noted that the weighted proportion allocated to administration is divided evenly between the Constituent Councils.

A calculation of each Constituent Councils proportion of resources used for a range of different activities is made. This occurs annually during the budget development process and is based on the best available data from the preceding year.

The formula determines the overall proportion of estimated use for each council by applying the weighting to each activity.

Activity	Weighted % of Activities
Administration – (5% Fixed and 7.5% Variable)	12.5%
Food Safety Activity	35.0%
Environmental Health Complaints	7.0%
Supported Residential Facilities	6.5%
Cooling Towers	6.5%
Skin Penetration	0.5%
Swimming Pools	2%
Number of Year 8 & 9 Enrolments	15.0%
Number of clients attending clinics	15.0%
Total	100%

Activity Description	Code	Activity weighting	Constituent Council -1	Constituent Council - 2	Constituent Council - 3	Constituent Council - 4	Constituent Council - 5	Total
Administration – Fixed Allocation (to be shared evenly.)	A1	12.5%	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%/ CC	512.5%/ CC	12.5%
Administration – Variable Allocation	A2	7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	(Sum B-I / 87.5%) x 7.5%	7.5%
Food Safety Activity.	B	35%	(N/B) x AW	(N/B) x AW(N/B)x AW	(N/B) x AW(N/B)x AW	(N/B) x AW(N/B)x AW	(N/B) x AW(N/B)x AW	35%2 8.5%
Environmental Health Complaints	C	7%	(N/C) x AW	(N/C) x AW(N/C)x AW	(N/C) x AW(N/C)x AW	(N/C) x AW(N/C)x AW	(N/C) x AW(N/C)x AW	7%11 %
Supported Residential Facilities.	D	6.5%	(N/D) x AW	(N/D) x AW(N/D)x AW	(N/D) x AW(N/D)x AW	(N/D) x AW(N/D)x AW	(N/D) x AW(N/D)x AW	6.5%1 0%
High Risk Manufactured Water Systems	E	6.5%	(N/E) x AW	(N/E) x AW(N/E)x AW	(N/E) x AW(N/E)x AW	(N/E) x AW(N/E)x AW	(N/E) x AW(N/E)x AW	6.5%3 %
Skin Penetration	F	0.5%	(N/F) x AW	(N/F) x AW(N/F)x AW	(N/F) x AW(N/F)x AW	(N/F) x AW(N/F)x AW	(N/F) x AW(N/F)x AW	0.5%2 %
Public Access Swimming Pools.	G	2%	(N/G) x AW	(N/G) x AW(N/G)x AW	(N/G) x AW(N/G)x AW	(N/G) x AW(N/G)x AW	(N/G) x AW(N/G)x AW	2%3%
School enrolments vaccinated	H	15.0%	(N/H) x AW	(N/H) x AW(N/H)x AW	(N/H) x AW(N/H)x AW	(N/H) x AW(N/H)x AW	(N/H) x AW(N/H)x AW	15.0% 15%
Clients attending public clinics	I	15.0%	(N/I) x AW	(N/I) x AW(N/I)x AW	(N/I) x AW(N/I)x AW	(N/I) x AW(N/I)x AW	(N/I) x AW(N/I)x AW	15.0% 15%
Total Proportion of contribution			Sum A-I	Sum A-I	Sum A-I	Sum A-I	Sum A-I	100%

- N = Number in Constituent Council area.
- B through to I = Total number in all Constituent Councils.
- AW = Activity weighting.
- CC = Number of Constituent Councils (example provided uses five (5) Constituent Councils)

11.4 2023 AFL GATHER ROUND

REPORT AUTHOR: Chief Executive Officer
GENERAL MANAGER: Not Applicable
CONTACT NUMBER: 83664539
FILE REFERENCE: qA110426
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to provide information regarding the 2023 AFL Gather Round, as requested by the Council at its meeting held on 1 May 2023.

BACKGROUND

At its meeting held on 7 November 2022, the Council resolved the following regarding the possibility of South Australia hosting the inaugural AFL Magic Round (as it was previously known as):

That the Norwood Football Club and SANFL be advised, that the Council will consider any reasonable request by the Club to help facilitate the playing of AFL matches at Norwood Oval, should it be selected as a venue as part of the AFL Magic Round in Adelaide.

Subsequent to this decision, at its meeting held on 5 December 2022, the Council was advised that the State Government had secured the rights to host the inaugural AFL Magic Round from 13-16 April 2023. At this time however, it was unknown which venues, in addition to Adelaide Oval, would be used.

At this meeting, the Council was also advised that in order to secure Norwood Oval as a venue, a number of improvements to the facilities at the Norwood Oval would be required (ie. new food outlet/kiosk, kitchen, coaches' boxes and media boxes).

In addition, the Council was requested to contribute to the 'one-off' items (ie. camera stands, public toilets, etc.) which were required to facilitate the playing and telecasting/broadcasting of the AFL matches should Norwood Oval be selected as a venue.

Following consideration of the report, the Council resolved to fully fund and allocate \$570,000 for the construction of a new food outlet/kiosk (with a new kitchen) at the eastern end of the Sir ET Smith Stand.

It also resolved to contribute up to \$65,000 to assist with the provision of additional permanent game day infrastructure (ie. new coaches' boxes, media boxes, etc.) on the basis that the Council's contribution would be directed towards the permanent assets (ie. coaches' boxes and media boxes) and not towards temporary infrastructure such as toilets, camera stands, etc.

The total cost estimate for these additional game day items of infrastructure (which included coaches' boxes, media boxes, etc.) and temporary infrastructure, as provided by the SANFL, was \$225,000. The Council's contribution towards these additional items was \$65,000, as this was based on the cost estimate provided by the SANFL for the construction of new coaches' boxes and media boxes.

As Elected Members may recall, that subsequent to this decision, a number of discussions ensued between Council staff, the AFL, the SANFL, the State Government and the Norwood Football Club.

The basis of these discussions and negotiations, stemmed from the fact that the original cost estimates which were provided to the Council by the SANFL, were significantly less than the quotations that were sourced by the Council for the coaches' boxes and media boxes and the Council took the position that it would only contribute towards the permanent infrastructure and not temporary items.

In this respect, whilst the Council was prepared to originally contribute \$65,000 towards these permanent assets (which was based on estimates provided by the SANFL), based on the final design of these structures (which received approval from the AFL as the structures were required to meet AFL standards), the cost of these structures was \$278,976.

Whilst these structures are permanent structures and will be owned by the Council and would be used by the Norwood Football Club for SANFL matches, AFLW matches and future AFL Gather Round matches, it was considered that the Council should not fund the total cost of these structures. In short, a four-way cost sharing arrangement was being advocated for by the Council.

The final outcome of the discussions and negotiations, was that agreement was reached based on sharing the following cost arrangements:

- AFL \$120,000;
- NPSP \$120,000; and
- SANFL/Norwood Football Club \$75,000;

noting that the costs associated with the temporary infrastructure (ie. camera stands, toilets, etc.) was, as the Council understands, met by the AFL.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

In respect to the cost of activating the Memorial Gardens, marketing and other promotional activities, the final cost is \$85,660, comprising \$15,000 from the Norwood Parade Precinct Committee's Budget (as resolved by the Committee) and the remainder of the funds being sourced from existing unspent/unused events, grants and marketing budget lines.

The final quotation for the new coaches' boxes and media boxes was \$278,976 with the final construction cost being \$283,552 (which includes a variation of \$3,650, which was required to replace iron roofing above the coaches' and media boxes) and with the inclusion of consultant fees of \$38,270, the total project cost is \$321,822.

In respect to the new outlet/kiosk, the preliminary first order cost estimate was \$570,000.

The final contract construction price was \$498,200.

The final construction cost was \$581,105, which included variations totalling \$52,658, which with consultant fees of \$59,303, amounted to a total cost of \$640,408.

EXTERNAL ECONOMIC IMPLICATIONS

In respect to the economic impact of the two (2) matches being played at Norwood Oval on 14 April 2023 and 16 April 2023, the data which has been provided by Spendmapp by Geografia, has been used to quantify the quantum of expenditure and hence economic activity.

The data which has been sourced from Spendmapp by the Council, provides an analysis of expenditure in the 'Dining and Entertainment' sector in the suburb of Norwood.

The data is based on transactions that relate purely to businesses that have their respective EFTPOS terminals registered in the suburb of Norwood. It does not include however, expenditure involving cash transactions.

This means that it can be assumed that expenditure was greater than has been reported as cash is not recorded. It also means that those businesses that traded in the Memorial Gardens on match days, would have their terminals registered elsewhere and therefore, their respective transactions would not have contributed to the expenditure data captured by Spendmapp in the suburb of Norwood.

This data highlights that the businesses that participated with the Council with offers and discounts and the marketing and promotion which was undertaken by the Council and the AFL, benefited from this strategy.

In respect to expenditure, the data provided by Spendmapp is set out below:

- **Friday 14 April 2023**

- (Freemantle v Gold Coast)
- \$876,594 total daily expenditure in the 'Dining & Entertainment' sector in the suburb of Norwood.
- This represented the single largest daily expenditure of all recorded data (dating back to 1 July 2018) in the 'Dining & Entertainment' sector in the suburb of Norwood.

- **Sunday 16 April 2023**

- (GWS v Hawthorn)
- \$774,184 total daily expenditure in the 'Dining & Entertainment' sector in the suburb of Norwood'.
- This represents the 11th single largest daily expenditure of all recorded data (since 1 July 2018) for expenditure in the 'Dining & Entertainment' sector in the suburb of Norwood.

- **Combined Weekend**

- Combined expenditure for Friday, Saturday and Sunday was \$2,215,031.
- This represented the largest combined weekend expenditure in the 'Dining & Entertainment' sector in the suburb of Norwood.
- This represented \$167,566 more than the next best performing week in 'Dining & Entertainment' sector in the suburb of Norwood.
- Which in turn represented \$573,766 more than the average weekend expenditure in the 'Dining & Entertainment' sector in the suburb of Norwood.

- **Additional Findings from the Data**

- Spendmapp data indicates that Thursday 14 April 2023 (ie. prior to the Gather Round weekend) was the best performing day of 2023, for the 'Department Stores & Clothing' sector in the suburb of Norwood, however, Friday, Saturday and Sunday were 'somewhat quieter'.
- Across all of the combined categories of expenditure within the suburb of Norwood, the Gather Round weekend was second best performing weekend of the year (besides Easter 2023).
- The Gather Round weekend was also second-best performing weekend in all of the combined sectors across the entire City of Norwood Payneham & St Peters (again besides Easter 2023).
- The 'Dining & Entertainment' sector across the entire City of Norwood Payneham & St Peters performed well with Friday 14 April 2023 being the 3rd best performing daily expenditure based on data that has been collected by Spendmapp.

- **Interstate Expenditure**

Expenditure for interstate visitors was mixed:

- Total expenditure in April 2023 from Victoria and Western Australia visitors was the second most per month over the last 12 months (besides December 2022).
- Expenditure from NSW visitors in April 2023 declined from the previous month.
- Expenditure from visitors from Queensland and Tasmania was the highest recorded in the last 12 months.

SOCIAL ISSUES

The hosting of two (2) matches at Norwood Oval has resulted in a significant event for this City in which both the local and wide community had the opportunity to participate in.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Whilst the AFL Gather Round presented a significant undertaking for the organisation which had to be successfully delivered within a short space of time, all of the staff involved '*rose to the occasion*' and provided the discretionary effort that was required to achieve the outcome expected by the Council, the AFL, the State Government and the community.

Like the AFL, our staff have never been involved in the organisation of an event of this type and scope, there was no 'manual' to work from and as such, our staff were required to achieve significant outcomes within a short period of time with limited experience with the staging of AFL matches.

At the same time, whilst this process was challenging, the experience and skills gained by our staff including some of our young and developing staff, has been immeasurable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**
The Council considered this matter at its meetings held on 7 November 2022, 5 December 2022, 6 February 2023, 3 April 2023 and 1 May 2023.
- **Community**
Not Applicable.
- **Staff**
Not Applicable.
- **Other Agencies**
Not Applicable.

DISCUSSION

As Elected Members are aware, from when the Council first considered its potential participation in the 2023 AFL Gather Round (ie. 5 December 2022), discussions, negotiations and decisions, proceeded at a very fast pace.

Notwithstanding this, following completion of the negotiations for the cost sharing arrangements for the coaches' boxes and media boxes (as resolved by the Council at its meeting held on 6 February 2023), construction of these facilities and the new food outlet/kiosk, was completed within the required timeframe that was set by the AFL.

In accordance with the Council's resolution made at its meeting held on 6 February 2023, the Council's financial contribution towards the coaches' boxes and media boxes was \$120,000. As Elected Members, may recall, the final quotation for the construction of these facilities (ie. the contract price) was \$283,627.

The final construction cost (including variations of \$3,650) is \$283,552. In addition, consultant fees amounted to \$38,270, resulting in a total expenditure of \$321,822.

As set out above, these facilities are permanent assets and represent significant improvements to the old facilities at the Oval. These facilities remain as assets which are owned by the Council.

In respect to the new kiosk/food outlet, the final contract construction price was negotiated at \$498,200. Noting that given the limited timeframe within which to deliver this facility, it is likely that this price reflected this situation.

Based upon preliminary first order cost estimates, at its meeting held on 5 December 2022, the Council approved a budget of \$570,000 towards the new food outlet/kiosk.

The final construction cost was \$581,105 which includes variations totalling \$52,658. In this respect, the location of tree roots (from the significant Elm tree in front of the Sir ET Smith Stand) required the grease arrester to be relocated, as well as variations associated with removal of existing bitumen and soil and replacement of the bitumen surface within the kiosk area. Consultant fees amounted to \$59,303, giving a total cost of \$640,408.

In respect to the place activation components, as Elected Members may recall, the original concept that was adopted by the AFL, was that the Memorial Gardens at the front of the Sir ET Smith Stand, would be incorporated as part of the AFL game day facilities and would be fenced off from the general public.

This was an unacceptable outcome as it was not conducive to the community involvement component of Gather Round as promoted by the State Government and the AFL. In this respect, only those members of the community with match day tickets/passes would have been able to enter the fenced area.

Following considerable discussion and negotiation between the AFL and Council staff who were managing this project, agreement was reached that resulted in the Memorial Gardens being handed over to the Council and the Norwood Football Club. In short, the area would not be fenced and segregated. This area was therefore 'handed back' to the Council and as such, Council staff worked with both the AFL and the Norwood Football Club to activate this space.

The consequent impact of this decision then resulted in negotiations regarding the extent of the closure of The Parade. In this respect, on the basis of the original concept that the Memorial Gardens would be fenced off and used by the AFL, it was proposed that The Parade would be closed off (between Woods Street and Osmond Terrace) and activated by the Council to allow members of the community (who were not attending matches at the Oval and who could not access the Memorial Gardens) to participate in the event.

As the Memorial Gardens were no longer being fenced off, closure of The Parade was no longer required. Notwithstanding this, the AFL continued to request that The Parade be closed off to allow for buses to enter the area and to mitigate any risks with patrons spilling out onto The Parade.

Again, following discussions and considerable negotiations between Events SA, SAPOL and the Department of Infrastructure & Transport, it was resolved to allow The Parade to be closed off between Osmond Terrace and Woods Street. The cost of this was met by the Department of Infrastructure & Transport, following discussions and negotiations between the Department's Chief Executive Officer and Council staff.

OPTIONS

Nil

CONCLUSION

Notwithstanding the pace at which discussions and negotiations regarding the staging of this event at the Norwood Oval and the (at times) challenging negotiations and decision-making, the final outcome was successful.

Achieving construction of the new infrastructure that was required within a very limited time-frame, together with obtaining the necessary approvals, supply chain issues and labour/skill shortages, was a major achievement and a credit to the staff and contractors involved.

Despite the pace of this project, the collaboration between the AFL, Council staff, the SANFL, the Norwood Football Club and the State Government, was tremendous. Indeed, the whole event and construction of the new assets could not have been delivered without the high level of co-operation and collaboration that existed throughout the organisation of this event.

From a staff perspective, with very limited experience, when *'thrown the challenge'*, all of the staff involved, particularly our young and emerging staff, *'rose to the occasion'* and have gained valuable experience and skills.

From the feedback that has been received, both the Premier of South Australia and the AFL are very appreciative of the Council's commitment and leadership in delivering this event.

Following a debrief which occurred a few weeks ago and informal discussions which are continuing with the AFL and other stakeholders, plans are already underway for the 2024 Gather Round, should Norwood Oval again be selected to host AFL matches.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

12. ADOPTION OF COMMITTEE MINUTES

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

PURPOSE OF REPORT

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

- Traffic Management & Road Safety Committee – (20 June 2023)
(A copy of the Minutes of the Traffic Management & Road Safety Committee meeting is contained within **Attachment A**)

ADOPTION OF COMMITTEE MINUTES

- **Traffic Management & Road Safety Committee**

That the Minutes of the meeting of the Traffic Management & Road Safety Committee held on 20 June 2023, be received and noted.

Attachment A

Adoption of Committee Minutes

Traffic Management & Road Safety Committee

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters

Traffic Management & Road Safety Committee Minutes

20 June 2023

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.*

City of Norwood Payneham & St Peters
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City of
Norwood
Payneham
& St Peters

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VENUE Mayors Parlour, Norwood Town Hall

HOUR 10.00am

PRESENT

Committee Members Cr Kevin Duke (Presiding Member)
Cr Garry Knoblauch
Cr Hugh Holfeld (entered the meeting at 10.07am)
Mr Nick Meredith (Specialist Independent Member)
Mr Charles Mountain (Specialist Independent Member)

Staff Carlos Buzzetti (General Manager, Urban Planning & Environment)
Gayle Buckby (Manager, Traffic & Integrated Transport)
Rebecca van der Pennen (Engineer, Traffic & Integrated Transport)

APOLOGIES Mr Shane Foley (Specialist Independent Member)

ABSENT Nil

TERMS OF REFERENCE:

- *The Traffic Management & Road Safety Committee is established to fulfil the following functions:*
- *To make a final determination on traffic management issues which are referred to the Committee in accordance with the requirements of the Council's Local Area Traffic Management Policy ("the Policy"); and*
- *To consider proposals and recommendations regarding traffic and parking which seek to improve traffic management and road safety throughout the City, other than when the Manager has delegation to investigate and determine the matter.*

1. CONFIRMATION OF MINUTES OF THE TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE MEETING HELD ON 21 FEBRUARY 2023

Mr Charles Mountain moved that the minutes of the Traffic Management & Road Safety Committee meeting held on 21 February 2023 be taken as read and confirmed. Seconded by Mr Nick Meredith and carried unanimously.

2. PRESIDING MEMBER'S COMMUNICATION

The Presiding Member welcomed Rebecca van der Pennen, Engineer, Traffic & Integrated Transport, to the Committee.

Cr Holfeld entered the meeting at 10.07am.

3. DEPUTATIONS

3.1 DEPUTATION – PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA1041
ATTACHMENTS: Nil

SPEAKER/S

Mr Nick Nash

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Mr Nick Nash has written to the Committee requesting that he be permitted to address the Committee in relation to the Pedestrian warning signs in Percival Street, Norwood.

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Mr Nick Nash has been given approval to address the Committee.

Mr Nick Nash addressed the Committee in relation to this matter.

3.2 DEPUTATION – PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA1041
ATTACHMENTS: Nil

SPEAKER/S

Ms Jan Chinnery

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Ms Jan Chinnery has written to the Committee requesting that she be permitted to address the Committee in relation to the Pedestrian warning signs in Percival Street, Norwood.

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Ms Jan Chinnery has been given approval to address the Committee.

Ms Jan Chinnery addressed the Committee in relation to this matter.

4. STAFF REPORTS

4.1 PETITION – PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA95218
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the Committee”) of a Petition which has been received and considered by the Council at its meeting held on 1 May, 2023, requesting the removal of the *pedestrian* warning signs which are located at each end of Percival Street, Norwood.

BACKGROUND

The Petitioners are requesting the removal of the pedestrian warning signs located at each end of Percival Street because in their opinion, *“the sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes you more likely to suffer harm from offenders, as they will likely view the residents as easy targets”*.

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

The petition has been signed by a total of twenty-eight (28) people, including the convenor of the petition.

Of the twenty-eight (28) signatories, twenty-three (23) are in support of the removal of the pedestrian warning signs, and five (5) signatories are against the removal of the signs.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 1: Social Equity

Objective 1.2: A people friendly, integrated and sustainable transport network.

Strategy:

1.2.4 Provide appropriate traffic management to enhance residential amenity.

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

Pedestrians are vulnerable road users and a collision between a vehicle and a pedestrian can result in a catastrophic impact. Older pedestrians can be particularly vulnerable because a higher proportion of older people are frail which can result in a higher crash severity, or they may have mobility, vision or hearing impairments that make crossing a road more difficult.

The traffic speed and volume in Percival Street is low, there are clear sight lines and the street is narrow to cross, which in combination, provides a low-risk environment. As such, the likelihood of a *catastrophic* event occurring is unlikely, which classifies the risk rating as *high* (6).

The installation of the pedestrian warning signs may raise awareness to motorists that there is a high proportion of vulnerable pedestrians in the street and hence result in more considerate driver behaviour than if the signs were not installed. However, this impact is not measurable and the risk rating would not change as a result of the signs.

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	A pedestrian injury	People	High 6	Installation of Pedestrian Warning sign	People	High 6

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- Committee Members**
 Councillors Duke, Knoblauch and Holfeld are aware of the petition as it was tabled to the Council at its meeting held on 1 May, 2023.
- Staff**
 General Manager, Governance & Community Affairs
 General Manager, Urban Planning & Environment
- Community**
 Not Applicable.
- Other Agencies**
 Clayton Church Homes.

DISCUSSION

Percival Street is 180 metres long and x 7.5 metres wide, with on-street parking on both sides of the road. Traffic data collected in 2020 is set out below and indicates that there is no road safety concern in Percival Street.

- The traffic volume is 337 vehicles per day;
- The 85th percentile speed is 40km/h;
- the average speed at 30.5km/h; and
- there were no recorded collisions in the last five (5) years.

Sixty-three (63) dwellings have direct car park and pedestrian access onto Percival Street, including twenty-seven (27) units that face onto Beulah Road and one dwelling that faces onto Portrush Road. Of these sixty three (63) dwellings, fifty (50), are owned by Clayton Church Homes, and twelve (12) are privately owned dwellings.

Clayton Church Homes has advised the Council that their dwellings are all *retirement living* and most are fully independent, however it is anticipated that eventually most residents will require home care assistance as they age.

The signs in contention are the '*Pedestrian*' warning signs with '*Aged*' supplementary plates, located at each end of Percival Street, as shown in *Photos 1 and 2*.



Photo 1: The pedestrian warning signs in Percival Street for eastbound traffic, near Queen Street



Photo 2: the pedestrian warning signs in Percival Street for westbound traffic, near Portrush Road

The break-down of the of the petition signatories is set out below.

- a total of twenty-eight (28) residents who have access directly onto Percival Street signed the petition;
- seventeen (17) of the signatories reside in Clayton Church Homes and eleven (11) reside in privately-owned dwellings;
- Twenty-three (23) of the signatories supported the removal of the pedestrian warning signs;
- of the residents who supported the removal of the signs, twelve (12) reside in Clayton Church Homes and eleven (11) reside in privately-owned dwellings;
- five (5) signatories are opposed to the removal of the pedestrian warning signs and all were residents of Clayton Church Homes.

Warning signs are a diamond shape sign with a black symbol and are installed to raise motorist awareness of a potential hazard, obstacle or condition requiring special attention. Warning signs may or may not include a rectangular supplementary plate under the sign, that indicates specificities, such as advisory traffic *speed*, *distance* to a hazard, or a type of vulnerable pedestrian present (*aged or blind*). Warning signs are not a regulatory sign, as such, do not indicate or reinforce a traffic law or regulation.

The relevant extract from Australian Standard (AS1742.2) defines the purpose for the installation of pedestrian warning signs and is set out below.

- *The W6-1 pedestrian warning sign is used to warn of the presence of pedestrians on or crossing the road where such activity might be unexpected.*
- *A supplementary legend sign describing particular classes of pedestrians such as Aged or Blind may be used in conjunction with this sign.*
- *The use of Regulatory and Warning signs should be restricted to the minimum consistent with their particular requirement, as signs tend to lose their effectiveness if used unnecessarily or too frequently.*

Although the pedestrian warning signs were originally installed prior to 2007, Clayton Church Homes residents have expressed conflicting views to the Council in recent years about whether the sign should or should not be in place. The approximate timeline of events that have taken place is set out below.

- **April 2020:** The Council received a request from a resident to remove the pedestrian warning signs, stating that they were redundant because they were installed for a nursing home that was located in Percival Street that has been demolished. The request added that the nursing home had been replaced by *independent living units* which housed residents who were not elderly and did not require the signs.

The pedestrian warning signs were removed following an investigation of:

- Traffic data which identified that road safety was not a concern in Percival Street; and
- the Australian Standards could be interpreted that the pedestrian warning signs were not applicable, because pedestrian activity *is expected* in Percival Street, similar to any other street and this did not constitute a *hazard, obstacle, or condition requiring special attention*.
- **May 2020:** The Council received correspondence from several residents of Clayton Church Homes, listing a comprehensive list of traffic and parking concerns, including a request to reinstall the pedestrian warning signs.

The Council met with the group of residents to discuss their issues and an email was forwarded to the residents that responded to each of their concerns. This included details of the Australian Standard extract that explained the reason why the pedestrian signs were removed.

- **November 2020:** to assist with an agreeable solution, Clayton Church Homes administration undertook a survey of their residents, which identified that the majority of residents preferred that the pedestrian warning be reinstated.

Council staff identified that given that there is no legal requirement for or against the installation of the pedestrian warning signs, the Australian Standard could be interpreted that a high proportion of residents residing in retirement homes along the street, justified the installation of the pedestrian warning signs to raise motorist awareness of the possible presence of vulnerable road users.

The Council met a Clayton Church Homes representative and several of their residents on site to agree on the preferred locations of the signs. A plan was prepared that depicted these locations and sent to Clayton Church Homes for approval prior to installation. The locations were subsequently approved and the signs were installed.

- **January 2021:** A newly appointed Property Manager at Clayton Church Homes requested that the Council remove the pedestrian warning signs, on behalf of their residents.

The Council removed the 'aged' supplementary plate but left the diamond-shaped pedestrian warning sign and post in place.

As a result, Clayton Church Homes contacted the Council again, noting that the Council had made "an error" and requested that the entire signs and posts be removed. The signs were removed and the Council informed Clayton Church Homes that the signs would not be reinstated in the future.

- **May 2022:** A newly appointed staff member of Clayton Church Homes, on the resident's behalf, requested to the Council that the pedestrian signs be reinstated. A history of the sign removal and installation was forwarded to the Clayton Church Homes staff member and it was stated that given this history, the pedestrian warning signs would not be reinstated. Clayton Church Homes provided absolute assurance to the Council that the reinstatement of the signs was agreed by all parties, and that there would be no further requests for installation or removal of the signs.

The Council reinstated the pedestrian warning signs and reiterated to Clayton Church Homes that they would not be removed at any time in the future.

- **September 2022:** The Council received a request from a newly appointed staff member of Clayton Church Homes to remove the pedestrian warning signs in Percival Street, on behalf of a resident. The new staff member was provided with the history of the signs and they were advised that the signs would not be removed.
- **November 2022:** The Council received an email from the newly appointed staff member of Clayton Church Homes requesting that the pedestrian signs be removed, because residents had provided a survey that identified that the majority of residents wanted the sign removed.

The new staff member was informed of the history of the sign and advised that the signs would not be removed.

- **May 2023:** The Council received the petition that is the subject of this report, to remove the pedestrian warning signs.
- **May 2023:** The Council received an email from Clayton Church Homes advising that their preference is for the pedestrian signs to remain.

CONCLUSION

The pedestrian warning signs were originally installed prior to 2007 and as set out above, have been removed and reinstalled several times in the last three (3) years at the request of residents or the administration of Clayton Church Homes.

A number of Clayton Church Homes residents would like the pedestrian warning signs installed because in their opinion, there are road safety concerns for elderly and vulnerable pedestrians. Other residents of Percival Street would prefer that the signs are not installed because in their opinion, the signs cause the residents to feel unsafe and vulnerable by indicating that the residents in the area are elderly. There has been a high turnover of staff at Clayton Church Homes and as turnover has occurred, the Council has received conflicting requests from new staff to either remove or reinstate the signs.

COMMENTS

There is no research available that confirms or contradicts the reasons set out in the petition for the removal of the sign, which as stated by the Convenor of the petition is that, *"the sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes us more likely to suffer harm from offenders, as they will likely view the residents as easy targets"*.

The pedestrian signs are not regulatory signs that inform motorists of a *legal requirement*, but are simply a warning to motorists to be aware of a special condition on the street. Percival Street does not have any specific *physical* street conditions however there is a high percentage of older people who reside in the street from the Clayton Church Homes Retirement Village.

Older pedestrians are included in the group of vulnerable road users, along with young children and people who ride bicycles. Older pedestrians are included in this group because they are more likely to be frail which can result in a higher crash severity, and some may find the crossing of roads difficult because of reduced mobility, vision or hearing.

OPTIONS

Option 1: Do nothing.

The Committee could decide to leave the signs in place because there is a relatively high proportion of older residents living in Percival Street and a survey undertaken in 2020 identified that the majority of residents preferred that the sign be installed and Clayton Church Homes has advised the Council that it is their preference that the signs remain in place.

This option is recommended because the pedestrian warning signs may raise motorist awareness that there is a high proportion of vulnerable pedestrians in the street and hence result in a safer environment for pedestrians than if the signs were not installed

Option 2: Remove the pedestrian warning signs and Aged supplementary plates.

The Committee could decide to remove the signs due to twenty-three (23) residents of Percival Street signing the petition stating that in their opinion, the signs are not required and that the traffic data does not indicate that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

This option is not recommended because pedestrian safety is paramount, particularly in an environment with a significant proportion of older pedestrians, albeit, that the removal of the pedestrian warning signs and Aged supplementary plates could also be considered a reasonable action to take given the data shows there is no traffic related safety concerns in terms of vehicular speeds and volumes

Option 3: Remove the Aged supplementary plates, but leave the pedestrian warning signs in place.

The Committee could decide that as a compromise the Aged supplementary be removed only.

This is not recommended because the pedestrian warning sign by itself would not provide sufficient information to motorists with regard to the reason of the warning, and could therefore be more likely to be ignored that if the *aged* plate was in place.

RECOMMENDATION

1. That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 1 May, 2023, be received and noted.
 2. That based upon the results of the outcomes from the investigations set out in this report, the *pedestrian* warning signs and *aged* supplementary plates, are to remain in their current positions at each end of Percival Street.
 3. That the Petitioners be advised of the outcome and thanked for bring their concerns to the Councils attention.
-

Mr Nick Meredith moved:

1. *That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 1 May, 2023, be received and noted.*
2. *That based upon the results of the outcomes from the investigations set out in this report, the pedestrian warning signs and aged supplementary plates, are to remain in their current positions at each end of Percival Street.*
3. *That the Petitioners be advised of the outcome and thanked for bring their concerns to the Councils attention.*

The motion lapsed for want of a seconder.

Mr Charles Mountain moved:

That the determination of this matter be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

Seconded by Mr Nick Meredith and carried unanimously.

4.2 PETITION – BRIAR ROAD, FELIXSTOW – TRAFFIC MANAGEMENT

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA85645
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the Committee”) of a Petition which has been received regarding traffic management concerns on Briar Road, Felixstow, near the Felixstow Primary School.

BACKGROUND

The petitioners are requesting that the Council consider measures to address traffic and parking issues that impact on the safety of students at Briar Road, Felixstow.

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

The petition has been signed by a total of 199 staff, parents, relatives and service providers of the:

Felixstow Primary School;
 The Briars Preschool; and
 Department for Education & Child Development (DECD) – Eastern Adelaide Office.

Adjacent residents have also signed the petition.

The petitioners have listed the following matters of concern:

*Briar Road – safety of students is being compromised due to:
 increased traffic flow from cars “rat-running” to avoid the left turn at the OG Road and Payneham Road intersection; and
 increased trade vehicles coinciding with the Felixstow Renewal project.*

*Visibility of both children entering the road and school signage is compromised. This is due to:
 increased street parking on both sides of the road due to new high-density housing developments; and
 trucks entering building works; and*

traffic flowing in both directions is compromised for the reasons listed above.

The petitioners request that the Council undertake the following:

*Install flashing school lights and/or school crossing to improve awareness of children present;
 Limit parking to one side of the road from 8am to 6pm M-F; and
 Reduce Briar Road traffic flow to one-way.*

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 1: Social Equity

Objective 1.2: A people friendly, integrated and sustainable transport network.

Strategy:

1.2.4 Provide appropriate traffic management to enhance residential amenity.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Excessive traffic volumes, speed and noise can reduce community liveability and safety of residential streets. Safety around Schools is a particular concern because children are vulnerable road users.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable

RESOURCE ISSUES

The work required to undertake the recommendations made in this report will be undertaken by Council Officers.

RISK MANAGEMENT

Pedestrians are vulnerable road users and a collision between a vehicle and a pedestrian can result in a catastrophic impact. Children are particularly vulnerable because they are still developing their road safety awareness skills, the ability to judge speed and distance, and they can become easily distracted.

A collision between a vehicle and a child on Briar Road could, if it occurred, result in a *catastrophic* consequence and the likelihood is *possible*. As such, the risk matrix classifies this hazard as an *extreme* risk (3).

When vehicles and children share a road, there will be inherent risks and risk mitigation in this instance could only be fully achieved with total separation between children and vehicles. Road safety measures at schools require a combination of initiatives that include; road safety awareness education for children, driver behaviour training for parents and carers, travel planning that minimises the need for children to cross the road in the first place, and road infrastructure that facilitates safe crossings of roads.

At this stage, the proposed road safety initiatives are not completed and as such, the residual risk rating cannot be determined. If a strategy is implemented that removed the need for students to cross the road, the risk rating could be reduced to *low*. If road crossing facilities and parking removal was implemented, the consequence could still remain catastrophic but the *likelihood* would reduce and therefore reduce the risk factor to *substantial* (11).

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	A child injury or fatality	People	Extreme 3	Road safety initiatives (education, strategy, infrastructure)	People	To be determined

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- **Committee Members**
 Councillors Duke, Knoblauch and Holfield are aware of the petition as it was tabled to the Committee at its meeting held on 3 April, 2023.
- **Staff**
 General Manager, Governance & Community Affairs
 General Manager, Urban Planning & Environment
- **Community**
 Not Applicable.
- **Other Agencies**
 The Department of Infrastructure & Transport (DIT Way2Go).

DISCUSSION

The Felixstow Community School has a current enrolment of approximately seventy-five (75) students and is located on Briar Road, between Payneham Road and Turner Street, Felixstow. The Briars Special Early Learning Centre is located to the south of the school and the Department for Education and Child Services (DECD), to the north. A medium density housing development is currently being constructed on the east side of Briar Road, opposite the school. These locations are depicted in *Figure 1*.

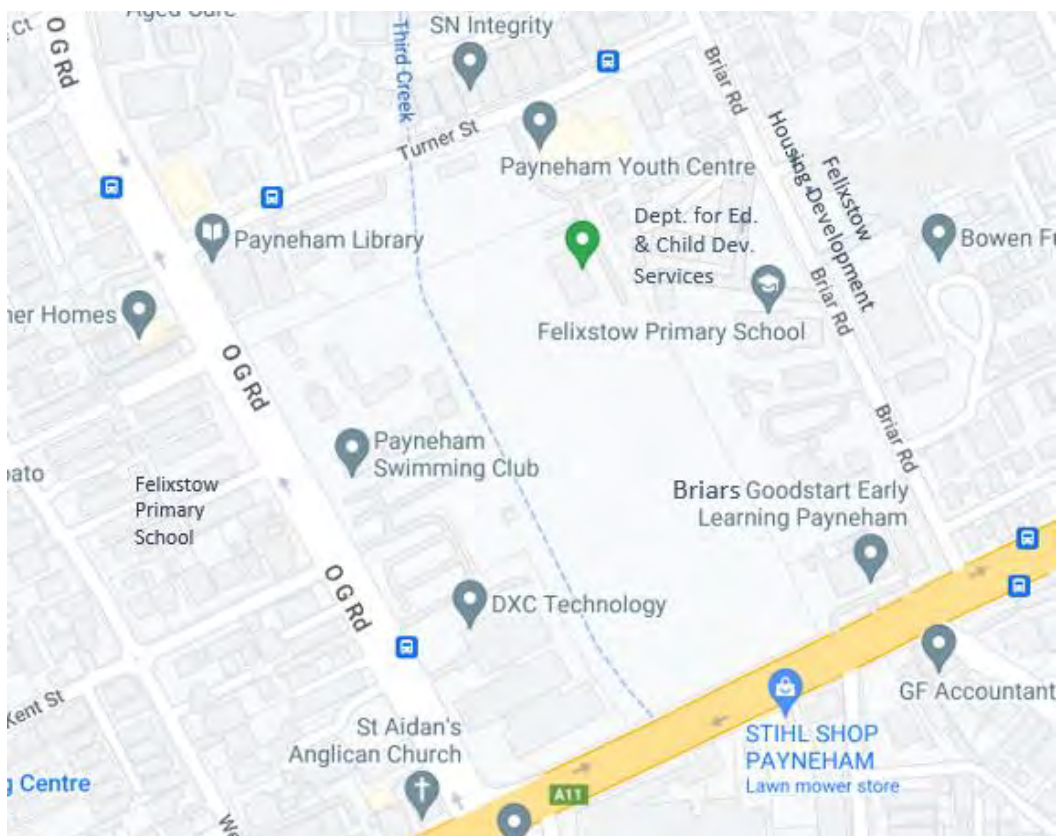


Figure 1: Location map

Briar Road is approximately 8.5 metres wide and distributes local traffic between Felixstow and Payneham Road. There is a 125 metre long, 25km/h school zone in front of Felixstow primary school and there is unrestricted car parking on both sides of Briar Road.

Traffic movements at the intersection of Briar Road and Payneham Road, are restricted to left-in and left-out movements due to a solid median on Payneham Road. There is a U-turn slot in the Payneham Road median 40 metres to the east of Briar Road which provides an opportunity for vehicles from Briar Road to turn around if heading west. Although this access arrangement may result in an inconvenience to the school, it has the benefit of resulting in a relatively low traffic volume in Briar Road because westbound motorists choose to alternatively exit Felixstow via Turner Street and OG Road.

The Felixstow school catchment zone encompasses parts of Felixstow, Glynde and Payneham which is predominantly within a 20-minute walkable catchment of the school. There is a signalised pedestrian crossing on Payneham Road, just to the west of Briar Road, and there are bus routes along Payneham Road and Turner Street.

In 2018, construction of a new housing development commenced on Briar Road opposite the school. Approximately thirty-eight (38) dwellings have been completed and the remaining twenty two (22) dwellings are currently under construction.

Traffic Data Analysis

Traffic data was collected on Briar Road within the school zone in May 2023, and is set out below.

- The traffic volume is 1,061 vehicles per day, (671 vehicles southbound and 390 vehicles northbound);
- The morning peak hour is 176 vehicles between 8:00am to 9:00am (142 southbound and 34 northbound);
- the afternoon peak hour is 119 vehicles from 5:00pm to 6:00pm and the direction is relatively evenly split.
- during the PM school pick up time (3:00pm to 4:00pm), there are 86 vehicles in the hour (53 northbound and 33 southbound);
- southbound traffic travels faster than northbound traffic with an 85th percentile speed of 47 km/h and an average speed 38.9km/h;
- at school drop off time (8:00am-9:00am), the 85th percentile speed was 44.2km/h and at school pick-up time (3:00pm-4:00pm), the 85th percentile vehicle speed was 43.4km/h.
- the cyclist volume varied from 11 to 26 cyclists per day; and
- there has been one (1) collision on Briar Road within the school zone in the last five years which resulted in property damage only.

A review of historical traffic data has identified that traffic volume has not increased in Briar Road since 2005, as below.

- 2005 - 1,104 vehicles per day;
- 2020 - 1,122 vehicles per day: and
- 2023 - 1,061 vehicles per day.

The Council's *Local Area Traffic Management Policy* states that is acceptable for a *local street* to carry up to 2,000 vehicles per day and as such, Briar Road currently performs as a local street. Survey data from the *Guide to Traffic Generating Developments* (Roads and Traffic Authority, 2002), identifies that medium density dwellings generate approximately 4-5 trips per day. As such, the sixty (60) new dwellings in Briar Road could generate approximately 300 additional vehicles per day. Some of this traffic would have little impact on the school because it would enter/exit via Turner Street, but a conservative estimate could anticipate a future traffic volume in front of the school of 1,200 vehicles per day.

The daily 85th percentile speed recorded is less than the urban default speed limit of 50km/h and this speed reduces to approximately 44km/h during school drop-off and pick-up time. The school zone speed limit of 25km/h is only operational *when children are present*, so it is not possible to accurately assess the motorist compliance of the school zone speed from this data.

Meeting and Observations

Subsequent to receiving the petition, a meeting with Council staff was arranged on Briar Road in front of the school, at the afternoon school pick-up time on 6 April 2023.

The observations and discussions undertaken at this meeting are set out below.

- The safety concerns of the school are at the peak pick-up and drop-off times which are 8:25am to 9:00am and 3:15pm to 3:30pm.
- There is an off-street *kiss and drop* driveway loop and most children were picked up from this location on the school grounds. Parents/carers queued along Briar Road waiting to enter the kiss and drop area rather than parking and walking to collect children. There was one instance of double-parking at this queue, while a parent waited for their child to cross the road;
- As a result of the off-street kiss and drop area, there were only eleven (11) students who exited from the school gate onto the footpath.
- Most parents guided their children across the road, one child was observed crossing by themselves, and one child was seen entering the vehicle on the roadside, instead of from the footpath side of the vehicle.
- The pick-up period observed along Briar Road lasted for less than ten (10) minutes, between 3:15pm to 3:25pm.
- Most of the through traffic reduced speed at the school zone, but two (2) vehicles were observed travelling faster than the school zone limit of 25km/h.
- At all times, there were numerous on-street car parks available on both sides of the road within close proximity to the school gate.
- The *School Zone Speed Limit* signs may not be noticed by some motorists due to the presence of trees and on-street parking.
- There is a total of 15 staff, eight (8) of who park on the school site.
- Some school-related parking occurs in the Paterson Reserve car park which is accessible at the rear of the school via Turner St. Observations identified that this car park was relatively empty and parents did not pick up their children from this location even though there is a school exit gate connecting directly to the car park. *(There is an agreement between the Council and the Education Department for the School to use the sportsground between certain hours).*

In summary, the key observations were:

- most parents/carers used the off-street kiss and drop area and as such, there were only eleven (11) students who crossed the road;
- the presence of parked cars and trees may reduce clear visibility the School Zone Speed Limit signs;
- road safety awareness education is required for children and their parents/carers; and
- the off-street kiss and drop area, on-street parking on the west side of Briar Road and the rear car park at Paterson Reserve, significantly reduce the need for children to cross Briar Road.

Previous Investigations

In 2017, the Council commissioned a safety and parking review at every school in the City. As part of this review, the Felixstow school requested a pedestrian crossing on Briar Road. The investigations that formed part of the review identified that a crossing was not warranted at the location because there were very small student numbers observed crossing Briar Road. The review identified that motorists did travel above 25km/h through the School Zone, and on-street parking was at capacity in the PM peak with overflow parking using the funeral home car park on the eastern side of Briar Road.

As a result of the review, the Council increased the number of parking spaces in Briar Road, requested that SAPOL enforce speed and recommended that the impact of the housing development be assessed once construction is completed.

The Department for Infrastructure and Transport (*Way2Go* Program)

The Council has been liaising with the Department for Infrastructure & Transport (DIT), *Way2Go*, with regard to road safety at the Felixstow Primary School, since June 2022.

Way2Go is a South Australian program run by DIT that promotes active, safe and green travel for primary school children and their families. It is built on a partnership between local councils, school communities and the Department of Infrastructure and Transport (DIT). The program develops an holistic approach and supports families to:

- plan safe and active travel to and from school;
- educate children about safe behaviour in traffic;
- initiate and embed school community initiatives that encourage safe walking, bike riding, scooting and use of public transport;
- promote a culture of safe, people friendly local streets near schools to support independent personal travel; and
- identify, plan and implement infrastructure improvements where they are required to improve road safety.

In general terms, if a school actively participates in the *Way2Go* active travel program, DIT will provide funding to the Council of up to 50% of the cost to implement any identified infrastructure improvements.

In February 2023, DIT prepared the following program of works in consultation with representatives from the School and the Council:

- April 2023: School representatives undertake online DIT *Way2Go* induction modules and develop an engagement process for their school community;
- May 2023: Schools distribute the *Way2Go* travel survey to their school community;
- August 2023: *Way2Go* workshop where schools share school travel concerns with council representatives;
- August / September 2023: DIT and Council undertake site observations;
- September 2023: develop a School *Travel Action Plan* for the remainder of 2023 and into 2024; and
- Late 2023 / 2024: DIT and Council follow up on infrastructure improvements for schools.

The *Way2Go* team have been informed of the concerns raised in the petition and will consider these concerns as part of this program.

Petition - investigation response

The investigations described above have informed a response to each concern raised in the petition and is provided in **Table 1**.

TABLE 1: PETITION CONCERNS AND INVESTIGATION RESPONSE

Petitioner's Safety Concerns	Investigation Response
Increased traffic flow from cars	The traffic volumes are within the acceptable range and do not warrant further investigation. A review of historical traffic data identifies that traffic volume has not increased in Briar Road as set out below. year 2005 - 1,104 vehicles per day; year 2020 - 1,122; and year 2023 - 1,061 vehicles per day.
'Rat-running' to avoid left turns at the OG Road and Payneham Road intersection.	The AM peak hour traffic volume is 16% and the PM peak hour is 11% of the daily traffic volume. This indicates that Briar Road acts as a Collector Road in peak times. However, the overall traffic volumes are acceptable.
Increased trade vehicles coinciding with the Felixstow renewal project.	These vehicles are temporary during construction only.
Restricted visibility to children entering the road and school signage.	Trees, car parking and small numbers of children present may result in some motorists not realising they are entering a school zone. The 'School Zone Speed Limit' signs will be replaced with a larger size sign and the southwest sign that is partially obscured by foliage will be relocated. An electronic Speed information and Radar sign on a portable trailer can be installed from time to time to remind regular motorists they are entering School zone.
Traffic flow in both directions is compromised because of increased parking and trucks related to the high-density housing development.	Briar Road is 8.4 meters wide and therefore, if cars are parked on both sides of the road, there is insufficient width for two moving cars to pass. As such, one vehicle must yield and give way to the other oncoming vehicle – this results in a successful traffic calming effect.

TABLE 1: PETITION REQUESTS AND INVESTIGATION RESPONSE

Petitioner's Requests	Investigation Response
Install flashing school lights and/or a school crossing to improve awareness of children present.	The volume of students does not meet the warrant for flashing lights, but another form of road crossing could be considered. This may be an Emu crossing or kerb extensions that reduce the crossing distance and to create one single crossing location.
Limit parking to one side of the road from 8am to 6pm, Monday to Friday.	Banning parking to increase sight distance to pedestrians would be included as part of the design of a crossing facility (see above).
Reduce Briar Road traffic flow to one-way.	The traffic volumes do not identify the need for a one-way travel direction in Briar Road. This would result in a significant inconvenience to residents of Felixstow.

Immediate Actions

During the investigations that have been undertaken following receipt of this petition, it was observed that the 'School Zone Speed Limit' signs were not directly in the motorist's line of sight due to trees in the verge and parked cars. As such, a work instruction was issued to relocate one sign to enable clear visibility and to replace all existing 'A' size signs (450mm wide x 1555mm high), with 'B' size (600mm wide to 2070mm high) signs.

CONCLUSION

The investigations as set out in this report, have identified that the overall traffic volume and speed in Briar Road is in accordance with the current speed limit and road classification. The Felixstow Primary School has an off-street *kiss and drop* area and as such, there are small numbers of children who need to cross Briar Road. There are opportunities to improve road safety for school children that include education, planning and possible infrastructure improvements.

COMMENTS

The Department for Infrastructure and Transport (*Way2Go*), in liaison with Council staff, is currently implementing a program with the Felixstow Primary School to investigate and improve safe travel options to and from the school. The program includes a number of initiatives that includes the development of travel plans, road safety education for children (pedestrians) and their parents/carers (motorists), active travel planning and possible recommendations (and part funding) for road infrastructure, if required. The *Way2Go* team have been informed of the petition and will include the concerns raised in their investigations.

OPTIONS

The Council has the following options in respect to addressing the concerns of the petitioners.

Option 1

Do nothing. The Committee can decide that the investigations as set out in this report do not provide justification for the Council to undertake road safety improvements at this location.

This option is not recommended on the basis that safety of school children is important and the school has raised safety concerns.

Option 2

The Committee can recommend to the Council that given the concerns raised by the school, that a pedestrian crossing (Emu Crossing or similar), be installed.

This option is not recommended on the basis that it is premature to install a crossing before the Department of Infrastructure (*Way2Go*), investigations and safety initiatives are finalised.

Option 3

The Committee can note that Council staff will continue to work with the Department for Infrastructure and Transport (*Way2Go*), on the program to develop safer travel initiatives at Felixstow Primary School. This program may identify the need for road safety infrastructure improvements and also provide funding if infrastructure works are a part of the outcome. If this occurs, the Council will need to consider its proportional funding of any required infrastructure works.

This option is recommended because it is a thorough, holistic approach that includes a combination of road safety initiatives.

RECOMMENDATION

1. That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 3 April, 2023, be received and noted.
 2. That the Committee notes that the Council is currently and will continue to, work with the Department for Infrastructure & Transport (Way2Go Program), to develop a range of options and recommendations to improve road safety for students of the Felixstow Primary School. This program is planned for completion in the 2023-2024 financial year and includes road safety awareness training, travel planning and may also include infrastructure improvements.
 3. That the Committee notes that, to improve the visibility of the 'School Zone Speed Limit' signs, the existing signs will be replaced with larger size signs and that one sign will be relocated in front of a tree that is partially obscuring the sign.
 4. That the Committee notes that an electronic speed information and radar sign on a portable trailer will be installed on the approach to the school zone from time to time, to raise motorist awareness that they are entering School zone.
 5. That the Petitioners be thanked for bringing their concerns to the Committee's attention and be advised of the outcomes of the investigations which have been undertaken by staff.
-

Cr Knoblauch moved:

1. *That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 3 April, 2023, be received and noted.*
2. *That the Committee notes that the Council is currently and will continue to, work with the Department for Infrastructure & Transport (Way2Go Program), to develop a range of options and recommendations to improve road safety for students of the Felixstow Primary School. This program is planned for completion in the 2023-2024 financial year and includes road safety awareness training, travel planning and may also include infrastructure improvements.*
3. *That the Committee notes that, to improve the visibility of the 'School Zone Speed Limit' signs, the existing signs will be replaced with larger size signs and that one sign will be relocated in front of a tree that is partially obscuring the sign.*
4. *That the Committee notes that an electronic speed information and radar sign on a portable trailer will be installed on the approach to the school zone from time to time, to raise motorist awareness that they are entering School zone.*
5. *That the Petitioners be thanked for bringing their concerns to the Committee's attention and be advised of the outcomes of the investigations which have been undertaken by staff.*

Seconded by Mr Charles Mountain and carried.

4.3 LANGMAN GROVE TRAFFIC MANAGEMENT

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA83635
ATTACHMENTS: A - E

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the Committee”) of the investigations that have been undertaken to reduce traffic speed and volumes along Langman Grove, including the results of three rounds of community consultation, and to seek approval, subject to Council endorsement and funding, of proposed traffic calming measures.

BACKGROUND

In November 2021, a petition, signed by eighty five (85) citizens was presented to the Council, requesting that the Council “*take urgent action to reduce the volume of traffic and the speed of traffic*” along Langman Grove, Briar Road and Turner Street, Felixstow.

The convenor of the petition was of the view that 94% of petitioners would accept road humps outside of their property, but many would prefer an alternative option to speed humps, such as a road closure, and that closing Langman Grove, except for buses, was the Convenor’s preferred alternative.

At its meeting held on 21 December, 2021, the Committee considered a staff report that contained details of traffic management investigations that had been undertaken in response to the petition. The investigations did not support a road closure, given the Collector Road status of Langman Grove, nor did it support the installation of road humps, because of complaints from residents associated with road humps in other streets. The traffic management approach that was endorsed by the Committee, was to undertake detailed design investigations to confirm the feasibility of a series of T-junction rearrangements (*slow points*), in Langman Grove and investigate the feasibility of implementing a 40km/h area-wide speed limit in the residential streets of Felixstow. The Committee noted that the need for additional traffic management in Briar Road and Turner Street, would be assessed following a post-installation evaluation of the traffic management arrangements undertaken in Langman Grove. A copy of the Minutes from the Committee meeting held on 21 December, 2021 is contained in **Attachment A**.

BE Engineering Consultants were subsequently engaged by the Council to prepare concept designs of the *horizontal slow points*. Community consultation was subsequently undertaken to understand whether horizontal slow points and the implementation of a 40km/h speed limit would be supported by owners and occupiers of and within close proximity to, Langman Grove. The majority of the survey respondents *did not* support the design of the horizontal slow points or the introduction of a 40km/h speed limit as a stand-alone traffic management approach and reiterated their preference for a road closure or installation of road humps.

BE Engineering prepared an alternative design (*Design No. 2*), to respond to the concerns that were raised by the community, that replaced the horizontal slow points with *road cushions*, a type of road hump that is acceptable on a bus route. Community consultation was again undertaken for *Design No. 2*, which identified that the majority of respondents supported the *idea* of *road cushions* but did not support the particular design put forward and suggested an alternative design. As such, *Design No. 3* was prepared that modified the design of the road cushions to meet the intent of previous consultation outcomes and a third round of consultation was undertaken. As a result of the outcomes of the consultation on *Design No. 3*, a fourth design (*Design No. 4*) has been prepared that has addressed the majority of concerns raised by the community in all three rounds of consultation. Community consultation has not been undertaken for *Design No. 4*.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Outcomes Objectives and Strategies of *CityPlan 2030: Shaping Our Future*, are outlined below.

Outcome 1: Social Equity

A connected, accessible and pedestrian-friendly community

Objective 1.1 Convenient and accessible services, information and facilities

Strategy 1.1.3 *Design and provide safe, high-quality facilities and spaces for all.*

Objective 1.2: A people friendly, integrated and sustainable transport network.

Strategy 1.2.2 *Provide safe and accessible movement for all people*

Strategy 1.2.4 *Provide appropriate traffic management to enhance residential amenity.*

Objective 1.3 An engaged and participating community

Strategy 1.3.2 *Provide opportunities for community input in decisions-making and program development*

FINANCIAL AND BUDGET IMPLICATIONS

The Council has allocated \$48,000 for the construction of traffic management works along Langman Grove within the 2022-2023 Budget.

The preliminary cost estimate to install the recommendation set out in this report is in the order of \$150,000. As such, additional funding of approximately \$102,000 would be required to implement the recommendations made in this report.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Excessive traffic volumes and speed can reduce community liveability and safety of residential streets.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

The design and consultation for this project has been more complex than anticipated due to results of community consultation for the initial traffic calming measures and subsequent designs that were proposed, which has led to four (4) design iterations and three rounds of consultation. The management and implementation of this project was not intended to encroach into the 2023-2024 financial year and as such, this project is likely to delay other planned traffic related projects.

RISK MANAGEMENT

The Council has a duty of care to consider how to address road safety and residential amenity, particularly in areas with high pedestrian and cyclist activity.

A high-speed collision on Langman Grove could result in a *catastrophic* consequence and the likelihood is *possible*. As such, the risk matrix classifies this hazard as an *extreme* risk (3). Traffic management that effectively reduces the ability to speed would reduce the *likelihood* of a collision (because slower speeds reduce braking distance and increase driver reaction time) and would reduce the *severity* of the collision (because slower speeds reduce impact). As such, if the recommendations are implemented, the risk factor may reduce to *Medium* (19).

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Not installing traffic management devices	People	Extreme 3	Installation of road cushions	People	Medium 19

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- **Elected Members**
Cr Knoblauch and Cr Holfeld have been informed of the current progress of this project.
- **Staff**
Chief Executive Officer
General Manager, Urban Planning & Environment
Manager, City Assets
Project Manager, Civil
- **Community**
Approximately 300 owners and occupiers of residential properties on and adjacent to Langman Grove have been consulted, including residents of Wicks Avenue and Sycamore Terrace within the City of Campbelltown.
- **Other Agencies**
 - Meetings were held with the South Australian Public Transport Authority (SAPTA), with regard to the location and the width of road cushions and approval was provided.
 - Staff from the Campbelltown City Council.

DISCUSSION

Street layout and function

Langman Grove is 850 metres in length and runs parallel to the River Torrens, bound by Briar Road to the west and the Council boundary with Campbelltown City Council (Wicks Avenue) to the east. The majority of the adjacent land use is residential, except for the northeast section that faces on to the Felixstow Reserve (and the River Torrens Linear Park), for a length of approximately 400 metres.

There are seven (7) local streets that terminate at Langman Grove with T-junctions. The existing traffic control consists of pavement bar medians at junctions and a Wombat Crossing just west of Wicks Avenue.

The River Torrens and the O-Bahn busway form a barrier to the north and as such, Langman Grove forms part of a collector route that connects local streets to OG Road, via Briar Road and Turner Street. Ideally, citybound or southbound motorists travelling from the Campbelltown Local Government area would exit out to Lower Northeast Road and Payneham Road for their east-west route, but there are significant peak hour traffic delays and lack of traffic signals to facilitate a right turn onto those roads. As such, it is not just northbound or westbound motorists using Langman Grove, but many citybound and southbound motorists also choose the Langman Grove route to avoid the arterial road delays.

Langman Grove, Briar Road and Turner Street, form an east-west route that functions as a *collector road* for the following reasons:

- it is a bus route that runs between the Paradise and the Marion Interchanges;
- it connects numerous public facilities including Felixstow Reserve, Payneham Memorial Swimming Centre, Patterson Reserve, Drage Reserve, Payneham Library, Payneham Youth Centre, Fogolar Furlan, Felixstow Community School and the East Marden Primary School (Campbelltown City Council);
- the River Torrens and the O-Bahn busway form a barrier to the north, and as such, there are no other options for north/northwest bound vehicles to directly exit the local street network.

The location of Langman Grove is depicted in *Figure 1*, below.

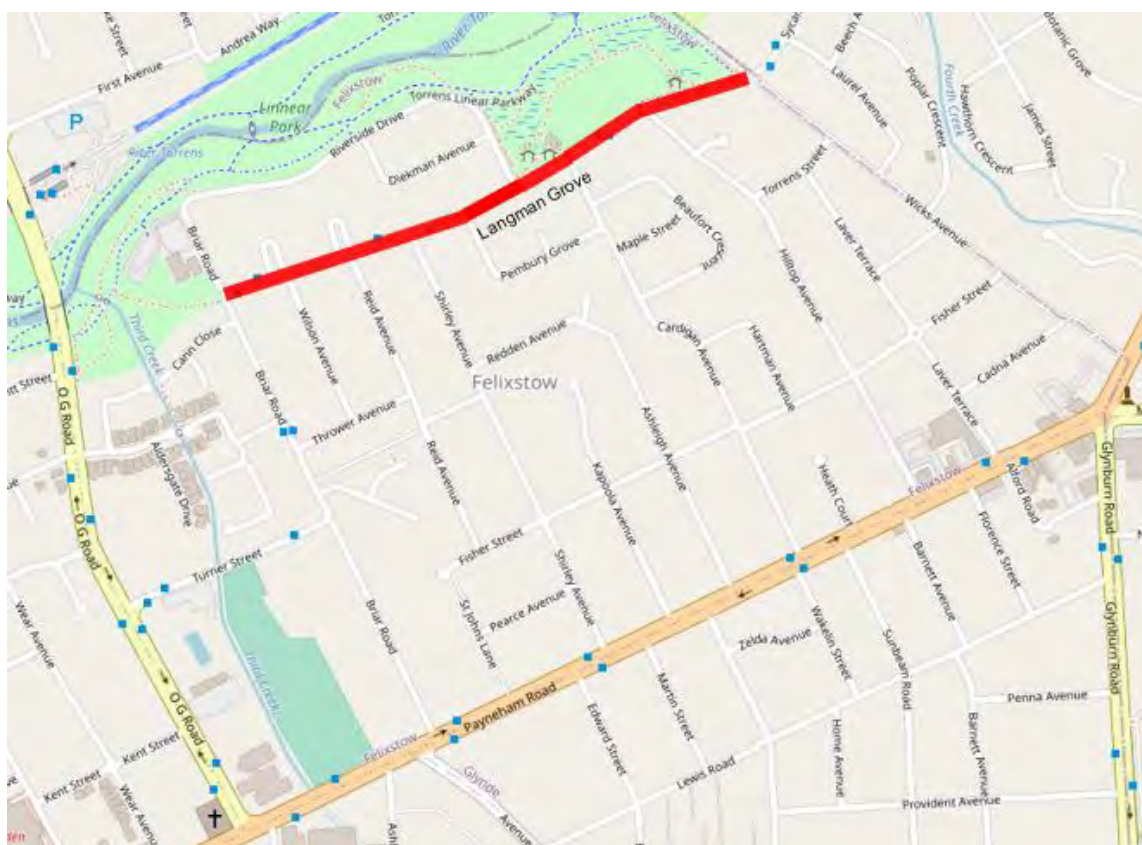


Figure 2: Location of Langman Grove, Felixstow

Traffic data

The most recent traffic data was collected in September, 2022 over a 7-day period. The weekday average data is summarised below and is set out in **Table 1**.

The 85th percentile traffic speed along Langman Grove varies from 47km/h to 53km/h which is marginally above the default speed limit of 50km/h.

The weekday traffic volume on Langman Grove is approximately 3,300 vehicles per day. The Council's *Local Area Traffic Management Policy* classifies the function of a street according to its daily traffic volume, (a *Collector Road* carries 2,000 to 3,000 vehicles per day and a *Main Collector Road* carries 3,000 to 6,000 vehicles per day). As such, the traffic volumes along Langman Grove, just tip its classification into the category of a *Main Collector Road*. The street layout and land use along Langman Grove is more suitable for the function of *Collector Road* and such traffic volumes should *ideally* be constrained to 3,000 vehicles per day. However, options to constrain traffic volume are limited, given the recent increase in housing densities in Felixstow, the poor level of service on the adjacent arterial roads that encourage *rat-running*, and the barrier to alternative routes formed by the River Torrens and the O-Bahn.

Although the traffic speed and volumes along Langman Grove do not, in isolation, raise significant concerns, there have been five (5) collisions in the last 5 years of which two have resulted in an injury and one a serious injury. Langman Grove is a long street where occasional high speeds have been documented and is adjacent Felixstow Reserve and the River Torrens Linear Park, both of which attract high numbers of pedestrians and cyclists.

Further analysis of the traffic data has identified the following operational characteristics along Langman Grove:

- the AM and PM peak hours both carry approximately 16% of the daily traffic volumes which verifies that there is a high proportion of non-local traffic;
- there is an average of eight (8) cyclists a day, noting that a higher number of cyclists use the parallel off-street route of the River Torrens Linear Park instead; and
- there is an average of 18 motorcyclists a day.

TABLE 1: TRAFFIC DATA LANGMAN GROVE - SEPTEMBER 2022

Location		Two-way traffic (no. of vehicles)	Eastbound (no. of vehicles)	Westbound (no. of vehicles)	85 th percentile speed (km/h)
Briar Road to Wilson Avenue	daily	3286	1347	1940	
	AM peak	392	84	309	47
	PM peak	381	223	158	
Reid Avenue to Shirley Avenue	daily	3,284	1353	1932	
	AM peak	390	86	304	51
	PM peak	384	226	158	
Pembury Avenue to Cardigan Avenue	daily	3355	1396	1959	
	AM peak	404	92	312	53
	PM peak	394	231	163	
Cardigan Avenue to Hilltop Avenue	daily	3377	1415	1962	
	AM peak	412	98	314	51
	PM peak	401	231	170	
Hilltop Avenue to Wicks Avenue	daily	3335	1474	1861	
	AM peak	414	101	313	50
	PM peak	409	244	165	

Traffic Management Strategy

The options for traffic management along Langman Grove are limited because of the need to accommodate bus movements within the constraints of the relatively narrow width of the road. The South Australian Public Transport Authority (SAPTA), has advised the Council that any traffic calming measures must cater for an 18-metre-long articulated bus.

As noted in the *Background* section of this report, there have been four (4) design iterations and three (3) rounds of community consultation for this project.

Consultation for Design No. 1 - Slow Points at T-junctions and 40km/h speed limit

Concept designs were prepared by BE Engineering Consultants, for a series of *horizontal slow points* along Langman Grove and a *T-junction Rearrangement* at the intersection of Langman Grove and Briar Road, as recommended by the Traffic Management & Road Safety Committee.

The aim of the *horizontal slow point* design was to change the long, relatively straight alignment that could include high speeds, to a series of horizontal bends that require vehicles to travel at slower speeds to negotiate. The slow points were located at road junctions to maximise the retention of on-street parking and designed with kerb extensions and pavement bar median islands to facilitate the required bus manoeuvrability.

The *T-junction Rearrangement* at the Langman Grove and Briar Road junction, was designed to reduce traffic speed by changing the traffic priority at the junction. The proposed design would require westbound traffic from Langman Grove to 'give-way' to all traffic on Briar Road, rather than undertake the existing free-flow left turn from Langman Grove into Briar Road.

Community consultation was undertaken in February and March 2022, to seek the community's comments on the traffic management proposal described above, as well as the implementation of an area-wide speed limit of 40km/h.

Two hundred and seventy-six (276) letters were delivered to owners and/or occupiers of dwellings in Langman Grove and nearby streets, asking if they *did support*, *did not support* or were *not sure* about the proposed traffic management proposal. The consultation letter included concept designs, described the reasons for not proposing a road closure or road humps and included a survey response form.

The Council received a total of fifty-eight (58) responses to the survey and a summary of the responses is set out below:

- the majority of respondents (71%) **did support** the junction rearrangement at the Langman Grove and Briar Road intersection;
- the majority of respondents (69%) **did not support** the *Horizontal Slow Points* on Langman Grove.
- 40% of the respondents **did support** a 40km/h speed limit and 38% of respondents noted that they **would support** a 40km/h speed limit only if there was additional traffic calming infrastructure.

It is noted that the Convenor of the petition *did not* support the proposal and letterbox dropped their views to other residents. As a result, many of the responses were identical and were copied from the Convenor's letter, which included the following key points.

- *do not support* the *Slow Points* because they would not adequately address the speed and volume of the traffic, and would increase the risk of crashes;
- *do support* the *T-junction Rearrangement* at Langman Grove and Briar Road;
- *do not support* a speed reduction to 40km/h as a stand-alone solution; and
- disagree with the Council's reasons for not using *Speed Cushions*.

As a result of the community consultation, it was determined that:

- *horizontal slow points* were not supported by the community and therefore would not be installed;
- the implementation of the T-junction re-arrangement at Langman Grove and Briar Road, was supported by the majority of the community and would therefore be installed with no further consultation required for this proposed traffic calming measure;
- the implementation of a 40km/h speed limit is feasible; and
- the majority of respondents indicated that they may support road humps, and as such, an alternative traffic management concept would be prepared that consisted of road humps.

The consultation letter which includes the concept designs and the citizen responses for consultation round 1, is contained in **Attachment B**.

Consultation for Design No. 2 – Road Cushions

Although road humps are not generally supported by the Council due to residents who live near road humps in other streets complaining about noise, there was merit in considering road humps along Langman Grove for the reasons set out below.

- the majority of survey respondents said they would support the installation of road humps;
- road humps result in a significant reduction in vehicle speeds; and
- road humps discourage through traffic (noting that traffic is then diverted to other streets).

Road humps that are continuous across the entire width of a road are not permitted on bus routes, but *road cushions* are a type of road hump that are permitted on bus routes because they include gaps that bus wheels can straddle, but are spaced too far apart for most passenger vehicles to straddle. In addition, the gaps in road cushions would allow for the stormwater overflow path along Langman Grove to be maintained.

BE Engineering were engaged to prepare concept designs for a series of *road cushions* along Langman Grove, between the existing wombat crossing at Wicks Avenue and the proposed *T-junction Rearrangement* at Briar Road that was supported during the stage 1 consultation.

The concept designs were prepared in accordance with the design requirements set out by the Department for Infrastructure and Transport (DIT) and The Austroads Guide to Traffic Management Part 8 Local Street Management. The *road cushions* were designed to meet the acceptable criteria on a bus route, avoid bus stops and spaced at approximately 80 metre intervals to facilitate a relatively constant speed along the road. A *30km/h Advisory Speed Limit* sign would be located at each road cushion and as such, the investigation for a 40km/h speed limit was not included as part of this project. Cyclists were considered throughout the design and although road cushions can be uncomfortable for cyclists to ride over at speed, cyclists could choose to alternatively track their wheels within the gaps if preferred.

Community consultation was undertaken in June and July 2022. Three hundred (300) letters were delivered to owners and/or occupiers of Langman Grove and nearby streets, asking if they *did support, did not support* or were *not sure* about the proposed traffic management proposal with road cushions. The consultation letter included the outcome of the first round of consultation, the updated concept designs and a survey response form. In addition, the letter informed the community about the advantages and disadvantages of road cushions as listed in **Table 2** below.

TABLE 2: EXTRACT FROM AUSTRROADS GUIDE TO TRAFFIC MANAGEMENT PART 8

Advantages of Road Cushions	Disadvantages of Road Cushions
A reported 27% reduction in the 85th percentile vehicle speeds in the vicinity of the device.	The noise level associated with vehicles may increase just before and after the device due to braking, acceleration and the vertical displacement of vehicles and goods.
When used in a series these devices regulate speeds over the entire length of street.	These devices are less effective in slowing vehicles with a wide wheel-base.
These devices are relatively low cost to install and maintain.	These devices are less effective in slowing motorcyclists.
These devices discourage through traffic.	These devices can prevent cyclists using kerbside gaps on on-street parking.
These devices do not restrict or discomfort cyclists.	Drivers can reduce their effect by traversing the cushions with only two wheels.
They can be designed so they do not inconvenience buses and commercial vehicles.	

The letter that was distributed to residents which included the concept designs for *Design No. 2* and the citizen responses for consultation round 2, are contained in **Attachment C**.

The Council received a total of fifty five (55) responses to the survey and a summary of the responses is set out below:

- 34.5% of the respondents **did support** the proposed road cushions and 25% of the respondents **would** support road cushions if some design changes were made. This equates to a majority of respondents (60%), **supporting** the road cushions if design modifications could be made;
- 20 (36%) respondents **did not support** the road cushions at all; and
- the remaining respondents **were not sure**.

The key reasons given for not supporting the installation of road cushions, was the associated noise, the loss of on-street car parking and the possible diversion of traffic to Riverside Drive or Hilltop Avenue.

It is noted that the Convenor of the petition *did support* road cushions *in-principle*, but provided a list of preferred design modifications. The Convenor letterboxed material outlining his views to other residents and thirteen (13) other respondents copied those comments into their own response.

The key comments raised by citizens from the round 2 consultation and the Council responses are set out below in **Table 3**.

TABLE 3: CONSULTATION ROUND 2 - KEY CITIZEN CONCERNS AND COUNCIL RESPONSE

Item No.	Citizen concerns and design response by the Consultant and/or the Council
1	<p>Citizen concern: <i>The proposal needs to include road cushions along Briar Road and Turner Street.</i></p> <p>Council response: The Council's Traffic Management and Road Safety Committee noted that traffic management in Briar Road and Turner Street would be assessed and evaluated after the implementation traffic management along Langman Grove.</p>
2	<p>Citizen concern: <i>Many of the site designs include the use of a narrow road cushion in the centre of the road that will enable traffic to avoid them, and potentially create a hazard as traffic, including large buses, will be encouraged to drive down the centre of the street. The traffic must be forced to drive over a road cushion with a minimum width of 1.9m.</i></p> <p>Design response: Causing a hazard by travelling along the centre of a road is an offence. However, this concern is noted because attempting to straddle the narrower cushions in the road centre, may be undertaken by some motorists. A design will be investigated that replaces the central narrow cushions with kerbed median islands to prevent motorists from driving along the centre of the road. The road cushions selected in the updated design will be as wide as possible within the allowable constraints for a bus route.</p>
3	<p>Citizen concern: <i>An alternative design using two 1.9m cushions and median strips near the kerb should be considered as it will be safer and result in less parking spaces being lost.</i></p> <p>Design response: The installation of median strips near the kerbs are not proposed for the reasons set out below.</p> <p>Langman Grove is a stormwater overland flow path and during peak storm events, water flow along the gutter is critical. An island near the kerb would restrict this flow;</p> <p>leaf litter and debris would collect between the kerb and the island resulting in more maintenance and restriction of water flow;</p> <p>kerb islands on either side of the road would require passing buses and passenger vehicles to be travelling closer together toward the centre of the road and potentially increase the likelihood of side swipe crashes; and</p> <p>kerb islands can impact property accessibility and bus loading/unloading manoeuvres.</p>
4	<p>Citizen concern: <i>The road cushions must be at least 75mm high and not recessed into the road surface.</i></p> <p>Design response: The height of the road cushions is guided by the Australian Standards and State Guidelines, and as such are proposed to be 75mm above road surface level.</p>

5	<p>Citizen concern: <i>Concerns regarding the noise associated with the road cushions.</i></p> <p>Council/design response: As advised in the letter for community consultation, noise impacts are a legitimate concern for residents. The location of each cushion has been placed in accordance with Australian Standards and Guidelines and are constrained by bus stops and access to properties.</p>
<hr/>	
6	<p>Citizen concern: <i>Concerns regarding loss of parking.</i></p> <p>Council response: Each dwelling along Langman Grove has off-street parking and there are 53 car parks provided that specifically service Felixstow Reserve (on Riverside Drive and the off-street car park opposite Wicks Avenue). At busy times, there is capacity for overflow parking in the adjacent streets if required.</p>
<hr/>	
7	<p>Citizen concern: <i>Concerns regarding traffic diversion to other streets, particularly Hilltop Ave and Riverside Drive.</i></p> <p>Council/design response: It is unlikely that a significant volume of traffic would divert to Riverside Drive because that route is anti-directional and would not result in a faster journey. It is also unlikely that the AM peak hour traffic would divert to Hilltop Avenue because it is difficult to turn right out to Payneham Road. However, the Council will monitor and evaluate the wider street network if traffic management is installed in Langman Grove. If significant impacts to other streets are identified, that are a result of traffic diversion from Langman Grove, further traffic management works will be considered.</p>
<hr/>	
8	<p>Citizen concern: <i>Replace the proposed Give Way sign at the Langman Road and Briar Road junction with a Stop sign.</i></p> <p>Design response: This suggestion has been assessed but the junction layout does not meet the criteria set out in the Australian Standard AS1742.2 for a Stop Sign. This will however, be assessed again at the time of detailed design preparation.</p>
<hr/>	
9	<p>Citizen concern: <i>Kerb ramps are required to assist the crossing of Langman Grove, near Cardigan Avenue.</i></p> <p>Council / design response: Agreed. A kerb ramp will be included in the detail design stage at this location.</p>

Consultation for Design No. 3 – Road Cushions with Median Islands

BE Engineering Consultants were engaged to modify the design of the road cushions to address the issues raised by the community which were received as part of the consultation process for *Design No. 2*, within the constraints of the relevant standards and guidelines and the site-specific conditions such as bus movements, stormwater surface flow and street maintenance considerations.

Community consultation for this design was undertaken in April and May 2023. Three hundred and twenty (320) letters were again delivered to owners and/or occupiers of Langman Grove and nearby streets, asking if they *did support*, *did not support* or were *not sure* about the modified road cushion proposal to manage traffic.

The modified design included median islands at each road cushion location and this would require the removal of thirty-nine (39) car parks. However, there was an error in calculations and it was anticipated that only thirteen (13) car parks would be removed. This error was uncovered during the consultation period and an additional letter was delivered to each owner/occupier that explained the error and extended the consultation period.

Both letters that were distributed to residents which included the updated concept design for *Design No. 3* and the citizen responses to consultation round 3, are contained in **Attachment D**.

The Council received a total of sixty-five (65) responses to the survey, as set-out below.

- 39 (60%) respondents **did support** the proposed road cushions, 20 of these were owners/occupiers of Langman Grove;
- 22 (34%) respondents **did not support** the proposed road cushions, 6 of these were owners/occupiers of Langman Grove;
- 4 respondents **were not sure**, and were not owners or occupiers of Langman Grove.

The key concerns that were raised by citizens who did not support the installation of road cushions have been assessed and a response to each concern is provided in **Table 4**.

TABLE 4: CONSULTATION ROUND 3 - KEY CITIZEN CONCERNS AND COUNCIL RESPONSE

Item No.	Citizen Concerns and Design Response by the Consultant and/or the Council
1	<p>Citizen concern: <i>Too many on-street car parks will be removed.</i></p> <p>Council response: Each dwelling along Langman Grove has off-street parking and there are 53 car parks provided that specifically service Felixstow Reserve (on Riverside Drive and the off-street car park opposite Wicks Avenue). At busy times, there is capacity for overflow parking in the adjacent streets if required.</p> <p>However, the concern with regard to loss of parking is legitimate and further design investigations have identified an alternative design that reduces the loss of on-street parking.</p>
2	<p>Citizen concern: <i>There are too many road cushions proposed.</i></p> <p>Council response: The spacing of approximately 80 metres between traffic control devices is recommended because it reduces the ability for motorists to speed up between road cushions. If motorists have the ability to speed up, the adverse noise impacts to residents can be increased with the sound of acceleration and deceleration.</p>
3	<p>Citizen concern: <i>The median islands will make it difficult to reverse from my driveway.</i></p> <p>Council response: Vehicle turn paths have been simulated for a large B99 vehicle at each driveway which shows that access and egress is possible for all properties.</p>
4	<p>Citizen concern: <i>Traffic will divert into other streets.</i></p> <p>Council response: It is unlikely that a significant volume of traffic would divert to Riverside Drive because that route is anti-directional and would not result in a faster journey. It is also unlikely that the AM peak hour traffic would divert to Hilltop Avenue because it is difficult to turn right out to Payneham Road. However, the Council will monitor and evaluate the wider street network if traffic management is installed in Langman Grove. If significant impacts to other streets are identified, that are a result of traffic diversion from Langman Grove, further traffic management works will be considered.</p>
5	<p>Citizen concern: <i>There will be an increase in noise.</i></p> <p>The noise level associated with vehicles that traverse road cushions can occur just before and after the device due to braking, acceleration and the vertical displacement of vehicles and goods. This level of noise depends on the type of vehicle, the spacing of the road cushions and driver behaviour.</p> <p>The advantages and disadvantages of road cushions were set out in the consultation letter as an important consideration that citizens needed to weigh up before deciding to support or not support the option.</p>

6 **Citizen concern:** *Motorists will drive closer to cyclists and cyclists will be pushed into the gutter.*

Council response: The central islands would create a point in the road where vehicles cannot overtake cyclists. It is not intended that cyclists and motorists sit side by side when travelling past the road cushions. This is similar to many traffic control devices where one road user passes the device at a time. The speed reduction achieved at the road cushions will result in a safer environment for cyclists, and reduce the differential speed between motorists and cyclists enabling cyclists to claim their space at the devices. However, design investigation has identified an alternative design that reduces the number of central islands. This would enable a motorist to pass a cyclist at the road cushion by crossing over the centreline, if it was safe to do so.

7 **Citizen concern:** *Overflow parking will impact residents in the adjacent streets.*

Council response: Overflow parking is likely to occur at times in the summer months when large numbers of visitors attend Felixstow Reserve. However, the surrounding street network has the capacity for additional on-street parking within a short walking distance of Felixstow Reserve.

However, the concern with regard to loss of parking is legitimate and further design investigations have identified an alternative design that reduces the loss of on-street parking.

8 **Citizen concern:** *The W90 bus only runs on weekdays and Saturday (between 6am and 7pm). Outside of these hours there are no buses that run down Langman Grove. Please advise if the yellow line can be converted into restricted control parking (dashed line) outside of these hours and Sunday (retaining the usual gap from the cushions as required for smaller vehicle manoeuvrability).*

Council response: The Adelaide Metro website (2 June 2023), confirmed that Bus W90 runs along Langman Grove between 6:30am – 7:00pm Monday and Friday, and between 8:00 – 6:30pm on Saturday. Therefore, the installation of timed parking control signs (No Stopping between 6:30am – 7:00pm Monday to Friday and No Stopping 8:00am-6:30pm) could be considered. This would enable three additional parking spaces at Bus Stop 22 Langman Grove – North West side. This would be investigated during the detail design phase and would require liaison with the South Australian Public Transport Authority. It is not possible to increase parking at other locations with the current design.

However, the concern with regard to loss of parking is legitimate and further design investigations have identified an alternative design that reduces the loss of on-street parking.

9 **Citizen concern:** *The design incorporates a central island median strip. This forces traffic, including long bendy buses towards the edge of the road. The traffic engineer would have considered the turning radius of the bus in this scenario and allowed enough clearance on the approach and departure, resulting in a higher number of lost car parking spaces. Why wouldn't the design use a median strip either side of the road which would reduce the approach and departure clearance required for large vehicles, thereby saving parking spaces? This would be similar to the layout used along Leah St Forestville.*

Design response: The installation of median strips near the kerbs are not proposed because of the reasons set out below.

- Langman Grove is a stormwater overland flow path and during peak storm events, water flow along the gutter is critical. An island near the kerb would restrict this flow;
- leaf litter and debris would collect between the kerb and the island resulting in more maintenance and restriction of water flow;
- kerb islands on either side of the road would require passing buses and passenger vehicles to be travelling closer together toward the centre of the road and potentially increase the likelihood of side swipe crashes. This was a concern raised by the community in *Table 3, item no. 3*; and
- kerb islands can impact property accessibility and bus loading/unloading manoeuvres.

However, the concern with regard to loss of parking is legitimate and further design investigations have identified an alternative design that reduces loss of parking.

10 **Citizen concern:** *Speeding in Briar Road will increase because motorists will compensate for loss of speed.*

Council response: The Council's Traffic Management and Road Safety Committee agreed that traffic management in Briar Road and Turner Street would be assessed after a post-installation evaluation of the traffic management undertaken in Langman Grove.

Motorists are required to drive within the speed limit. However, Briar would be assessed and evaluated after any traffic management works are implemented in Langman Grove.

11 **Citizen concern:** *Why not install roundabouts instead?*

Council response: Roundabouts were investigated but are not feasible due to the narrow street width, stobie pole locations and bus manoeuvrability requirements.

12 **Citizen concern:** *There is no problem in Langman Grove and traffic management is not necessary.*

Council response: This is not the view of many residents of Langman Grove. Although the data identified that the traffic volume and speed is not excessively high, traffic calming measures are considered warranted given the significant level of pedestrian and cyclist activity associated with Felixstow Reserve and the River Torrens Linear Park.

13 **Citizen concern:** *Why not just change speed limit to 40km/h?*

Council response: The road cushions would include *30km/h Advisory Speed signs* and the investigation for a 40km/h speed limit for all streets in Felixstow is planned to be undertaken in the future.

Although the majority of respondents supported the traffic management proposal provided in consultation for *Design No. 3*, the unintended loss of thirty-nine (39) car parks along Langman Grove was a concern that was raised by a number of residents and Council staff.

Design Option 4 – Road Cushions Optimal Solution

To address the concerns raised by residents regarding *Design No. 3*, BE Engineering Consultants have developed a fourth option (*Design No. 4*), that addresses the concerns raised in both *Designs No. 2 and 3*. The concept layout of *Design No. 4* is contained in **Attachment E**, and the key design attributes are set out below.

- Langman Grove and Briar Road junction: No Change - the T-Junction rearrangement is to remain;
- Briar Road to Cardigan Avenue: The six (6) proposed road cushions would be located at the same locations as *Design No 3*, but the central island would be replaced with a central road cushion that is the same width as all other road cushions. Car parking would be required on one side of the road only, at each road cushion. This modification addresses the community concern from *Design No. 2*, that motorists may try to straddle the narrower, central cushion, and addresses the community concerns from *Design No. 3* that too many car parks would be removed;
- Cardigan Avenue to Wicks Avenue: This section containing three (3) road cushions would remain unchanged from *Design No. 3*, because the road width is too narrow for the central road cushions to be installed, as proposed west of Cardigan Avenue; and
- There would be a total of 20 on-street car parking spaces removed *compared to 39 spaces in the previous design iterations.*

OPTIONS

The Committee is now required to consider the design and the outcomes of the consultation as set out in this report and determine the final outcome for traffic management along Langman Grove, between Wicks Avenue and Briar Road. The Committee has the following options in respect to this matter.

Option 1

Do nothing.

The Committee could determine that Langman Grove currently functions appropriately as a main collector route and there is no justification for traffic management devices to be installed in Langman Grove because the 2022 traffic data, does not identify a significant deficiency in the operation of Langman Grove. In addition, the Committee can also determine that the installation of traffic calming measures would unreasonably result in the loss of too many on-street car parking spaces.

This option is not recommended because there is high pedestrian and cyclist activity along Langman Grove, associated with the Felixstow Reserve and the River Torrens Linear Park, that warrants the need for traffic management.

Option 2

Implement *Design No. 3*, as contained in **Attachment D**.

The Committee could determine that the majority of survey respondents supported *Design No. 3*, and as such, this justifies its implementation.

This option is worthy of consideration because it was supported by the majority of residents, however, this option is not recommended because the loss of 39 on-street parking spaces was a significant concern raised by residents.

Option 3

Undertake community consultation for *Design No. 4*, as contained in **Attachment E**.

The Committee could determine that given *Design No. 3* required a significant loss of on-street car parking, that the community should be consulted on *Design No. 4*, to ascertain whether it would be supported by the majority of the residents.

This option is not recommended because the community has already shown majority support for road cushions at the same locations as shown in *Design No. 3*.

Option 4

Implement *Design No. 4*, as contained in **Attachment E**.

The Committee could determine that *Design No. 4*, is the optimal solution that addresses the majority of concerns raised by the community and as such, is suitable for implementation without the need to undertake a fourth round of community consultation.

This option is recommended because the community has already indicated that there is a majority support for *road cushions* at these locations, and *Design No. 4* is simply improving the design to mitigate the concerns raised by residents and balances the need to implement traffic calming measures whilst retaining as many existing on-street parking spaces as possible.

CONCLUSION

The process for the development of concept designs and community consultation with regard to traffic management in Langman Grove has been set out in this report and the Committee's recommendation to the Council is now sought.

COMMENTS

Road cushions are effective in reducing traffic speed and volume but the Council does not generally install road cushions or humps because the noise associated with vehicles mounting the cushions has historically resulted in adverse impacts to some residents. Notwithstanding this, the owners and occupiers of Langman Grove were informed of this potential impact and yet the majority of residents supported the implementation of the road cushions. As such, it is considered that the residents have determined that the speed reduction benefit of the road cushions, outweighs the disbenefit of their associated noise. The Committee however, could determine otherwise.

It should also be noted that the design approach of installing road cushions is relevant to this particular context and should not be considered as a precedent for other localities in the City, where traffic calming measures may be required.

As noted at the Committee meeting held on 21 December 2021, the need for additional traffic management in Briar Road and Turner Street would be assessed after a post-installation evaluation of the traffic management undertaken in Langman Grove.

RECOMMENDATION

It is recommended that the Traffic Management & Road Safety Committee make the following recommendations to the Council:

1. That the Committee recommends that in light of the consultation outcomes detailed in this report, there is sufficient justification to implement *Design No. 4*, the traffic management proposal along Langman Grove, that includes a T-Junction Rearrangement at the intersection of Langman Grove and Briar Road, and road cushions with 30km/h advisory speed signs, as contained in Attachment F to this report.
 2. That the Council notes that:
 - a. community consultation with regard to *Design No. 4* has not been undertaken and is not required because the design addresses the majority of concerns that were raised by the community during the previous three rounds of consultation;
 - b. additional funding of approximately \$102,000 will be required to implement *Design No. 4*, as contained in Attachment E;
 - c. an evaluation of the traffic conditions along Langman Grove and the surrounding street network, will be undertaken twelve (12) months following installation to determine and assess whether traffic has been diverted to other streets. If there is a significant adverse impact to other streets, additional mitigating traffic management will be considered in those streets;
 - d. as noted at the Committee meeting held on 21 December 2021, traffic management along Briar Road and Turner Street, will be assessed after the evaluation of Langman Grove has been undertaken. This will inform whether additional traffic management is required and if road cushions are a feasible traffic management solution for Briar Road and Turner Street;
 - e. the investigation for the introduction of a 40km/h speed limit will be undertaken in the future, as part of the staged City-wide assessment; and
 - f. the residents who were consulted on the traffic management proposal will be informed of the Committee's decision and recommendations to the Council.
-

Mr Nick Meredith moved:

It is recommended that the Traffic Management & Road Safety Committee make the following recommendations to the Council:

- 1. That the Committee recommends that in light of the consultation outcomes detailed in this report, there is sufficient justification to implement Design No. 4, the traffic management proposal along Langman Grove, that includes a T-Junction Rearrangement at the intersection of Langman Grove and Briar Road, and road cushions with 30km/h advisory speed signs, as contained in Attachment F to this report.*
- 2. That the Council notes that:*
 - a. community consultation with regard to Design No. 4 has not been undertaken and is not required because the design addresses the majority of concerns that were raised by the community during the previous three rounds of consultation;*
 - b. additional funding of approximately \$102,000 will be required to implement Design No. 4, as contained in Attachment E;*
 - c. an evaluation of the traffic conditions along Langman Grove and the surrounding street network, will be undertaken twelve (12) months following installation to determine and assess whether traffic has been diverted to other streets. If there is a significant adverse impact to other streets, additional mitigating traffic management will be considered in those streets;*
 - d. as noted at the Committee meeting held on 21 December 2021, traffic management along Briar Road and Turner Street, will be assessed after the evaluation of Langman Grove has been undertaken. This will inform whether additional traffic management is required and if road cushions are a feasible traffic management solution for Briar Road and Turner Street;*
 - e. the investigation for the introduction of a 40km/h speed limit will be undertaken in the future, as part of the staged City-wide assessment; and*
 - f. the residents who were consulted on the traffic management proposal will be informed of the Committee's decision and recommendations to the Council.*

Seconded by Cr Knoblauch and carried unanimously.

5. OTHER BUSINESS
Nil

6. NEXT MEETING

Tuesday 15 August 2023

7. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 11.25am.

Cr Kevin Duke
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

13. OTHER BUSINESS
(Of an urgent nature only)

14. CONFIDENTIAL REPORTS

14.1 TENDER SELECTION REPORT – ROAD RESEALING 2023-2026

RECOMMENDATION 1

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

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

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

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999*, the Council orders that the report and discussion be kept confidential for a period not exceeding five (5) years and that this order be reviewed every twelve (12) months).

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

**14.2 EASTERN REGION ALLIANCE (ERA) WATER – APPOINTMENT OF INDEPENDENT
CHAIRPERSON**

RECOMMENDATION 1

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

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

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

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999*, the Council orders that the minutes be kept confidential until the announcement in respect to the position of Independent Chairperson of the Eastern Region Alliance (ERA) Water Board is made.

15. CLOSURE