

Council Meeting Agenda & Reports

4 September 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

30 August 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 4 September 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**

1.	KAURNA ACKNOWLEDGEMENT	1
2.	OPENING PRAYER	1
3.	CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 28 AUGUST 2023	1
4.	MAYOR'S COMMUNICATION	1
5.	DELEGATES COMMUNICATION	1
6.	QUESTIONS WITHOUT NOTICE	1
7.	QUESTIONS WITH NOTICE	1
8.	DEPUTATIONS	1
9.	PETITIONS	1
10.	WRITTEN NOTICES OF MOTION	2
	10.1 WRITTEN NOTICE OF MOTION – REVIEW OF THE COUNCIL'S RATING POLICY – SUBMITTED BY CR GRANT PIGGOT	3
11.	STAFF REPORTS	4
	Section 1 – Strategy & Policy	5
	11.1 DRAFT 2024-2026 VOICE AND VISION OF YOUNG PEOPLE ACTION PLAN	6
	Section 2 – Corporate & Finance	14
	11.2 INQUIRY INTO SOUTH AUSTRALIAN RECYCLING OF SOFT PLASTIC AND OTHER RECYCLABLE MATERIALS	15
	Section 3 – Governance & General	21
	11.3 BUILDING FIRE SAFETY COMMITTEE ANNUAL REVIEW	22
12.	ADOPTION OF COMMITTEE MINUTES	29
13.	OTHER BUSINESS	30
14.	CONFIDENTIAL REPORTS	30
	14.1 COUNCIL RELATED MATTER	31
15.	CLOSURE	32

VENUE Council Chambers, Norwood Town Hall

HOUR

PRESENT

Council Members

Staff

APOLOGIES Cr Kevin Duke, Cr Connie Granozio

ABSENT

1. **KAURNA ACKNOWLEDGEMENT**
2. **OPENING PRAYER**
3. **CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 28 AUGUST 2023**
4. **MAYOR'S COMMUNICATION**
5. **DELEGATES COMMUNICATION**
6. **QUESTIONS WITHOUT NOTICE**
7. **QUESTIONS WITH NOTICE**
Nil
8. **DEPUTATIONS**
Nil
9. **PETITIONS**
Nil

10. WRITTEN NOTICES OF MOTION

10.1 WRITTEN NOTICE OF MOTION – REVIEW OF THE COUNCIL’S RATING POLICY – SUBMITTED BY CR GRANT PIGGOT

NOTICE OF MOTION: Review of the Council's Rating Policy
SUBMITTED BY: Cr Grant Piggott
FILE REFERENCE: qA1039
ATTACHMENTS: Not Applicable

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

NOTICE OF MOTION

That Council receive a Report at its meeting to be held in February 2024, informing of the 2024-2025 Annual Business Plan process, detailing the issues (financial and otherwise) around the following items in respect to the Council's Rating Policy:

1. Removal of the arithmetic linking of the Rate in the Dollar of the Commercial rate to the Residential Rate.
2. Introduction of a differential rate for Vacant Land.
3. Introduction of Special Rate to hasten progress of The Parade Master Plan.
4. Elimination of the Rate Cap.
5. Addressing the level of Rate rebates provided by City ratepayers under Division 5 of the *Local Government Act 1999*.
6. Any other items identified by Administration which may be a resource to contribute to the optimisation of rates paid by the City's residents in future years.

REASONS IN SUPPORT OF MOTION

The City of Norwood Payneham & St Peters is in the midst of an exciting capital improvement program, including several Reserve upgrades, Trinity Valley stormwater upgrades and redevelopment of the Payneham Memorial Swimming Centre.

As a result, the Council will need to continue to be financially prudent into the future to meet the ongoing needs of the City, debt repayments and interest commitments.

It appears inevitable that revenue achieved from rates required each year will need to increase from its current level, which is relatively low compared to our peer neighboring Councils. As a result, Council should consider all elements of Rating policy available to it to ensure the most efficient methods of raising funds to the benefit of the City.

This Motion seeks a Report to Council ahead of the 2024-2025 Annual Business Plan which will provide comprehensive information to Council Members in respect to key identified Rating elements in addition to all others deemed to be of importance by Administration staff.

STAFF COMMENT

PREPARED BY GENERAL MANAGER, GOVERNANCE & CIVIC AFFAIRS

The Council's *Rating Policy* will be reviewed as part of the 2024-2025 Budget and the various components as set out in the Notice of Motion can be reviewed as part of the process.

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 DRAFT 2024-2026 VOICE AND VISION OF YOUNG PEOPLE ACTION PLAN

REPORT AUTHOR: Coordinator, Youth Programs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4514
FILE REFERENCE: A684262 & A712683
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to present the draft *2024-2026 Voice and Vision of Young People Action Plan* for the Council's consideration and endorsement prior to the release of the draft document for community consultation.

BACKGROUND

The Plan is an expression of the Council's commitment to the young people of our community and will guide and inform the Council's youth program and project planning and priorities over the next three (3) years.

The Plan seeks to ensure that the voice of young people in our community is heard and that their vision for the future, as well as for today, is taken into consideration when planning and facilitating initiatives and actions that directly relate to and impact upon young people.

The *2024-2026 Voice & Vision of Young People Action Plan*, is to be considered together with the *2022-2025 Youth Development Strategy* and the Council's primary document, *CityPlan 2030: Shaping Our Future*, with these documents being utilised as points of reference in guiding the development of the draft Plan. In building this strategic connection, between young people's ideas, participation and contribution to the objectives contained in the *CityPlan: 2030*, we can collectively shape our future.

To assist with the development of the draft Plan, citizens and the Youth Sector were engaged through face-to-face consultation at the St Peters Fair, in-person Library workshop sessions and two (2) online surveys. In addition, the Coordinator, Youth Programs, met with local community organisations, neighbouring Councils and youth service providers, to hear their ideas for short to medium term actions to positively contribute to the wellbeing of our community.

A total of 143 young people and youth service providers completed survey submissions during the community engagement period which occurred over 69 days.

Subsequently, at the Information Briefing held on 28 August 2023, Elected Members were presented with the draft *2024-2026 Voice and Vision of Young People Action Plan*.

The purpose of this report is therefore to present the draft *2024-2026 Voice and Vision of Young People Action Plan*, as contained in **Attachment A**, together with the Stage 1 Community Engagement Report, as contained in **Attachment B**, to the Council for its endorsement to proceed to Stage 2 community consultation, whereby, our community will be invited to provide comments on the draft Plan which will be used to inform the development of the final document.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

City Plan 2030: Shaping Our Future

The relevant Strategic Outcomes and Objectives as set out in the Council's Strategic Management Plan *City Plan 2030: Shaping Our Future* are as follows;

Outcome 1: Social Equity

Objective 1.1: Convenient and accessible services, information and facilities.

Strategy 1.1.2: Maximise access to services, facilities, information and activities.

Strategy 1.2.2: Provide safe and accessible movement for all people.

Objective 1.3: An engaged and participating community.

Strategy 1.3.1: Promote and facilitate volunteering opportunities in the community and within the City.

Strategy 1.3.2: Provide opportunities for community input for decision-making and program development.

Strategy 1.3.3: Recognise and use the skills, knowledge and resources of the community.

Strategy 1.3.4: Facilitate community support networks and partnerships for the sharing of resources and skills in order to build community capacity.

Objective 1.4: A strong, healthy, resilient and inclusive community.

Strategy 1.4.1: Encourage physical activity and support mental health to achieve healthier lifestyles and well-being.

Strategy 1.4.2: Encourage and provide opportunities for lifelong learning.

Strategy 1.4.3: Encourage the use of spaces and facilities for people to meet, share knowledge and connect with each other.

Outcome 2: Cultural Vitality

Objective 2.1: An artistic, creative, cultural & visually interesting City.

Strategy 2.1.1: Use the arts to enliven public spaces and create a 'sense of place'

Objective 2.2: A community embracing and celebrating its social and cultural diversity.

Strategy 2.2.2: Facilitate opportunities for cultural expression, celebration and interaction between different cultural and demographic groups.

Strategy 2.2.3: Promote understanding of and respect for our cultures and heritage.

Strategy 2.3.2: Reflect our City's history through cultural heritage programs and initiatives.

Strategy 2.3.3: Promote the value of heritage protection.

Objective 2.5: Dynamic community life in public spaces & precincts

Outcome 3: Economic Prosperity

Strategy 3.2.1: Retain, enhance and promote the unique character of all our City's business precincts.

Strategy 3.2.3: Promote the City as a visitor destination.

Strategy 3.5.1: Support opportunities for people to collaborate and interact in business precincts.

Strategy 3.5.5: Encourage community support for and promote awareness of all businesses in our City.

Outcome 4: Environmental Sustainability

Strategy 4.1.2: Investigate and implement innovative waste reduction and education initiatives.

Strategy 4.2.2: Protect, enhance and expand public open spaces.

Strategy 4.4.2: Undertake climate change adaption initiatives for our assets, public spaces, services and operations.

Strategy 4.4.3: Support climate change adaptation and community education.

FINANCIAL AND BUDGET IMPLICATIONS

Community consultation and the development of the draft Plan have been prepared and delivered by the Council's Coordinator, Youth Programs, therefore there are no financial or budget implications associated with the development of the Plan.

EXTERNAL ECONOMIC IMPLICATIONS

There are no external economic implications associated with the development of the Plan.

SOCIAL ISSUES

The Plan seeks to maximise young people's participation, provide opportunities for young people to feel socially connected, to develop and learn, and to have a voice in actions that not only impact them but contribute to improving the health and wellbeing of the community.

CULTURAL ISSUES

The direct input from young people, regarding ways in which we can continue to encourage creativity and participation in the arts, as well as celebrate our diverse cultural profile, presents an opportunity to develop contemporary ideas to bring cross-generational energy and vitality to our community.

ENVIRONMENTAL ISSUES

There are no environmental issues associated with the development of the Plan.

RESOURCE ISSUES

The preliminary research, community engagement and development of the draft *2024-2026 Voice and Vision of Young People Action Plan* is being managed by the Council’s Coordinator, Youth Programs.

RISK MANAGEMENT

A Project team has been established to oversee the Project and mitigate any identified risks. The Project Team consists of the Council’s Manager, Arts, Culture & Community Connections and Coordinator, Youth Programs.

The Project team have consulted with Council staff from across the organisation to ensure that the actions contained within the draft Plan that relate to specific functional areas within the organisation are achievable within the current staff resources and capacity.

The risk ratings for the top four (4) risks associated with this stage of the draft *2024-2026 Voice and Vision of Young People Action Plan* are summarised in Table 1 below.

TABLE 1: KEY RISKS ASSOCIATED WITH THE DRAFT VOICE AND VISION OF YOUNG PEOPLE ACTION PLAN

Risk #	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Council not endorsing the draft Plan for consultation	Service/ Programs	Substantial 13	Council Information briefing and opportunity to ask questions and provide feedback on draft plan. Provision of detailed Council report and <i>Voice and Vision of Young People Action Plan</i> .	Service/ Programs	Medium 17
		Reputation	Medium 19		Reputation	Low 21
2	Broader community not supporting the proposed Plan	Service/ Programs	Substantial 13	Develop a detailed community engagement approach to ‘involve’ our citizens. Evaluate community feedback and prepare a community engagement report to ensure a common understanding of community views, concerns and aspirations and that these are reflected in the development of the plan.	Service/ Programs	Medium 17
		Reputation	Medium 19		Reputation	Low 21
3	Council policies and procedures prevent implementing actions contained within the Plan	Service/ Programs	Substantial 13	Review policies and procedures during preliminary project stage and include identified policy and procedure action recommendations within the plan.	Service/ Programs	Low 21

4	Low participation rates in programs and initiatives outlined in the Plan	Service/ Programs	Medium 19	Form project planning groups for new initiatives, where appropriate, to ensure planning and implementation is co-designed with young people.	Service/ Programs	Low 21
---	--	-------------------	-----------	--	-------------------	--------

The potential risks highlight the importance of exploring and finding avenues to engage and involve young people throughout all stages of project development and delivery and that building mutually respectful relationships are essential to the success of any project, program, activity or initiative. These do not have to be formal, structured processes, rather, provide a range of informal opportunities for young people to contribute, based on topics of interest or hobbies, and recognise that different young people are interested in becoming involved in different ways, there is no ‘one size fits all’ approach.

CONSULTATION

- Elected Members**
 Elected Members considered and provided feedback on the draft Plan at the Elected Member Information Briefing held on 28 August 2023.
- Community**
 The following targeted community engagement techniques were delivered to ensure representation of a variety of voices across our City, summarised in Table 2 below.

TABLE 2: STAGE 1 COMMUNITY ENGAGEMENT TECHNIQUES AND PROMOTIONS

Engagement Technique	Details / Location	Target Audience	Dates
Face to Face Community Survey at St Peters Fair	St Peters Fair – Linde Reserve	NPSP young people / community	25 March 2023
Online Survey for Young People	NPSP Website	NPSP young people / community	25 March 2023 – June 2023
Online Youth Sector Survey	NPSP Website	Service providers and facilitators	25 March 2023 – June 2023
In Person Workshops	Library facilities	NPSP Young Adults and Senior School Students	April 2023
Letter box drop	Cater to age demographic locations & suburbs – see density data gained via 2021 Census data	Ages 10 – 30.	April – May 2023
Public Display	Norwood Townhall CS area, Libraries, CHC, PCC & Norwood Swimming Centre	NPSP Community, facility visitors	25 March 2023 – June 2023
Email	Service providers, sporting groups, Primary and Senior Schools in the NPSP Council area	Youth Networks and Service providers Schools NPSP young people / community	28 March 2023 – June 2023

- **Staff**

Targeted in-person engagement with staff, to understand current service delivery and ideas for the future, was conducted with the following functional areas:

- Arts, Culture & Community Connections (Arts, Cultural Heritage, Events and Community Facilities)
- Libraries (School Holiday Programs and Lifelong Learning)
- Coordinator, Marketing & Events and Website Officer (Communications and Social Media)
- Manager, City Projects (Outdoor Spaces and Recreational Facilities)
- Economic Development & Strategy
- Environmental Sustainability Unit

- **Other Agencies**

The following Council's, community organisations and youth sector practitioners provided input into the actions of the draft plan, either through the online survey or direct in-person meetings:

- City of Burnside
- City of Prospect
- City of Unley
- Adelaide Hills Council
- Town of Walkerville
- Three D Radio
- Rose Irranca - Coaching Confident Kids
- SYC
- Women's Community Centre
- Sustainable Communities SA
- Maxima - North East Adelaide Region
- Uniting Communities
- Green Adelaide
- headspace Adelaide
- Colour Manifesto
- Ride-a-Bike
- Urban Movements Entertainments
- Eastern Region Youth Network
- Local Government Youth Development Network

DISCUSSION

The draft *2024-2026 Voice and Vision of Young People Action Plan* articulates the ideas and aspirations of young people that contribute to the wellbeing outcomes of young people.

Building upon existing initiatives and underpinned by the Council's Strategic Management Plan ***City Plan 2030: Shaping Our Future***, the Plan will assist the Council to coordinate and prioritise efforts across functional areas and identify opportunities to work collaboratively with young people and youth service providers, to deliver projects and programs that young people have said they want and need.

To meaningfully engage young people during the development of the draft Plan, a two-stage community engagement approach was adopted.

Stage 1: Developing the draft *2024-2026 Voice and Vision of Young People Action Plan*

The objective of Stage 1 of the Project, was to develop a draft *Voice and Vision of Young People Action Plan*, in partnership with Young People and the Youth Sector, to clearly define and guide our short to medium term action, program and project priorities for the next three (3) years (2024-2026).

In this initial stage of the consultation process, key findings from the Youth Sector and challenges for young people were identified. The main findings of this investigation included:

- the value and importance in building a support system for young people through connection and accessibility within the community; and
- the need to provide a safe space for young people to come together, have fun, share their ideas, to learn and be supported and to provide them with opportunities.

In light of these findings, the Plan strives to:

- involve local young people;
- provide an opportunity for Young People to participate in and positively impact the Cultural Vitality, Social Equity, Environmental Sustainability and Economic Prosperity of our City; and
- focus on priorities that are important to local young people.

In addition, to ensure that the Council works collaboratively with young people throughout all stages of project planning and to ensure that the two-way dialogue is established and maintained, the Plan is designed to be an adaptable and agile approach, with the delivery of the Plan guided by the following considerations:

- **Building the conditions:**
Who we are working with, what matters to them, what components will the Council need to lead and what components can we jointly develop and deliver?
Form focus groups and project teams to support young people to co-design and co-deliver projects with the Council.
Reduce red tape and streamline processes where possible to support improved outcomes. Get the word out there.
- **Partnerships, integration and fill gaps:**
Is this an initiative someone else is currently delivering that we can partner with and/or promote, where are the service delivery gaps and how can we assist to address these gaps?
- **Discover and develop:**
What is working well, how do we build upon what is already going strong?
How can we mentor and support skill development and capacity of young people to co-deliver or lead projects?
- **Test and innovate:**
Trial ideas, seek feedback, what did we learn, refine and adapt.

Stage 2: Public consultation on the draft Plan

Stage 2 will make publicly available the Stage 1 *Community Engagement Report* and draft actions contained within the Plan. It is proposed that community consultation on the draft Plan will commence on 5 September 2023 and will extend for a period of 21 days.

Final 2024-2026 Voice and Vision of Young People Action Plan

The development of the final version of the *2024-2026 Voice and Vision of Young People Action Plan* will take into consideration the comments that are received from the community during Stage 2 of the public consultation.

OPTIONS

The Council has two (2) options in respect to the draft *2024-2026 Voice and Vision of Young People Action Plan* and these are set out below:

1. Endorse the *draft 2024-2026 Voice and Vision of Young People Action Plan* for Community Consultation

With this option, the Council can resolve to endorse the draft *2024-2026 Voice and Vision of Young People Action Plan* contained in **Attachment A**, for community consultation as described in the Discussion Section of this report.

1. Amend and endorse the draft *2024-2026 Voice and Vision of Young People Action Plan* for Community Consultation

With this option, the Council would make amendments to the draft *2024-2026 Voice and Vision of Young People Action Plan* prior to releasing it for community consultation. Noting that the development of the draft plan has been informed by ideas and priorities identified by young people.

CONCLUSION

In conclusion, the Council commenced the consultation process with young people within our community and the local youth sector in March 2023 and has continued to engage with them whilst developing the *Draft 2024-2026 Voice and Vision of Young People Action Plan*.

Throughout this Project, the Council has commenced a number of initiatives, to test and inform its future planning, as well as providing participation opportunities for young people during the development stages of the Plan.

The actions within the Plan are purposefully transparent and adaptable in bridging the gap between the Council's strategic objectives and young people's voice and vision of how we can work together to achieve positive alignment with the collective objectives toward the wellbeing outcomes for our community. This consolidation of information and resources will ensure that we are facilitating relevant and appropriate programs and maintaining sustainable, meaningful foundation for ongoing engagement with and active participation of, young people within our City.

COMMENTS

Not Applicable.

RECOMMENDATION

1. That the draft *2024-2026 Voice and Vision of Young People Action Plan*, as contained in Attachment A, be endorsed for release for community consultation for a period of twenty-one (21) days.
2. That the Chief Executive Officer be authorised to make any minor amendments to the draft *2024-2026 Voice and Vision of Young People Action Plan*, resulting from consideration of this report and as necessary to finalise the document in a form suitable for release for community consultation.
3. That the Council notes that the results of the community consultation and engagement together with the final draft *2024-2026 Voice and Vision of Young People Action Plan* will be presented to the Council for consideration at its November 2023 meeting.

Attachments – Item 11.1

Attachment A

Draft 2024-2026 Voice and Vision of Young People Action Plan

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

Voice & Vision of Young People Action Plan

2024-2026

City of Norwood Payneham & St Peters

DRAFT

Mayor's Message

(Arrange with Simonne)

DRAFT

Contents

- Introduction
- Section 1 – Context
 - Young People in our City
 - Our Approach
- Section 2 – The Plan
 - Developing the Voice & Vision of Young People Action Plan
 - The Plan 2024 – 2026
- Section 3 – Review Process

DRAFT

Introduction

The City of Norwood, Payneham & St Peters is proud to present the *2024-2026 Voice & Vision of Young People Action Plan*.

The Plan seeks to ensure that the voice of young people in our community is heard and that their vision for the future, as well as for today, is being considered when planning and facilitating initiatives and actions that directly relate to and impact upon young people.

The actions identified within the Plan, are based upon and align with the Four Pillars upon which the *CityPlan 2030: Shaping Our Future*, namely, Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability. In building this connection between young people and the Vision for our City, we can collectively shape our future and positively contribute to the outcomes of our *CityPlan 2030: Shaping Our Future*.

Image of Text "Our Vision" from CityPlan2030 –

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

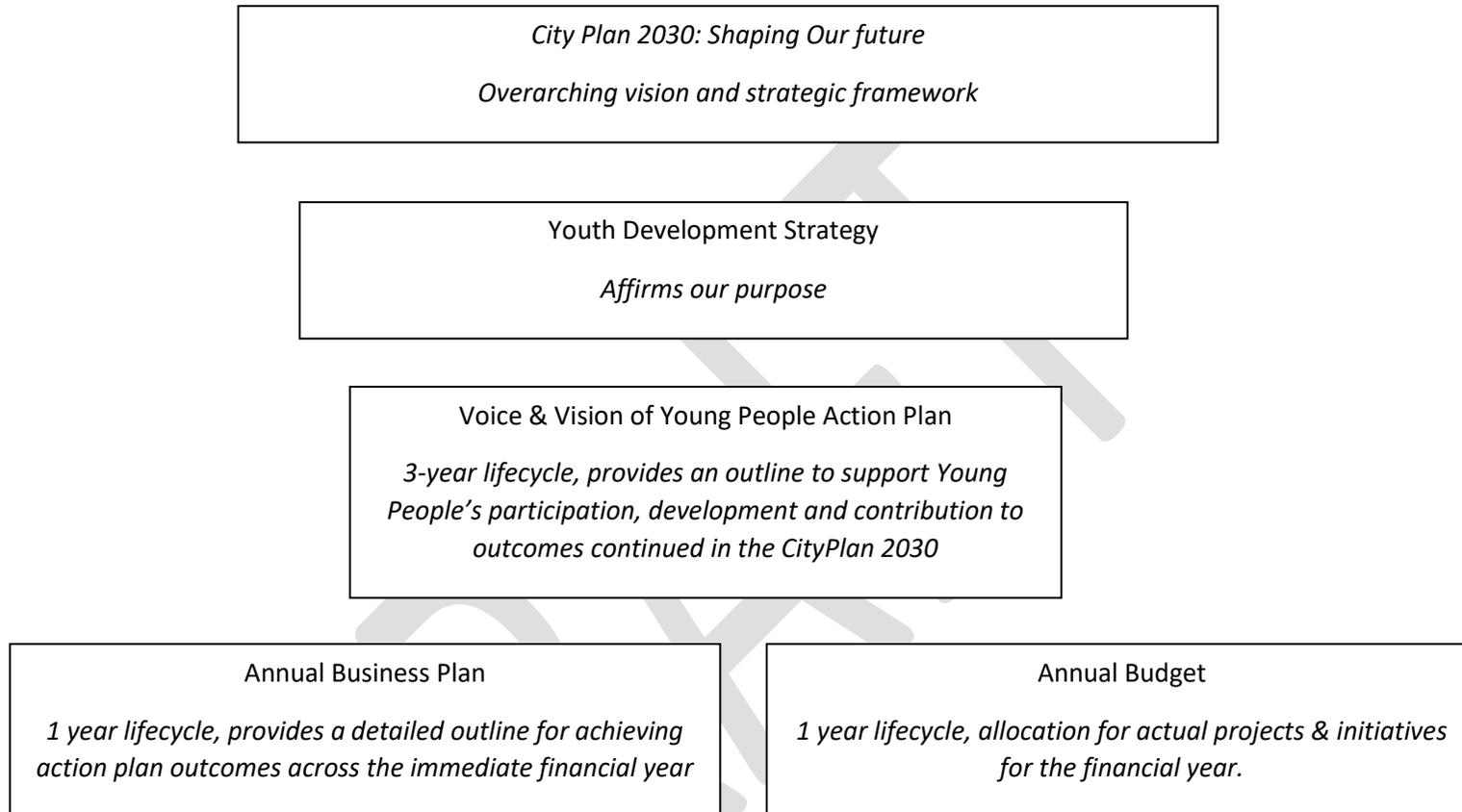
A progressive City which is prosperous, sustainable and socially cohesive with a strong community spirit.']

How to use this document

The City of Norwood, Payneham & St Peters, *2024-2026 Voice & Vision of Young People Action Plan*, is designed to be an adaptable and agile approach to ensuring that the evolving aspirations of young people is consistently being heard, considered and implemented where possible and practical.

This Plan will assist in achieving our collective Vision, whilst keeping the needs and aspirations of young people front of mind. It seeks to guide our intentions, activations and determinations when developing, delivering and reviewing the actions over the coming three years.

The *2024-2026 Voice & Vision of Young People Action Plan*, is to be considered alongside the *2022-2025 Youth Development Strategy* and *CityPlan 2030*, in shaping the preferred future of our City. With these documents being utilised as points of reference in guiding the Plan, our collaborative actions with young people will positively contribute to the Community wellbeing.



Section 1 – CONTEXT

Young People in Our City

Young people in our City, aged thirty years and under, make up approximately 35.58% of the total population of City of Norwood, Payneham & St Peters. This percentage equates to approximately 13,335 citizens.¹

[Infographics of age statistics presented in REMPLAN graphs below]

Supporting descriptions to be used with infographics -

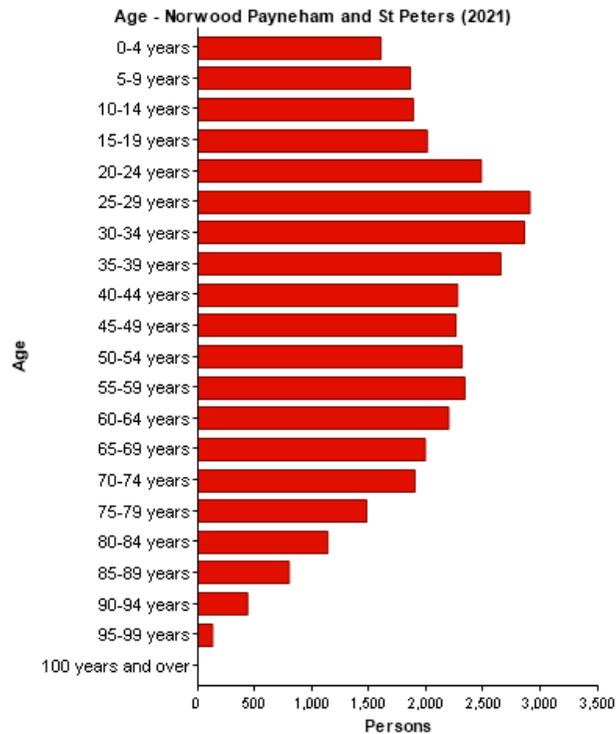
- The highest number of population ages recorded as living within our City at the 2021 ABS Census was young people aged 25 to 29 years of age.
- The ages of 14 to 30 years at this time were also consistently high. Almost all of these ages counted 400 individuals or more. Considering the size of our Council area in comparison to others, this data shows that the presence of young people is noteworthy within our city, and it highlights the importance of prioritising their connection with the City of Norwood, Payneham and St Peters.
- Additionally, the fluctuating numbers of people counted in the region (visitors of NPSP) in comparison to the number of people that live in NPSP, between the ages of [14-30] also validates that the young people are consistently present within our Council region and the diverse range of visiting citizens of NPSP are to be considered.

¹ Per the 2021 Australian Bureau of Statistics, Census Data, collected via the REMPLAN Community Website.

Age Report(2021 Census - Live in Region - People)

The total number of people usually resident in Norwood Payneham St Peters (C) zones in all Age cohorts on Census Night 2 was 37,487.

Population by Age



10 years	300
11 years	350
12 years	380
13 years	400
14 years	407
15 years	400
16 years	429
17 years	401
18 years	389
19 years	390
20 years	422
21 years	497
22 years	483
23 years	526
24 years	548
25 years	568
26 years	617
27 years	574
28 years	569
29 years	579
30 years	603

REMP LAIN

- The highest number of population ages recorded as living within our City at the 2021 ABS Census was young people aged 25 to 29 years of age.

- The ages of 14 to 30 years at this time were also consistently high. Almost all of these ages counted 400 individuals or more. Considering the size of our Council area in comparison to others, this data shows that the presence of young people is noteworthy within our city, and it highlights the importance of prioritising their connection with the City of Norwood, Payneham and St Peters.

Counted in the region of Norwood, Payneham & St Peters



Age Report(2021 Census - Counted in Region - People)

The total number of people enumerated in Norwood Payneham St Peters (C) zones in all Age cohorts on Census Night 2021 was 37,262.



Norwood Payneham and St Peters (2021)		
Age	Persons	%
0 years	328	0.88%
1 year	306	0.82%
2 years	306	0.82%
3 years	329	0.88%
4 years	327	0.88%
5 years	369	0.99%
6 years	367	0.98%
7 years	369	0.99%
8 years	368	0.99%
9 years	371	1.00%
10 years	346	0.93%
11 years	379	1.02%
12 years	363	0.97%
13 years	387	1.04%
14 years	413	1.11%
15 years	423	1.14%
16 years	451	1.21%
17 years	416	1.12%
18 years	394	1.06%
19 years	404	1.08%
20 years	424	1.14%
21 years	480	1.29%
22 years	487	1.31%
23 years	521	1.40%
24 years	547	1.47%
25 years	558	1.50%
26 years	612	1.64%
27 years	564	1.51%
28 years	563	1.51%
29 years	577	1.55%
30 years	596	1.60%

Live in the region of Norwood, Payneham & St Peters



Age Report(2021 Census - Live in Region - People)

The total number of people usually resident in Norwood Payneham St Peters (C) zones in all Age cohorts on Census Night 2021 was 37,487.



Norwood Payneham and St Peters (2021)		
Age	Persons	%
0 years	331	0.88%
1 year	306	0.82%
2 years	308	0.82%
3 years	335	0.89%
4 years	321	0.86%
5 years	370	0.99%
6 years	374	1.00%
7 years	365	0.97%
8 years	373	1.00%
9 years	380	1.01%
10 years	341	0.91%
11 years	383	1.02%
12 years	360	0.96%
13 years	389	1.04%
14 years	407	1.09%
15 years	400	1.07%
16 years	429	1.14%
17 years	401	1.07%
18 years	389	1.04%
19 years	390	1.04%
20 years	422	1.13%
21 years	497	1.33%
22 years	483	1.29%
23 years	526	1.40%
24 years	548	1.46%
25 years	568	1.52%
26 years	617	1.65%
27 years	574	1.53%
28 years	569	1.52%
29 years	579	1.54%
30 years	603	1.61%

- Additionally, the fluctuating numbers of people counted in the region (visitors of NPSP) in comparison to the number of people that live in NPSP, between the ages of [14-30] also validates that the young people are consistently present within our Council region and the diverse range of visiting citizens of NPSP are to be considered.

DRAFT

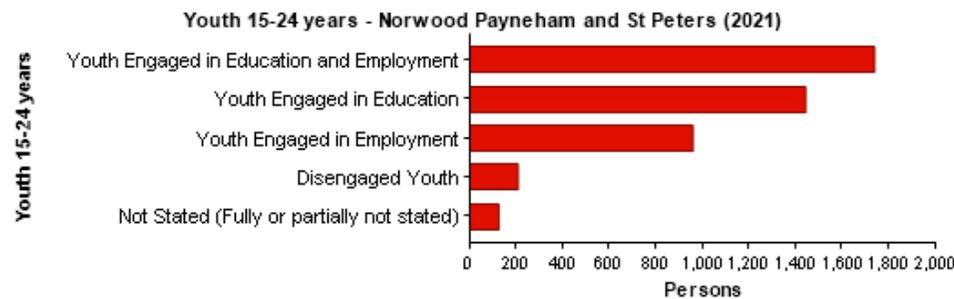


Youth Engagement (2021 Census - Live in Region - People)

The total number of people usually resident in Norwood Payneham St Peters (C) zones in all applicable Youth Engagement cohorts on Census Night 2021 was 4,469.

This report excludes 33,018 people categorised as "Not applicable".

Population by Youth Engagement



	Norwood Payneham and St Peters (2021)	
Youth 15-24 years	Persons	%
Youth Engaged in Education and Employment	1,738	38.89%
Youth Engaged in Education	1,442	32.27%
Youth Engaged in Employment	958	21.44%
Disengaged Youth	207	4.63%
Not Stated (Fully or partially not stated)	124	2.77%
Total	4,469	100.00%
Additional cohorts not included in totals		
Not applicable	33,018	

Our Approach

Our approach is to collaboratively work with young people throughout all stages of project planning and implementation. Establishing and maintaining a two-way dialogue with young people, where connection and engagement with them is important. Ensuring that young people feel encouraged to share their aspirations, ideas, needs and concerns, their voices will be heard so that the Plan can be adapted accordingly to the ever-changing nature of our community.

This process includes the following considerations:

Building the conditions

Who are we working with, what matters to them, what components will the Council need to lead and what components can we jointly develop and deliver?
Form focus groups and project teams to support young people to co-design and co-deliver projects with the Council.
Reduce red tape and streamline processes where possible to support improved outcomes. Get the word out there!

Partnerships, integration & fill gaps

Is this an initiative someone else is currently delivering that we can partner with and/or promote, where are the service delivery gaps and how can we assist to address these gaps?

Discover & develop

What is working well, how do we build upon what is already going strong?
How can we mentor and support skill development and capacity of young people to co-deliver or lead projects?

Test & innovate

Trial ideas, seek feedback, what did we learn, refine and adapt.

Section 2 – THE PLAN

DRAFT

Developing the Voice & Vision of Young People Action Plan

Direct contributions from several sources have been considered in the development of this Plan. The Council's Coordinator, Youth Programs, conducted 'face-to-face' and engagement with our citizens as well as visitors and members of the Youth Sector who work and engage with young people.

To ensure a holistic and integrated approach, the Coordinator, Youth Programs informed and met with Council staff to explore opportunities to apply a "young person lens" to projects and initiatives already in place and discuss potential collaborations and ideas. Together with the Manager, Arts, Culture & Community Connections, the Coordinator, Youth Programs reviewed the comments that have been provided, examined current policies and plans in place and identified service delivery and program gaps and opportunities to inform the development of the Plan.

The Council reviewed the draft Plan and the community were invited to provide feedback prior to preparing the final document.

This Plan should be read in conjunction with the 2024-2026 *Voice & Vision of Young People Community Consultation Report* and *CityPlan: 2030*, accessible via the Council's website.

Timeline of how we developed the Plan

25 March – 2 June 2023	Discovery	Community engagement to develop plan
June – July 2023	Development	Draft Voice & Vision of Young People plan
July 2023	Review stage 1	Staff feedback on draft plan
August - September 2023	Review stage 2	Elected member review & feedback on draft plan
September 2023	Review stage 3	Community feedback on draft plan
October – December 2023	Finalisation	Final plan designed
December 2023	Launch	Plan available on the Council website
July 2023 to June 2026	Implementation	Continue to implement our actions & introduce annual reporting over the coming 3 years

The Plan 2024-2026

Grounded in the articulated ideas of young people, the *2024-2026 Voice & Vision of Young People Action Plan*, plays a key role in bridging the gap between the Council's strategic management plan, *CityPlan 2030: Shaping Our Future*, and young people's voice and vision of how we can together work to achieve positive and relevant wellbeing outcomes for our community.

While each of the Four Pillars upon which the *CityPlan 2030* stand alone, their collective purpose in shaping the future of our City results in actions within our Plan that overlap.

The following pages set out the themes of our actions and their components for delivery over the coming three years.

DRAFT

CityPlan:2030
Outcome 1 Social Equity

	Action	Description / Components of Delivery	When?		
			2024	2025	2026
<p>Objective 1.3 An engaged and participating community.</p> <p>Strategy 1.3.3 Recognise and use the skills, knowledge and resources of the community.</p> <p>Strategy 1.3.4 Facilitate community support networks and partnerships for the sharing of resources and skills in order to build community capacity.</p>	<p>Review our Community Funding Program to increase young people's participation</p>	<p>Review the current grants in partnership with Arts Culture & Community Connections Unit to best support young people and their participation; including but not limited to</p> <ul style="list-style-type: none"> - marketing strategies, - grant application process and guidelines in place, - current grant options for young people and identify any gaps that can be explored, for instance supporting local young entrepreneurs. 	*		
<p>Objective 1.1 Convenient and accessible services, information and facilities.</p> <p>Strategy 1.1.2 Maximise access to services, facilities, information and activities.</p> <p>Objective 1.3 An engaged and participating community.</p>	<p>Review the Council's website and social media communication and marketing to improve reach and relevance to Young People.</p>	<p>Work with our Communications staff to create an interactive page within the NPSP website that provides young people with event and workshop information and helpful links to recreational groups and spaces.</p> <p>Include a Suggestion Box on the Youth Programs section within the NPSP website providing an avenue for young people to share their ideas.</p> <p>Include details on the website on how for young people can get involved, current project opportunities and who to contact.</p> <p>Review Social Media platforms that the Council uses to engage with young people. This action forms part of the larger NPSP Digital Marketing Strategy currently being developed.</p>	*		
<p>Objective 1.4 A strong, healthy, resilient and inclusive community.</p> <p>Strategy 1.4.1</p>	<p>Develop and implement an annual workshop program that meets the identified needs of young people</p>	<p>Steps</p> <ol style="list-style-type: none"> 1. Investigate current opportunities 2. Identify gaps and collaboratively develop opportunities 3. Implement and test 4. Review 			

<p>Encourage physical activity and support mental health to achieve healthier lifestyles and well-being.</p> <p>Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.</p> <p>Strategy 1.4.3 Encourage the use of spaces and facilities for people to meet, share knowledge and connect with each other.</p>		<p>With a focus on the below;</p> <p>To facilitate and provide access to workshops and programs that will assist in young people learning lifelong skills in order to positively impact their families and community.</p> <p>The key areas for initiatives that were requested in our recent community engagement include; sports and outdoor recreational fun, social connection, arts projects and opportunities, environmental initiatives along the River Torrens, cooking workshops, science/STEM projects, education surrounding waste and greenery, employment opportunities and exposure.</p> <p>Current Youth Programs - Life Skill Projects in Progress</p> <p><u>Cooking Initiatives and Skill Programs</u> - Cooking Lessons for Teens 12+ with Scoffed (2022-2023) - Passata Community Cooking Day at Fogolar Furlan (scheduled for 2024)</p> <p><u>Science/STEM Programs</u> - School Holiday Program, Dig-A-Dino - Host minimum of 2 Programs for National Science Week, August 2024</p> <p><u>Come & Try Program</u> -Promotional collateral poster with QR code to be sent out to schools and groups in October / November 2023 - Summary of current sporting and recreational groups with contact information and when their come & try days or offers are. -Host two smaller school holiday “Come & try” programs in 2024 -Sports Day Community Event 2025</p>			
<p>Objective 1.3 An engaged and participating community.</p> <p>Strategy 1.3.2 Provide opportunities for community input in decision-making and program development.</p> <p>Objective 2.1 An artistic, creative, cultural and visually interesting City.</p>	<p>Review the CANVAS visual arts Program</p>	<p>Review the CANVAS Program to integrate it with The Gallery Exhibition Program, Library Workshops and Arts & Culture Plan to further increase young people's participation in the arts.</p> <p>Survey previous CANVAS participants on ways the program worked for them, how they enjoyed the program and to generate ideas for future visual art initiatives.</p>			

<p>Objective 1.3 An engaged and participating community.</p> <p>Strategy 1.3.2 Provide opportunities for community input in decision-making and program development.</p>	<p>Encourage integrated decision-making and create avenues for young people to share their perspectives.</p>	<p>Encourage focus groups that are topic or project specific to inform and support project planning and implementation. where the need or desire is expressed or relevant.</p>	<p>*</p>	<p>*</p>	<p>*</p>
<p>Objective 1.3 An engaged and participating community.</p> <p>Objective 2.2 A community embracing and celebrating its social and cultural diversity.</p>	<p>Support and showcase local musicians under 30 years of age.</p>	<p>Collaborating with the Events Unit to review the events program to identify opportunities for young people.</p> <p>Artist callouts for young people to submit expressions of interest for live performance opportunities. For example, as an 'Opening Act' at our Concerts in the Park events.</p> <p>Targeted promotion to encourage young people to participate in open access festivals and other local opportunities, such as the Umbrella Festival.</p> <p>Current Youth Programs - Projects for Young Musicians in Progress</p> <p><u>New Vibes Program with Three D Radio</u> Continue with the current program whilst trying to increase participation of NPSP residents. Continue to expand on the relationship with Three D Radio to expand our reach and the opportunities accessible to young musicians.</p>	<p>*</p>	<p>*</p>	<p>*</p>

<p>Objective 1.3 An engaged and participating community.</p> <p>Strategy 1.2.2 Provide safe and accessible movement for all people.</p> <p>Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.</p> <p>Objective 2.5 Dynamic community life in public spaces and precincts.</p>	<p>Encourage young people's participation in Council events and initiatives</p>	<p>In collaboration with our Events and Library staff, explore ways to increase the participation of young people in events and ensure that young people feel welcome. Where appropriate, Library School Holiday Programs or other initiatives, to be open to all ages, to be led by the activity rather than age.</p> <p>To collaborate with our Marketing and Communications staff to increase awareness for young people surrounding changes to our recreational facilities and the updates of our major projects. This information will be shared via the Council's website interactive youth page and in emails to our youth database.</p> <p>To consistently communicate and collaborate with our City Projects Unit to continue to share with them what young people want or need within our shared open spaces and facilities to ensure they are accessible, inclusive, engaging and vibrant.</p> <p>Current Youth Programs - Events and Initiatives in Place for Young People's Participation</p> <p><u>Christmas Activations</u> -Mayor's Christmas Card Competition -What's on this Christmas with Nelly & Norman - Elf on the Shelf inspired movements and locations for our elves, adding a layer to Christmas and Christmas promotions for participation with from young people. - Christmas themed Scavenger Hunt with Elves -Christmas, Movie Nights at the Pool</p> <p><u>Norwood Splash</u></p> <p><u>Movie Nights at the Pool</u></p>			
<p>Strategy 1.3.1 Promote and facilitate volunteering opportunities in the community and within the Council.</p>	<p>Provide young people with varied volunteer opportunities</p>	<p>Collaborate with our Volunteer Coordinator to ensure young people have access to engaging volunteering opportunities.</p> <p>Research volunteer initiatives across LG to identify best practice approaches to pilot in our City.</p>			
<p>Strategy 1.1.2 Maximise access to services, facilities, information and activities.</p>	<p>Increase accessibility to WIFI within our community facilities to support online based community initiatives</p>	<p>Explore WIFI accessibility to enable tech-based initiatives for young people in our community facilities.</p>			

<p>Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.</p> <p>Strategy 1.4.3 Encourage the use of spaces and facilities for people to meet, share knowledge and connect with each other.</p>	<p>Expand the school holiday program to better cater to the needs of Young People.</p>	<p>Collaborate with Library Staff to combine the school holiday programs and promotions.</p> <p>Promote workshops and participatory programs for young people in an increased variety of methods.</p>			
<p>Strategy 1.2.2 Provide safe and accessible movement for all people.</p>	<p>Ensure the Council considers safety in the design and upgrade of all public spaces.</p>	<p>During the development of this Plan, young people identified safety by design as a high priority concern amongst young people. Advocate to ensure that public spaces and trails are well lit at night and safety is consistently made a priority in the design.</p>			

DRAFT

CityPlan:2030
Outcome 2 Cultural Vitality

	Action	Description / Components of Delivery	When?		
			2024	2025	2026
<p>Objective 2.1 An artistic, creative, cultural and visually interesting City.</p> <p>Objective 2.5 Dynamic community life in public spaces and precincts.</p> <p>Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.</p>	<p>Develop and deliver Arts Workshops for young people aged 30 years and under</p>	<p>Create opportunities for young people to engage in art workshops, creative projects and arts and culture programs including but not limited to:</p> <ul style="list-style-type: none"> - School Holiday Program and Exhibition projects and events. - recycled and sustainable art initiatives. - Public Art mentoring, creation and participation opportunities. <p>An overall KPI / Target of 3 initiatives per year</p>			

<p>Objective 2.1 An artistic, creative, cultural and visually interesting City.</p> <p>Objective 2.5 Dynamic community life in public spaces and precincts.</p> <p>Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.</p> <p>Strategy 3.1.1 Support and encourage local small, specialty, independent and family-owned businesses.</p>	<p>Promote opportunities for young people to learn, create and be supported.</p>	<p>Remove age restrictions for participation in projects and exhibitions within community facilities, where appropriate and practical.</p> <p>Encourage young people to participate in arts initiatives.</p> <p>Ensure young people have the opportunity to be included in decisions regarding open spaces. Provide opportunities for creative expression to be influential within open spaces.</p> <p><u>St Peters Fair – Young Entrepreneurs & Creatives</u> -Successfully trialled at the 2023 St Peters Fair, 5 stallholders supported by the Council in gaining market experience -For the 2023/2024 Financial Year, to implement an increase, awareness and participation for young entrepreneurs and creatives that would like to gain experience as a stall holder, and review the program and outcomes with the participants.</p>			
<p>Strategy 2.1.1 Use the arts to enliven public spaces and create a 'sense of place'.</p> <p>Strategy 2.2.2 Facilitate opportunities for cultural expression, celebration and interaction between different cultural and demographic groups.</p> <p>Strategy 2.2.3 Promote understanding of and respect for our cultures and heritage.</p> <p>Strategy 2.3.2</p>	<p>Build and support a Sense of Place in connecting young people to their community.</p>	<p>To collaborate with our Cultural Heritage Coordinator in creating opportunities for young people to be engaged in the Cultural Heritage Program.</p> <p>Promote and encourage the participation of young people in learning the value and protection of cultural heritage within our city.</p>			

<p>Reflect our City's history through cultural heritage programs and initiatives.</p> <p>Strategy 2.3.3 Promote the value of heritage protection.</p>					
---	--	--	--	--	--

DRAFT

CityPlan:2030

Outcome 3 Economic Prosperity

	Action	Description / Components of Delivery	When?		
			2024	2025	2026
<p>Strategy 3.2.1 Retain, enhance and promote the unique character of all our City's business precincts.</p> <p>Strategy 3.2.3 Promote the City as a visitor destination.</p> <p>Strategy 3.5.1 Support opportunities for people to collaborate and interact in business precincts.</p> <p>Strategy 3.5.5 Encourage community support for and promote awareness of all businesses in our City.</p>	<p>Through the lens of young people, promote the City as a place to visit</p>	<p>To promote and encourage the access to and use of facilities that young people utilise within the City. For example, explore creative ways to get this information out in the community through focus groups or workshops where young people film their favourite locations and promote them via social media during Youth Week.</p> <p>To promote our community events and activations amongst young people. Explore an Ambassador program for young people to present our City to their peers.</p> <p>To increase the visibility of our outdoor spaces and the businesses surrounding them in partnership with our Economic Development Unit. Collaborate with local businesses and young people to activate and deliver informal "catch-ups" for young people in businesses that are inviting to young people within pockets of the city.</p>			
<p>Strategy 3.5.1 Support opportunities for people to collaborate and interact in business precincts.</p>	<p>Explore developing a life guard training and recruitment program to attract young people to work at our swimming centres.</p>	<p>In response to the current skill shortage within the aquatic industry, support career pathways and employment opportunities and develop a life guard recruitment strategy.</p>			

<p>Strategy 3.5.1 Support opportunities for people to collaborate and interact in business precincts.</p>	<p>Assist young people in gaining access to Work Experience</p>	<p>Explore work experience programs within the Council that is tailored to the needs of the individual, organisation or program itself.</p> <p>Research case studies on what other Councils are offering in respect to Work Experience, Volunteering and Career Expo initiatives in 2024, with the intent to implement a program in 2025.</p>			
---	---	---	--	--	--

DRAFT

CityPlan:2030

Outcome 4 Environmental Sustainability

	Action	Description / Components of Delivery	When?		
			2024	2025	2026
Strategy 4.1.2 Investigate and implement innovative waste reduction and education initiatives.	To connect with local Schools and organisations in educating the community on environmental concerns.	<p>To collaborate with and provide our Schools with useful information relating to sustainable and efficient management of resources.</p> <p>To encourage healthy and sustainable habits in waste practices.</p> <p>To assist in educating young people on the impact of waste and how to combat it within their neighbourhood.</p> <p>Facilitating community participation in protecting their community, flora and fauna.</p>			
Strategy 4.2.2 Protect, enhance and expand public open space.	Encourage and provide opportunities for young people to be involved in initiatives for environmental sustainability.	<p>To adapt to changing concerns that young people have surrounding climate change and environmental sustainability.</p> <p>Ensure our open spaces are preserved and kept clean for public use for young people to meet.</p>			
<p>Strategy 4.4.2 Undertake climate change adaption initiatives for our assets, public spaces, services and operations.</p> <p>Strategy 4.4.3 Support climate change adaptation and community education.</p>	Provide young people with consistent access to information and space to express concerns.	Meet with our Environmental Sustainability staff consistently to ensure that expressed concerns and our initiatives reflect the perspective from our young people.			

Section 3 – REVIEW PROCESS

To remain accountable to the young people in our community, we will conduct annual reviews of the actions within our Plan and share these outcomes and revised actions via the Council website.

The interactive page for young people on the Council's website, will be updated a minimum of every three (3) months to ensure that the information we are sharing with young people is current and engaging. In doing so, we will be ensuring that our City stays relevant and agile to the evolving needs and aspirations of young people.

DRAFT

References

¹ Per the 2021 Australian Bureau of Statistics, Census Data, collected via the REPLAN Community Website.
<https://login.replan.com.au/community/>

DRAFT

Back page – contact us & logo

Image credits

DRAFT

Attachment B

Draft 2024-2026 Voice and Vision of Young People Action Plan

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



Voice & Vision of Young People Action Plan

Community Consultation Report



City of
Norwood
Payneham
& St Peters



Charlotte Hartell
King Charles
Digital Art
18 x 18cm
2020
ART





Contents

Introduction	3
Community Engagement Report	4
Community Engagement Summary	7
What we heard from Young People	8
What we heard from the Youth Sector	11
Appendix	12



Amy

Ilya

Introduction

The City of Norwood, Payneham & St Peters is developing a new Voice and Vision of Young People Action Plan to guide our commitment to young people in our City over the next three years (2023–2026).

What is the Purpose of the consultation?

We heard from young people that have direct connections to the City of Norwood, Payneham & St Peters about actions to improve our City in the areas of;

- Arts & Culture;
- Our Environment;
- Activities, workshops & events; and
- Places to go & things to do.

Although the Voice and Vision of Young People Community Consultation was open to all of our residents and community, the target audience was thirty (30) years of age and under, that live, study, work in or visit the City of Norwood, Payneham & St Peters.

The purpose of our Voice and Vision of Young People Community Consultation and Action Plan is to ensure that the well-being of young people is being considered accurately when facilitating initiatives and programs that directly relate to their development and meaningful participation within our community.

The Action Plan will strive to provide young people with prioritised opportunities, set by the young people of our city, that allow them to be involved, participate and positively impact the Cultural Vitality, Social Equity, Environmental Sustainability and Economic Prosperity of our City.

Methods of engaging with the community

- Community Consultation commenced at our St Peters Fair event on Saturday, 25 March 2023, where we were able to directly engage with the community.
- Survey submissions were received via two online surveys.
 - A total of 143 surveys were completed (77 via the online Voice and Vision of Young People survey; 54 hard copy surveys from East Adelaide Primary School & 12 Youth Sector surveys).
 - The Youth Sector completed 12 submissions.
- In-person workshop sessions were held at the St Peters and Payneham Libraries during April, 2023.
- Informal meetings and discussions were held with local organisations, people within Local Government and the Youth Sector.

Thank you!

The City of Norwood Payneham & St Peters would like to acknowledge and thank all of the young people and youth sector who participated in the community consultation process by attending the in-person sessions and completing a survey. Your feedback has been integral to the development of the draft Voice and Vision of Young People Action Plan.

Community Engagement Report

What is the Purpose of this Report?

The purpose of the Voice & Vision of Young People Community Consultation Report, is to present to the Elected Members, the citizens of the City of Norwood Payneham & St Peters and the community, a summary of ideas and comments which have been received during the community engagement process and to inform the development of the Voice & Vision of Young People Action Plan.

The community engagement process included in-person workshop sessions as well as online or hard copy surveys. Our community participation goal was to work directly with our citizens and the Youth Sector throughout the process to ensure their ideas and aspirations are consistently understood, considered and directly reflected in the actions and priorities of the Voice & Vision of Young People Action Plan.

How did we engage with young people and the youth sector?

1. Community Consultation commenced on 25 March 2023, at the St Peters Fair, Linde Reserve.

The community in attendance were encouraged to engage and contribute ideas to physical 'idea boards' at the St Peters Fair, Linde Reserve. Ideas were organised under the four goals of our City Plan 2030; Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability into the below boards;

- Things to do,;
- Creative Ideas;
- Workshops & Training;
- Our Environment; and

- Visual Map—to identify places that young people already visit or would like to attend.

2. Surveys—available online and as downloadable hardcopy via our website and community consultation landing page.

- Voice & Vision of Young People Survey
- Youth Sector Survey

3. In-person Library workshop sessions

- Tuesday 18 April: 10am - 1pm at St Peters Library
- Thursday 20 April: 1pm - 4pm at Payneham Library
- Wednesday 26 April: 11am – 2pm at Payneham Library
- Friday 28 April: 11:30 - 2:30pm at St Peters Library

The in-person sessions were shared as events on our website and promoted to the community through emails sent to our local schools, organisations, sporting groups and youth service providers. The engagement method that was used during the St Peters Fair was utilised for these sessions on a smaller scale, making the engagement feel more approachable to parents and guardians visiting the library facilities during the April School holidays.

4. Informal meetings and discussions with local organisations, people within Local Government and the Youth Sector.

These meetings and discussions were documented separately to the Youth Sector Survey submissions, as they were a way to introduce our Coordinator, Youth Programs, to our local service providers, surrounding Councils and networks. They were also a way to re-introduce our Council to the Youth Sector and service providers, to advise them of changes we are initiating, to re-engage and connect with the community.

Organisations that we were able to meet with include; Three D Radio, Rose Irranca - Coaching Confident Kids, SYC, Women's Community Centre, Sustainable Communities SA, Maxima - North East Adelaide Region, Uniting Communities, Green Adelaide, headspace Adelaide, Colour Manifesto, Ride-a-Bike, Urban Movements Entertainments, City of Burnside, City of Prospect, City of Unley, Adelaide Hills Council, Town of Walkerville, Eastern Region Youth Network and Local Government Youth Development Network.

Marketing

25 March 2023

Council website Community Consultation project page and surveys opened.

“Have Your Say! Voice & Vision of Young People Action Plan – Mid 2023–2026”

Community Consultation started at St Peters Fair, Linde Reserve

25 March to 2 June 2023

Emails sent to local Schools, sporting groups, youth sector organisations, local government organisations, and service providers advising of the community engagement and ways in which the community and the sector can contribute.

April 2023

In-person Workshop Sessions;

- Tuesday 18 April: 10am - 1pm at St Peters Library
- Thursday 20 April: 1pm - 4pm at Payneham Library
- Wednesday 26 April: 11am – 2pm at Payneham Library
- Friday 28 April: 11:30 - 2:30pm at St Peters Library

April to May 2023



Promotional posters, postcards and bookmarks promoting the community engagement were distributed amongst the Council facilities, local Schools, cafes and recreational organisations.

May 2023



Footpath decals installed along The Parade, Norwood, promoting the community engagement.

May 2023

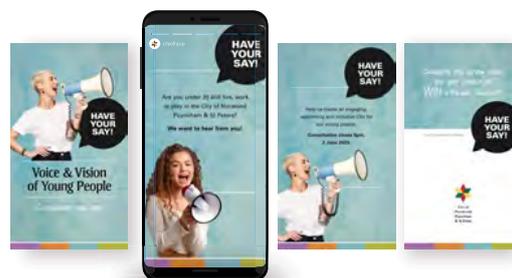
Letterbox drop of A6 promotional postcards to local residents and cafes advising of the community engagement.

Social Media Engagement

2 announcements were posted to the Council’s Facebook page

Post Reach: 691

Post Engagement: 21



4 announcements were posted to the Council’s Instagram page

Including 1 x reel which captured 317 views and 8 interactions

Post Reach: 234

Post Engagement: 9

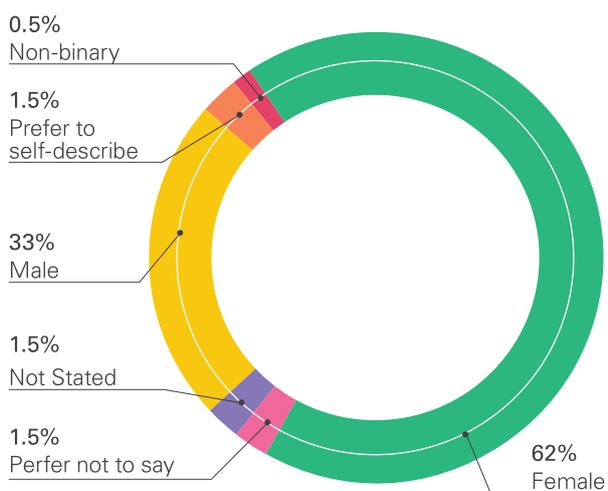


Community Engagement Summary

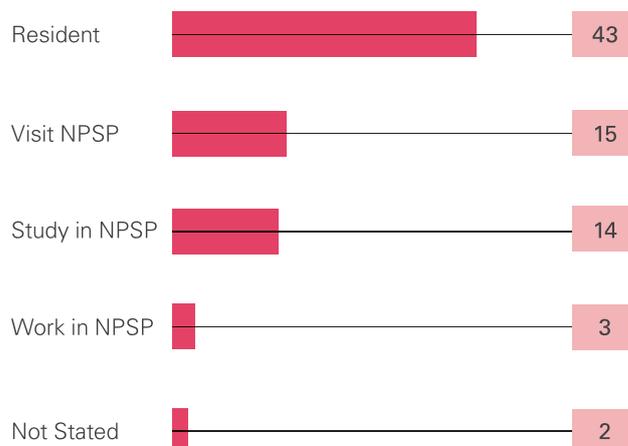
The following summary provides an overview of the Council survey results conducted during the consultation for the Voice & Vision of Young People Action Plan. Total sample size: 143 (77 Voice & Vision of Young People online surveys; 54 hardcopies and 12 online Youth Sector surveys).

Demographics

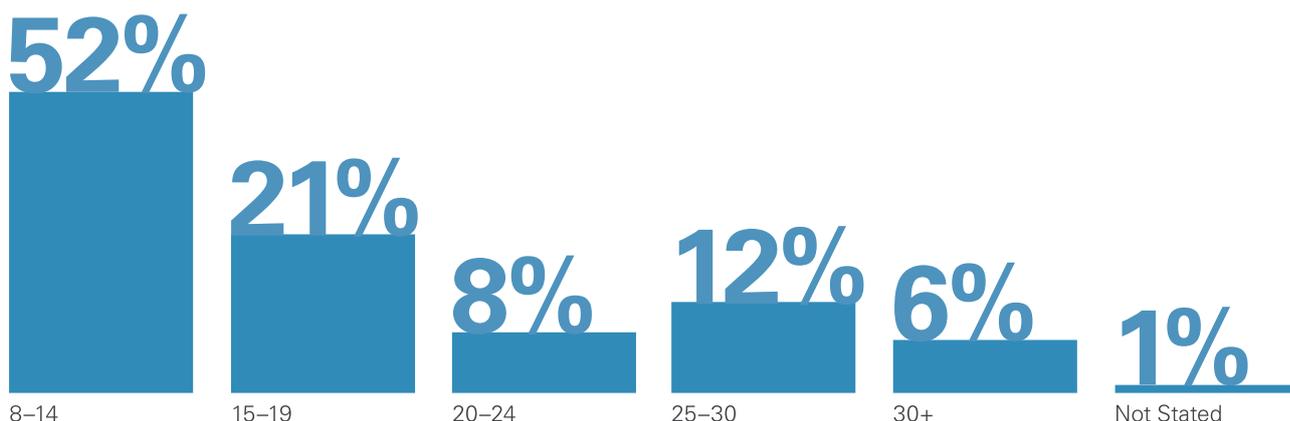
Gender



Connection to NPSP



Age



What we heard from Young People

Throughout our engagement with young people during this community consultation, in both our in-person discussions and online survey submissions, young people shared their perspective of our city, what currently works for them and what they want or need moving forward. Additionally, young people voiced how they hope to participate, their concerns and issues that affect them directly, ideas to improve their neighbourhoods and how they would like to receive and share information about initiatives relevant to them.

We heard you

Amongst the many and varied responses from both of our surveys, there was a high demand for the following;

- Water parks and slides;
- Outdoor fun—including sports, events, workshops and programs;
- Disability friendly and diverse play equipment in Council reserves and playgrounds;
- Opportunities for and access to art workshops and displays; and
- Live music.

Council facilities young people use and enjoy

- Reserves;
- Norwood and Payneham Swimming Centres;
- Norwood, Payneham and St Peters Library;
- Cultural Heritage Centre and Gallery; and
- Payneham Community Centre.

A summary of popular program and project ideas

- Outdoor sports and fun, come and try programs;
- Water parks, water slides, water events;
- Outdoor story time and workshops;
- Fairs, markets and street events;
- Gaming, coding, robotics sessions, workshops and space to meet;
- Art therapy initiatives;
- Art workshops, competitions and community events;
- Recycled and sustainable art workshops and displays;

- Photography opportunities and competitions;
- Science workshops and programs in school holidays
- Cooking programs;
- Training programs with employment outcomes;
- Waste education—focus in schools;
- Concerns about littering and litter collection;
- Planting, community gardens, initiatives along the Torrens Trail;
- Bee hive hotels, Possum houses; and
- An interactive page on the Council's website for young people; events, programs, opportunities and helpful links.

More of what young people told us they want

- Cultural Festivals;
- Indigenous Art, sculptures, public murals, community art projects;
- Slam poetry competitions, more literary art;
- To be outdoors;
- Sports, fun, social, to learn, to create, to support;
- Access to information, events and advertising;
- Study sessions and catch-ups in the park;
- Volunteering opportunities;
- More variety; and
- Free food.

Concerns young people have

- Mental health;
- Cost of living;
- Bullying, social media, screentime, technology;
- Vaping; and
- Climate control.

Ideas from young people to improve their neighbourhood

- More community events;
- Movement inspired workshops and sessions;
- Opportunities for young people;
- Public Art, fun, sport, live music, night life and safety;
- More lighting along pathways and trails; and
- Facilities for homelessness and teen drug and alcohol issues.

What young people like about our Council

- Diverse City;
- Swimming Centres;
- Large Trees;
- Food;
- Reserves;
- River Torrens Trail;
- Cleanliness;
- Location; and
- Access to Health.

Key issues preventing participation

- Time and location of events;
- Cost of participation;
- Neurodiverse needs not being considered;
- Restrictions on participation;
- No notifications; and
- Too family focused.

Arts & Culture and young people

Our Arts, Culture and Community Connections team is also creating an Arts and Culture Plan 2024–2027. community engagement during this project revealed that young people are seeking the following;

- Opportunities for young people to pitch creative projects (beyond grants);
- Programs to encourage participation and showcase young artists;
- Art group for young people & display created artworks;
- Competition for young artists; and
- Involve local schools in the arts and history programs.

Good things coming to our Council

- Payneham Memorial Swimming Centre Upgrade – this facility upgrade will have water slides, disabled access and be open year-round. Visit the below link for more information; www.npsp.sa.gov.au/pmssc
- More diverse and disability friendly equipment at reserves and playgrounds;

- Upgrades to Burchell Reserve and facilities. Including multi-purpose courts for tennis, basketball, netball, handball, play equipment, paths with lighting, and more. Visit the below link for more information; www.npsp.sa.gov.au/brr
- AFL Gather Round Activations in 2024; and
- An Arts and Culture Plan 2024–2027 that will enable opportunities for young people within the arts and culture space.

Things we currently do and will continue to improve—that young people asked for

- Movie Nights at the Pool and Norwood Splash;
- Concerts in the Park;
- St Peters Fair;
- Norwood Christmas Pageant and other Christmas activations, Twilight Carols;
- Library Story time – both indoors and outdoors;
- Library School Holiday Programs; and
- Teen Cooking Classes.





What we heard from the Youth Sector

In our Youth Sector Survey, we asked participants to share their feedback and observations surrounding the young people that they interact with directly

Organisations that provided submissions all work with young people, varying in ages from four (4) to thirty (30) years of age. These organisations included Green Adelaide, Three D Radio, Scoffed Cooking School, Homebound, City of Prospect, GEMCARE—Support Services, Campbelltown City Council, Uniting Communities, City of Onkaparinga Youth, No Strings Attached Theatre of Disability, headspace Adelaide and the Alcohol and Drug Foundation.

Issues for young people identified by the youth sector

- Concerns about Climate, voicing sustainable initiatives;
- Not being heard by adults;
- Family stresses, relationships;
- Cost of living, employment and affordable housing;
- Technology, social media, sensory overload;
- Mental health, bullying, social stigmas;
- Obesity and challenges around food;
- Drug and alcohol dependency;
- Long term life skills;
- Access and inclusion for young disabled people; and
- LGBTQIA+ inclusivity.

In their submissions, members of the youth sector have shared and highlighted the value and importance in building a support system for young people through connection and accessibility within the community.

The reminder to include young people in our decision-making process, to ponder their likelihood of participation at our community events, and to consider their limited funds and methods of transportation when planning initiatives.

To provide a safe space for young people to come together, have fun, share their ideas, to learn and be supported and to provide them with opportunities.



Appendix

Survey

Voice and Vision of Young People Survey

We want to hear directly from young people or anyone who has an interest in supporting young people. Please take a few minutes to have your say!

Tell us a little about yourself

The survey can be anonymous, this section helps us ensure that we have captured the voice of a diverse range of young people.

Name (optional)

Age Under 10 10–14 15–19 20–24
 25–30 30+

Gender Male Female Non-binary Prefer not to say
 Prefer to self-describe

My connection with NPSP* I live here I work here
 I study here I Visit the City of Norwood, Payneham & St Peters

Activities, events & places in our City

Tell us about places, activities or events that are of interest to you.

Community venues I go to and enjoy:

Norwood Library Payneham Library
 St Peters Library St Peters Cultural Heritage Centre & Gallery
 St Peters Youth Centre Payneham Community Centre
 Payneham Memorial Swimming Centre Norwood Swimming Centre
 None of the above Park or Reserve, please list park name: _____

Events I have attended in NPSP:

Norwood Christmas Pageant Twilight Carols
 Jazz in the Park Melodies in the Park
 Symphony in the Park Norwood Splash
 Movie Nights at the Pool St Peters Fair
 Events at Norwood Concert Hall None of the above

In your own words, give reasons why you would not participate in a local activity, program or event?

What are your main motivations to attend an activity or program:

- a place to meet friends
- being able to volunteer and help people
- meet new people
- an opportunity to discuss issues that matter to young people
- to learn something
- to take action to solve a problem (eg. improve the environment)
- to have fun
- to be creative
- something to do
- I do not want to get involved in any local activities or events
- Other

In your own words, give reasons why you would not participate in a local activity, program or event?

Welcoming & Inclusive City**Tell us how can we create an engaging, welcoming and inclusive City for all.**

Would you attend programs or workshops at our Council venues? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> St Peters Youth Centre | <input type="checkbox"/> Payneham Community Centre |
| <input type="checkbox"/> Cultural Heritage Centre | <input type="checkbox"/> Norwood Library |
| <input type="checkbox"/> Payneham Library | <input type="checkbox"/> St Peters Library |
| <input type="checkbox"/> Norwood Swimming Centre | <input type="checkbox"/> Payneham Memorial Swimming Centre |
| <input type="checkbox"/> Events at Norwood Concert Hall | <input type="checkbox"/> None of the above |

Tell us how we can create a more inclusive, connected, accessible and friendly community for young people?

Arts & Culture in our City

Tell us how we can create an artistic, creative, cultural and visually interesting City. What aspects of arts and culture would you like to see more of in our City?

Rate the following in order of importance.

	Very Low	Low	Moderate	High	Very High
Arts & culture workshops					
Festivals and major events					
Public Art Projects					
Arts & Cultural activities that support health and wellbeing					
Activities that celebrate our history in engaging and interactive ways					
Performing Art (Dance, theatre & live music)					
Art Exhibitions (painting, drawing, sculpture, ceramics, photography & printmaking)					
Moving images (projection art, filmmaking & video)					
Literary Art (creative writing, poetry & prose)					

If other please specify

My ideas (big or small) to create a more artistic, creative and visually interesting City:

My top three ideas to improve my neighbourhood are:

Our Environment

Help us to become a leader in environmental sustainability.

Are you concerned about Climate Change and the Environment?

Yes

No

Would you participate in environmental sustainability initiatives and programs?

Yes

No

If yes to the above, what environmental issues would you like to explore?

In your own words what are 3 actions or projects that young people can do in their community to help the environment?

What is the main focus of your work? (please select up to two answers)

Visual Art (Painting, drawing, sculpture, ceramics, photography or printmaking)

Performing Art (Dance, Theatre or live music)

Literary Art (Creative writing, poetry & prose)

Public Art

Moving images (Projection art, filmmaking or video)

Arts education

Gallery or studio

Museum or Heritage

Cultural events

Other

If Other, please specify

What is the main focus of your work? (please select up to two answers)

What is the most common way you get around on a day-to-day basis?

- Car - driven by another
- Car - driven by myself
- Public Transport
- Walk
- Ride a bike
- Other

Young People in our City

Tell us about issues, ideas and your aspirations. Your input will assist us to develop an Action Plan that is relevant to local young people.

What do you think is the most important issue currently facing young people?

Does having a say in what initiatives and programs the council facilitates interest you?

- Yes
- No

What do you value and love most about the City of Norwood, Payneham & St Peters?

Rate the following in order of importance by selecting a number from 1–10.

	1	2	3	4	5	6	7	8	9	10
Arts & culture										
Events										
Outdoor spaces (eg. parks & river)										
Entertainment										
Sport & recreational facilities										
Community facilities (libraries, community centre, St Peter Youth Centre)										
Convenient transport										
Shopping precincts										
Access to essential services (eg. health services)										
Safe and walkable neighbourhood streets										
If Other, please specify:										

If relevant, describe other things you value and love about our City?

My top three ideas to improve my neighbourhood are:

How we communicate with Young People

Please answer the following question using a scale of 1-10. 1 being very little and 10 being quite a lot.

	1	2	3	4	5	6	7	8	9	10
How much do you feel you know about what the Council does?										

Can you name 3 things that Council is responsible for?

Would you benefit from a more interactive page within our website that gives visuals and links to services and council events that relate to young people?

Yes

No

If yes, what type of information would you like to see on there?

Would you like to know more about our council services and events that relate to young people via email?

Yes

No

Subscribe via email to keep up to date and learn about opportunities for young people

Email:

Thank you for your submission.

Youth Sector Survey 2023

Voice and Vision of Young People Action Plan

Work with young people 10-30 years in the City of Norwood Payneham & St Peters? We need your help

The City of Norwood Payneham & St Peters is developing a new 'Voice and Vision of Young People Action Plan' to guide our commitment to young people in our City over the next three (3) years.

We will be basing our intentions for the Action Plan outcomes on the four pillars within our CityPlan 2030; Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

In addressing these pillars, our purpose is to achieve an informed and engaged community of young people as well as community wellbeing and development for the young people of our Council.

Whilst simultaneously taking our Project Plan and Surveys directly to the community, we are also asking members of the youth sector to complete a Survey. I also welcome any feedback or comments that you would like to send directly through via email if required.

We will utilise feedback from the responses in order to determine the direction in which our future initiatives, services and programs will strive towards for the young people in the City of Norwood Payneham & St Peters.

Your details

Your Full Name

Name of Company, Network, Organisation, Recreation Group, School

Position

Age group of young people that you work with directly

What ways do you engage with young people?

What ways do you hope to engage with young people?

What are the top 5 issues impacting the lives of young people that you support?

Further information

For information on the Voice and Vision of Young People Action Plan, please visit www.npsp.sa.gov.au or phone 8366 4555.

You can also visit the Council's Customer Service Centre at the Norwood Town Hall, 175 The Parade, Norwood.

Additional copies

The Voice and Vision of Young People Action Plan Community Consultation Report can be viewed online at www.npsp.sa.gov.au

Copies may also be obtained by:

- visiting Norwood Town Hall
- visiting any of the Council's Libraries
- emailing townhall@npsp.sa.gov.au
- contacting the Council on 8366 4555
- writing to the Council at PO Box 204, Kent Town SA 5074

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**

Section 2 – Corporate & Finance
Reports

11.2 INQUIRY INTO SOUTH AUSTRALIAN RECYCLING OF SOFT PLASTIC AND OTHER RECYCLABLE MATERIALS

REPORT AUTHOR: Sustainability Officer
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4532
FILE REFERENCE: qA1753
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of the report is to seek the Council's endorsement of a written submission in response to the South Australian Parliamentary Inquiry into recycling soft plastic and other recyclable materials.

BACKGROUND

On 17 May 2023, the Parliament of South Australia identified the need to tackle the recycling of soft plastics following the collapse of the plastic recycling company REDcycle, which significantly impacted on the diversion of soft plastics from landfill. A call for a Select Committee inquiry to investigate the soft plastics recycling system in South Australia was subsequently unanimously supported by the Legislative Council.

The Committee's objectives include investigating South Australia's response to REDcycle's inability to process soft plastics, exploring ways to re-establish soft plastic collection points in supermarkets, assessing the adequacy of State Government funding to support the soft plastics and recyclables industry, identifying short and long-term recycling opportunities and solutions, examining strategies to reduce soft plastic waste generation and addressing any related matters.

The Committee has called for submissions from any person or organisation to assist with exploring options for recycling soft plastics in South Australia to ensure these materials are diverted from landfill.

A copy of the call for submissions is contained in **Attachment A**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant sections of the 'CityPlan 2030' are:

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services

Objective: 3.3. *Attract new enterprises and local employment opportunities to locate in our City.*
Strategy 3.3.1: Foster emerging enterprises and industries.

Outcome 4: Environmental Sustainability

A leader in environmental sustainability

Objective: 4.1: *Sustainable and efficient management of Resources.*
Strategy 4.1.2: Investigate and implement innovative waste reduction and education initiatives.

Objective: 4.4: *Mitigating and adapting to the impacts of a changing climate.*
Strategy 4.4.1: Lead initiatives to reduce the City's ecological footprint and carbon emissions.

FINANCIAL AND BUDGET IMPLICATIONS

Overall, waste management is a significant cost to the Council (and to local government generally), with a cost of over \$4 million per annum providing a waste collection and disposal service and the provision of bins.

A significant proportion of this cost to the Council, is the State Government's Solid Waste Levy. The Solid Waste Levy is a mechanism that aims to incentivise resource recovery by increasing the costs of disposal, making resource recovery more financially viable by comparison. In many ways, however, it is a regressive form of taxation. The Solid Waste Levy is collected under the Fees and Levies regulations of the *Environmental Protection Act 1993*. Fifty (50) percent of the levy is paid into Green Industries SA to support the development of the circular economy and innovation in the waste, recycling and resource recovery sector. The remaining fifty (50) percent of the levy is spent on other environmental protection projects such as remediation and protection of metropolitan beaches (e.g. sand carting).

In 2016-17, the Solid Waste Levy was \$76 per tonne and increased gradually over the next four years to \$103 per tonne in 2019-20. In 2020-21 the Levy increased significantly to \$143 per tonne. The current levy is \$156 per tonne, representing a 105% increase over seven years, with no indication of these costs stabilising. This significant increase places a significant strain on already tight budgets across Local Government.

In addition to the East Waste collection and disposal costs, it is estimated that the Council will pay an additional \$1,092,000 to the State Government in Solid Waste Levy for the 2023-2024 financial year, based on an average of 7,000 tonnes of landfill disposed per annum and the current Levy of \$156 per tonne. Recent events have reinforced that the Solid Waste Levy revenue collected from ratepayers needs better strategic management, oversight and direct investment back into recycling in South Australia.

A recent kerbside bin audit undertaken by East Waste in 2022, revealed that, on average, 3.6% of materials (by weight) disposed of by citizens through the general (landfill) waste bin were soft plastics. This represented an increase in soft plastics compared to an audit that was undertaken in late 2019, where 2.7% of materials disposed of by citizens through the general (landfill) waste bin were soft plastic. Other unrecovered resources which were incorrectly disposed of by citizens through the landfill bin were: metals (2.6%), glass (2.4%), hard plastic (3.8%), paper/cardboard (4.4%), and organic materials (37.9%). It should be noted that the above audit data from 2019, was collected prior to the impacts of COVID-19 and the 2022 audit was conducted prior to the pause of the national REDcycle soft plastic collection/recycling program, which is expected to have increased this volume of waste significantly.

The opportunity to address issues associated with soft plastic waste and other incorrectly disposed recyclable materials through the South Australian Parliamentary which has been initiated, could result in greater landfill diversion rates for the Council, thereby reducing the Council's overall payment of the Solid Waste Levy. This represents not only a significant financial saving for the Council of \$156 per tonne of waste diverted from landfill, but significant reductions in carbon emissions associated with disposing of materials in landfill.

EXTERNAL ECONOMIC IMPLICATIONS

There are a number of external economic factors impacting on South Australia's waste and recycling industry. Some key factors are listed below:

- global markets introducing higher contamination thresholds for waste materials;
- international policy changes such as China's National Sword, Thailand's temporary prohibition on plastic waste which is likely to lead to a full ban by 2021 and Malaysia revoking import permits and clamping down on illegal processing plants;
- South Australian Environment Protection Authority (EPA) cost recovery methods through Solid Waste Levy increasing gate fees; and
- Increasing industry operational costs.

SOCIAL ISSUES

Waste and recycling are not only an environmental and economic issue, but a social issue as well. Waste and recycling affect the well-being of the entire planet, with everyone having the opportunity to either contribute to the solution or exacerbate the problem.

CULTURAL ISSUES

Nil.

ENVIRONMENTAL ISSUES

From a sustainability perspective, the waste hierarchy dictates that it is preferable to avoid waste or reuse materials ahead of recycling and disposal. However, there remains large volumes of recyclables and organics that require an appropriate Government policy response and action to ensure better environmental outcomes and waste reduction are to be achieved.

RESOURCE ISSUES

Nil.

RISK MANAGEMENT

The risk in not submitting a written response to the Parliamentary Inquiry is that the Council's views on soft plastic and other recyclables are not expressed on behalf of its citizens. This risk can be managed by making a submission to the Inquiry.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
Manager, Urban Planning & Sustainability
General Manager, Urban Planning & Environment
- **Other Agencies**
East Waste
City of Burnside
City of Adelaide
City of Mitcham
City of Charles Sturt
City of Marion
City of West Torrens

DISCUSSION

The Parliamentary Select Committee will inquire into and report on the recycling of soft plastics and other recyclable material in South Australia, with particular reference to:

- a) how South Australia has responded to REDcycle being unable to process soft plastics;
- b) how supermarkets and other collection points have ceased collections and what can be done to re-establish these services;
- c) determining whether funding from the state government (including Green Industries SA funding) has been sufficient to support South Australian businesses and local government councils within the soft plastics and other recyclables industry, including aluminium;
- d) identifying short and long term opportunities and solutions to ensure soft plastics can be recycled in South Australia;
- e) examining strategies more broadly to reduce soft plastic waste generation and better management of commercial and residential waste; and
- f) any other related matters.

The Inquiry represents an excellent opportunity for the Council to put its position on soft plastic and other recyclable materials in South Australia, to ensure the best outcome for its citizens. It also provides the Council with an opportunity to seek policy and legislative support from the South Australian Government and investment in recycling.

The draft submission addresses the following key areas:

Response to REDcycle's Soft Plastic Processing Challenge

South Australia's response to the inability of REDcycle to process soft plastics has highlighted the challenges in recycling. While South Australia constitutes a small portion of the national population, it accounts for a substantial 25% of national soft plastic collections due to its historic leadership in waste management. This situation underscores the need for diverse and robust recycling programs and local processing capacity. Collaborative efforts at the state and national levels are critical to establishing local processing and ensuring progress toward ambitious recycling targets.

Re-establishing Collection Points and Soft Plastics Recycling

The suspension of soft plastic collection points, like those in supermarkets (such as Norwood Foodland), has necessitated proactive strategies for the re-establishment of such initiatives. Collaboration between the State Government, Federal Government, major retailers and Local Government is essential. Key considerations involve securing the chain of custody (a documented and verifiable process that tracks the movement of materials from source to final destination, ensuring transparency and accountability throughout the recycling journey); investing in local processing infrastructure fostering circular end markets, and implementing mandatory product stewardship with requirement for minimum recycled plastic content. Various options, such as supermarket collection points, household-level separation and innovative solutions such as beverage container reverse vending machines (accepts empty containers from consumers and provides them with a refund or rewards in exchange for recycling the container), should be explored. However, consultation with Local Government, recycling facilities and the community, is vital before implementing separation of recycling at a household level.

Funding and Support for Recycling Initiatives

The adequacy of funding, including support from Green Industries SA, for South Australian businesses within the recycling industry, particularly soft plastics, and Local Government requires evaluation. Funding mechanisms such as levies or product stewardship schemes, may be necessary to avoid financial burdens on Councils and encourage responsible recycling practices. Investment in research and technology, such as optical processing, is pivotal to enhancing local processing capabilities. Continued support for initiatives like 'Replace the Waste' and bans on problematic plastics, such as all types of plastic bags and soft plastic made with virgin materials is also essential to drive progress.

Short and Long-Term Solutions for Soft Plastic Recycling

A comprehensive approach to blending short and long-term solutions is necessary for soft plastic recycling to be successful. Short-term options such as diverting unrecyclable waste to Waste to Energy could provide a temporary solution. Long-term approaches such as product stewardship schemes, support for local recycling infrastructure, and implementing bans and plastic taxes need to be considered. A well-coordinated strategy balancing immediate needs with sustainable practices is key to successful recycling outcomes.

Reducing Soft Plastic Waste Generation and Improving Waste Management

Addressing the broader challenge of soft plastic waste involves multiple strategies. Legislative actions can expand bans on single-use plastics to include soft plastics and shift financial responsibility to manufacturers and importers. Mandating Material Recovery Facility (MRF) processing for commercial recycling, can aid in the short-term processing of soft plastics. Clear consumer labelling, tackling greenwashing (misleading or false claims about the environmental friendliness of a product or service to appear more environmentally responsible than one actually is), legislative action prioritising plastics avoidance, public awareness campaigns and a holistic scheme approach (that cover all stages from production to disposal and ensuring accountability) to waste management are necessary steps. Encouraging weekly food and organics collection and emphasising transparency in waste management practices, can also contribute to a more sustainable waste management system.

By implementing a comprehensive strategy encompassing short-term actions, long-term solutions and holistic waste management approaches, South Australia can effectively tackle the challenges of soft plastic waste and enhance its recycling and waste management practices.

A copy of the draft submission is contained in **Attachment B**.

OPTIONS

Option 1

The Council can resolve to endorse the draft submission with or without amendments. This is the recommended option.

Option 2

The Council can resolve not to make a submission. However, this is not recommended as it would not reflect the importance that citizens place on recycling of soft plastics.

CONCLUSION

A draft response has been prepared for forwarding to the Parliamentary Inquiry into recycling soft plastic and other recyclable materials. A copy of the draft submission is contained in **Attachment B**.

COMMENTS

Nil.

RECOMMENDATION

That the submission contained in **Attachment B**, be endorsed and forwarded to South Australia's Parliamentary Inquiry.

Attachments – Item 11.2

Attachment A

Inquiry into South Australian Recycling of Soft Plastic and Other Recyclable Materials

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**



**LEGISLATIVE COUNCIL
OF SOUTH AUSTRALIA**

**SELECT COMMITTEE ON RECYCLING OF SOFT PLASTICS AND
OTHER RECYCLABLE MATERIAL**

A Select Committee of the Legislative Council has been established to inquire into and report on the recycling of soft plastics and other recyclable material in South Australia, with particular reference to:

- (a) How South Australia has responded to REDcycle being unable to process soft plastics;
- (b) Investigate how supermarkets and other collection points have ceased collections and what can be done to re-establish these services;
- (c) Determine whether funding from the state government (including Green Industries SA funding) has been sufficient to support South Australian businesses and local government councils within the soft plastics and other recyclables industry, including aluminium;
- (d) Identifying short and long term opportunities and solutions to ensure soft plastics can be recycled in South Australia;
- (e) Examining strategies more broadly to reduce soft plastic waste generation and better management of commercial and residential waste; and
- (f) Any other related matters.

Any person or organisation wanting to make a written submission to the inquiry, or register an interest in presenting oral evidence to the Committee, is invited to do so by Friday 8 September 2023. Please note, the Committee reserves the right to determine which witnesses will be invited to provide an oral submission.

Written submissions and expressions of interest should be addressed to the Secretary of the Committee at:

E-mail: screcycling@parliament.sa.gov.au or to
GPO Box 572, Adelaide 5001

For queries or to discuss the submissions due date please contact the Secretary on ph: 08 82379416 or the email address above.

Robyn Schutte
Secretary to the Committee

Attachment B

Inquiry into South Australian Recycling of Soft Plastic and Other Recyclable Materials

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**

File Number: qA1753
Enquiries To: Naomi Doolette
Direct Telephone: 8366 4532

8 September 2023

Secretary to the Committee
Select Committee on Recycling of Soft Plastics and Other Recyclable Materials
Parliament House, North Terrace
Kairua Country
Adelaide SA 5000

Sent via screcycling@parliament.sa.gov.au

Dear Secretary,

SUBMISSION TO THE INQUIRY INTO SOUTH AUSTRALIAN RECYCLING OF SOFT PLASTIC AND OTHER RECYCLABLE MATERIALS

The City of Norwood Payneham & St Peters is pleased to provide a written submission to the Inquiry into South Australia's recycling of soft plastic and other recyclable materials.

Recent events have reinforced that revenue collected through the Solid Waste Levy which in turn is collected from ratepayers (estimated at \$1,092,000 in 2023-2024 for the City of Norwood Payneham & St Peters) needs better strategic management, oversight and direct investment back into recycling in South Australia.

The Council is a part of the South Australian waste and recycling industry through the provision of waste management and collection services for its community. The City of Norwood Payneham & St Peters is a Member Council of the Eastern Waste Management Authority (East Waste), which is a Regional Subsidiary comprising Adelaide Hills Council, Cities of Burnside, Norwood Payneham & St Peters, Mitcham, Prospect, Unley, Campbelltown City Council and the Town of Walkerville. East Waste's primary purpose is to provide efficient and effective waste collection services for its Member Councils. The nature of the waste collection services is determined independently by each Council to meet the needs of their respective communities.

The Council invests significant resources into waste education. In partnership with East Waste, the Council offers a waste and recycling awareness and education program for schools, kindergartens and childcare centres and the general community. The Council continues to invest in the 'Why waste it?' awareness campaign to educate the community about waste management and influence behaviour to reduce waste to landfill.

The opportunity to address soft plastic waste and other recyclable materials that are incorrectly disposed of forms part of the Council's advocacy to achieve greater landfill diversion rates and reduce carbon emissions associated with disposing of materials in landfill.

The Council's submission to the Inquiry is structured around the terms of reference of the Inquiry and how these relate to the Council's waste and recycling activities:

175 The Parade,
Norwood SA 5067

PO Box 204
Kent Town SA 5071

Telephone
8366 4555

Email
townhall@npsp.sa.gov.au

Website
www.npsp.sa.gov.au



Community
Well-being is...

Social Equity

Cultural Vitality

Economic Prosperity

Environmental
Sustainability



100% Australian Made
Recycled Paper

a. How South Australia has responded to REDcycle being unable to process soft plastics

According to the Australian Bureau of Statistics, in December 2022, South Australia comprised less than seven (7) percent of the Australian population. However, according to RED Group (a Melbourne-based consultation and recycling organisation that developed and implemented REDcycle), South Australia accounted for twenty-five (25) percent of soft plastic collected nationally. This is not surprising, given South Australia's national leadership in waste and recycling for many years. A recent kerbside bin audit undertaken by East Waste in 2022, revealed that, on average, 3.6% of materials (by weight) disposed of by citizens through the general (landfill) waste bin were soft plastic. This showed an increase in soft plastic compared to an audit in late 2019, where 2.7% of materials disposed of by citizens through the general (landfill) waste bin were soft plastic. Other unrecovered resources which were incorrectly disposed of by citizens through the landfill bin were: metals (2.6%), glass (2.4%), hard plastic (3.8%), paper/cardboard (4.4%) and organic materials (37.9%). It should be noted that audit data from 2019 was before Covid-19 and the 2022 audit was before the pause of the national REDcycle soft plastic collection/recycling program.

The suspension of REDcycle's soft plastic recycling program has led to no viable recycling option for residents with the unfortunate and retrograde step of disposal of soft plastics in kerbside landfill bins. The Council has received numerous phone calls and requests from citizens requesting the Council to address the suspension of REDcycle service and provide alternative recycling options. Anecdotal evidence from East Waste, shows that the volume of soft plastic in the kerbside landfill waste stream has increased since the collapse of REDcycle.

The collapse of REDcycle has highlighted the gaps in processing for soft plastic across Australia and the need for support, regulation, investment and diverse programs across the Australia rather than reliance on a single provider or limited processors. Collaboration and action from Local and State Governments at a national level, is fundamentally in ensuring that suitable long-term solutions can be implemented locally.

The Council notes that the Australian Packaging Covenant (APCO) has National Packaging Targets to be achieved by 31 December 2025, namely:

- 100% of packaging to be reusable, recyclable or compostable;
- 70% of plastic packaging is recycled or composted;
- 50% of average recycled content included in packaging; and
- Phase out of problematic and unnecessary single-use plastic packaging.

While it is commendable that the Federal Government and major supermarkets (Aldi, Coles and Woolworths) have formed the Soft Plastics Taskforce to find solutions towards APCO's National Packaging Targets, the South Australian State Government must initiate and foster a co-operative relationship with the Federal Government to expedite the establishment of local South Australian processing capacity. Without local processing capacity, South Australia will rely on the eastern states' processing and must pay expensive transport costs and increased transport emissions. As such, the Council encourages the State Government to collaborate with the Taskforce and extend support to enable the timely resumption of in-store collections and soft plastics recycling in South Australia.

The challenges posed by the suspension of the REDcycle program, continue to highlight the need for diversified and robust soft plastic recycling programs, increased investment in local processing capabilities and strong collaboration between the South Australian Government and the Soft Plastics Taskforce to meet the ambitious recycling targets while ensuring cost-effective and sustainable solutions for the community.

b. Investigate how supermarkets and other collection points have ceased collections and what can be done to re-establish these services

A proactive and robust approach is required to re-establish soft plastic collection services. The State Government should work closely with the Federal Government, major supermarket retailers, industry, and Local Government to identify suitable collection points for the future and understand the challenges that led to the cessation of collections. The Council's view is that the following steps need to be considered to ensure a robust program so that past failures are not repeated:

- chain of custody is secured (a documented and verifiable process that tracks the movement of materials from source to final destination, ensuring transparency and accountability throughout the recycling journey);
- upscaling of local infrastructure (need for South Australian-based facility);
- end markets are circular; and
- mandatory product stewardship.

The collapse of REDcycle, which according to APCO estimates, collected less than five (5) percent of post-consumer soft plastics nationally, presents an opportunity to rethink South Australia's and Australia's long-term soft plastics recycling model. This is crucial to ensure effective end-of-life waste management and to work towards banning unnecessary packaging to reduce post-consumer soft plastic waste.

The following collection points could be considered for South Australia:

Supermarkets:

South Australia's viability and community utilisation of supermarket collection points is evident as South Australia accounted for twenty-five (25) percent of post-consumer soft plastics collected nationally through REDcycle supermarket collection points. Hence, the push to re-establish these collection points should be a focus once stock piles are dealt with and viable end markets have been created.

Household-level Collection

In addition to supermarket collection points, the Soft Plastic Task Force's *Roadmap to Restart*, published in March 2023, highlights the proposal by the Australian Food and Grocery Council for household-level separation and collection of soft plastic. The Australian Food and Grocery Council (AFGC) has launched a small-scale trial involving six councils, including three in South Australia. The aim of the trial is to test this kerbside collection process and determine the viability of household-level separation of soft plastic. While this model might gain greater uptake/capture of post-consumer soft plastic for recycling, there are concerns at Local Government level, such as but not limited to:

- volume of soft plastics,
- constrained capacity of co-mingled recycling bins,
- contamination of co-mingled recycling bins,
- capacity of Material Recovery Facilities (MRFs) to process soft plastics, and
- the costs of collection, transport, processing, and disposal should not fall on councils (ratepayers) but should be borne by producers and suppliers of the soft plastics.

Broader engagement, consultation and investigation with Local Government, kerbside service providers and MRFs within South Australia, is needed before household-level separation can be considered, together with appropriate funding models.

Reverse Vending Machines

Innovative alternatives like reverse vending machines, similar to what is used for container deposit schemes in the eastern states, could also be considered as future collection points in South Australia. These reverse vending machines could provide drop-off locations in public places where post-consumer soft plastic waste is generated and could complement the general waste litter bins. Finding suitable sites, ongoing maintenance and the littering of public spaces are possible issues with this model.

c. Determine whether funding from the State Government (including Green Industries SA funding) has been sufficient to support South Australian businesses and local government councils within the soft plastics and other recyclables industry, including aluminium

The Council contributes over \$1 million per annum to the State Government through the Solid Waste Levy, in addition to incurring significant costs for waste collection. Strategic planning, innovation, investment and support for problem waste materials (such as soft plastics), has clearly not adequately occurred in South Australia, creating this entirely predictable current problem with the recycling of soft plastics.

The State Government's funding, including support from Green Industries SA, must be re-evaluated to support South Australian businesses and the local government sector with soft plastics and other

recyclables. The focus of this funding should be on the avoidance and re-use of soft plastic and then recycling.

Planning and allocation of funding has not been adequate to provide confidence in “end market” and processing. Without regulation, funding and investment in this area, the risk of stockpiling with no “end market” will continue.

Legislative or funding mechanisms, such as a levy or a product stewardship scheme on soft plastics, would need to be established to ensure that Councils are not financially burdened with collecting and disposing of post-consumer soft plastic. Moreover, all Material Recovery Facilities (MRFs) used by Local Governments in Australia would need to have the capability to sort bagged soft plastics.

It is crucial to ensure that these entities receive the necessary financial backing to undertake recycling initiatives, establish collection infrastructure and develop recycling technologies to achieve the National Packaging Targets. Investment in research and development of MRFs technology, such as optical processing, will allow soft plastic processing. Without this technology and infrastructure within South Australia, local MRFs cannot receive or process soft plastic materials, and South Australia would then be reliant on interstate facilities, resulting in high transport costs and carbon emissions.

There is also a need for continued investment in *Replace the Waste, Plastic Free SA* and bans on problematic soft plastic materials in South Australia through the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.

In respect to aluminium recycling, recovery levels are high in South Australia, due largely to the long-standing container deposit scheme. The Council does not see the recycling of aluminium as a priority issue ahead of issues such as support for other materials recovery such as soft plastic.

d. Identifying short and long-term opportunities and solutions to ensure soft plastic can be recycled in South Australia

Collaboration, investment and adherence to waste hierarchy principles, are vital in achieving short-term and long-term solutions.

The behavioural change that took several years to achieve in encouraging citizens to collect soft plastics and take them to their nearest supermarket, has suffered a major setback. Confidence and transparency in the recycling system has now been lost and will be difficult to re-establish. In the short term, it is imperative that citizens are given clear messaging from the State Government that soft plastics will soon be a viable and ongoing permanent feature in South Australia.

The Council notes that South Australia Environmental Protection Authority is reviewing its *Environment Protection (Waste to Resources) Policy 2010*, and this presents an opportunity for the State Government to enforce such requirements of commercially collected co-mingled recycling and provide a short-term local solution for processing soft plastics.

Long-term solutions could include:

Mandatory Recycled Plastic Content in prescribed products.

- **Product Stewardship Scheme:** Mandating manufacturers to take back their post-consumer soft plastics would create “end-of-life responsibility and encourage manufacturers to design recyclable products.
- **Support Local Economy:** Developing local collection and processing infrastructure for soft plastics fosters a circular economy, creates jobs and strengthens the local recycling industry.
- **Prohibiting and Taxing Types of Plastics:** Implement a tiered approach to waste management, focusing on reduction, reuse, and recycling.

- Banning difficult and non-recyclable plastics through *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* could incentivise manufacturers to opt for recyclable materials.
- Introducing a plastic tax on virgin plastics, as seen in examples like the UK, Spain, and Italy, could promote recycled soft plastics, reduce plastic consumption, and support recycling systems.
- **Collection Points:** Robust investigation and collaboration into a range of collection points and processing at a large scale, are essential in ensuring the majority, if not all, post-consumer soft plastic is collected for recycling.
- **Investment in Innovative Solutions:** Support and invest in innovative technologies and infrastructure for processing soft plastics, creating a sustainable recycling ecosystem for the long term.

In summary, a strategic combination of short-term measures, such as legislative requirements to ensure all recyclable material collected is recycled at the highest point on the waste hierarchy, Government leadership in driving community confidence, together with long-term approaches like product stewardship schemes, supporting local recycling, and implementing plastic bans and tax legislation, will be essential to ensure the successful recycling of soft plastics in South Australia.

e. Examining strategies more broadly to reduce soft plastic waste generation and better management of commercial and residential waste

A multi-faceted approach is essential to comprehensively address the reduction of post-consumer soft plastic waste generation and the improvement of waste management practices. Suggested strategies that could be implemented are:

- **Legislative Actions:** Expand the scope of single-use plastic bans to include soft plastic products. This regulatory measure strongly signals that the reduction of single-use plastics is a priority, pushing manufacturers and importers to adopt more sustainable packaging practices.
- **Shared Financial Responsibility:** Ensure that the costs of recycling soft plastics do not burden Local Government and in turn ratepayers (who are also tax payers). Costs that trickle down to property owners through rates create a situation where consumers pay twice for the same problem material. To shift the financial burden, place the responsibility back on manufacturers and importers to incentivise them to reduce the use of non-recyclable materials.
- **Mandatory MRF Processing for Recyclable Materials:** Enforce legislative requirements for businesses collecting and disposing of co-mingled recycling to process it through Material Recovery Facilities (MRFs), similar to residential recycling practices, rather than being sent to Waste to Energy for processing. This could help with processing soft plastic in the short term.
- **Consumer Choice and Labelling:** Mandate clear labelling of products indicating the percentage of recycled plastic content, with standardised labelling overseen by reputable organisations like Planet Ark. This transparency helps consumers make informed choices about recyclable products.
- **Combatting Greenwashing:** Strengthen legislation regarding “greenwashing” tactics and misleading environmental claims. This ensures that companies genuinely prioritise sustainable practices and do not mislead consumers.
- **Plastics Avoidance and Reduction:** Prioritise advocating for the avoidance and reduction of plastics as the first line of defence. Encourage businesses and consumers to reduce their reliance on single-use plastics, focusing on sustainable alternatives and encouraging a circular economy.
- **Public Awareness Campaigns:** Launching extensive public awareness campaigns is crucial. These campaigns should educate citizens about the environmental impact of soft plastics and

encourage them to choose reusable and refillable alternatives. Responsible waste disposal practices must also be promoted, emphasising the importance of recycling and proper bin usage.

- **Transparency and Whole Scheme Approach:** Establish transparency in waste management practices. Implement a holistic waste management scheme that covers all stages, from production to disposal, ensuring accountability and efficiency.
- **Weekly Food and Organics Collection:** Changing legislation that restricts local governments from implementing weekly food organic and garden organic waste collection for residential properties due to the requirement to collect landfill weekly. Diverting organic materials from landfills with a primary focus on food waste reduces methane emissions and supports composting efforts.

By combining these strategies, South Australia can significantly reduce soft plastic waste, improve waste management practices and build a more sustainable future for its community and the environment.

f. Addressing other related matters:

The Council wishes to emphasise the importance of fostering collaborative efforts between the State and Federal Governments, businesses and the community, to ensure the success of recycling initiatives and waste management strategies in South Australia. By addressing the issues highlighted in this submission and adopting an holistic approach within the waste hierarchy at the forefront of decisions, South Australia can pave the way for a more sustainable and environmentally responsible future for managing soft plastic and other recyclable materials.

The Council appreciates this opportunity to make a submission to the Parliamentary Inquiry into the recycling of soft plastic and other recyclable materials.

Should you require further information regarding this submission, please contact the Council's Sustainability Officer, Naomi Doolette, at 8366 4532 or email ndoolette@npsp.sa.gov.au.

Yours sincerely

Robert Bria
MAYOR

Section 3 – Governance & General Reports

11.3 BUILDING FIRE SAFETY COMMITTEE ANNUAL REVIEW

REPORT AUTHOR: Manager, Development Assessment
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4526
FILE REFERENCE: qA1795
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide for the Council's information, the outcomes of the operations of the Building Fire Safety Committee, for the period September 2022 to September 2023.

Re-appointment of the Membership of the Building Fire Safety Committee is also sought as is approval to update the Committee's Terms of Reference (**Attachment A**).

BACKGROUND

Local Government plays an important role in protecting the ongoing safety of building occupiers and users, through the provisions of the *Planning, Development and Infrastructure Act 2016*.

Section 157 of the *Planning, Development and Infrastructure Act 2016*, specifically places obligations upon an "Appropriate Authority" in relation to building fire safety. Specifically, it provides powers for "Authorised Officers" to investigate whether or not building owners are maintaining proper levels of fire safety in their buildings for the protection of all occupiers, whether the occupiers are residents or workers who use the buildings regularly, or clients and visitors who use the buildings occasionally.

For the purposes of Section 157 of the *Planning, Development and Infrastructure Act 2016* (*the Act*), an *Appropriate Authority* is a body established by a council, or by two (2) or more councils and designated by the council or councils, as an *Appropriate Authority*. In the case of the City of Norwood Payneham & St Peters, the Council has established the *Building Fire Safety Committee* as the *Appropriate Authority*.

If a building is not considered to be adequate from a building fire safety perspective, Section 157 of the Act, provides powers for the *Building Fire Safety Committee* to require remedial action to rectify any problems associated with the building.

At its meeting held on 18 January 2021, the Council resolved, amongst other things the following:

1. *That the City of Norwood Payneham & St Peters Building Fire Safety Committee be established pursuant to Section 157(17) of the Planning, Development and Infrastructure Act 2016 effective from the day on which the Council's Development Plan is revoked by the Minister by notice in the Gazette pursuant to Clause 9(7) of Schedule 8 of the Planning, Development and Infrastructure Act 2016.*
2. *That the City of Norwood Payneham & St Peters Building Fire Safety Committee Terms of Reference as contained in Attachment C, be adopted.*
3. *That the following persons be appointed to the City of Norwood Payneham & St Peters Building Fire Safety Committee for a period of three (3) years, from the day on which the Council's Development Plan is revoked by the Minister by notice in the Gazette pursuant to Clause 9(7) of Schedule 8 of the Planning, Development and Infrastructure Act 2016:*
 - *Mr Troy Olds as a Presiding member of the Committee and a person with expertise in fire safety;*
 - *Mr Demetrius Poupoulas as a member of the Committee;*
 - *A primary person nominated by the Chief Officer (CO) of the SAMFS;*
 - *An alternate person (proxy) nominated by the Chief Officer (CO) of SAMFS; and*
 - *Mr Mario Hlavati as a person with qualifications in Building Surveying.*

This report sets out the outcomes of the Committee's operations during the period September 2022 to September 2023, in accordance with the Committee's current Terms of Reference. It also seeks the Council's endorsement to re-appoint the existing members of the *Building Fire Safety Committee* and to update the Terms of Reference.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

The *Building Fire Safety Committee* is required to be established by legislation. The following goals contained in *City Plan 2030*, have been identified as relevant to the appointment and operation of the Council's *Building Fire Safety Committee*:

Outcome 2: Cultural Vitality

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

Objective 2.4 Pleasant, well designed and sustainable urban environments.

The *Building Fire Safety Committee* is responsible for ensuring that building occupants are adequately protected against fire. The inclusion of appropriate fire evacuation paths and firefighting equipment is an important consideration in the design and maintenance of buildings throughout the City.

FINANCIAL AND BUDGET IMPLICATIONS

The *Building Fire Safety Committee* has no specific budget allocation. Funds required to deal with enforcement matters are drawn from General Planning and Building Legal and Contractor Budgets (as required). Costs associated with the engagement of External Independent Members of the Committee, including Mr Troy Olds and Mr Demetrius Poupoulas, are also allocated from General Planning and Building Legal and Contractor Budgets.

The approximate annual cost of investigating building fire safety matters, taking into account the professional fees which are paid to Mr Olds and Mr Poupoulas, ranges between \$5000 - \$10,000.

If enforcement action is required (due to non-compliance by a building owner) legal costs can escalate as required to satisfactorily resolve the matter.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

A properly constituted and functioning *Building Fire Safety Committee* will result in increased awareness of building fire safety issues and obligations amongst the community and will maximise the prospect of safe buildings.

The community expects standards in respect to building fire safety to be achieved and maintained.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Presently, the Committee meets on a quarterly basis (i.e. four (4) times per year) in accordance with the Terms of Reference (noting additional meetings can be called as required). It should also be noted that whilst the Committee meets quarterly, the Members have been dealing with matters between meetings, in respect to either inspecting or discussing 'at risk' premises where issues have arisen, or to deal with matters which required an immediate response from the Committee.

All of the administrative tasks including drafting of correspondence and notices are undertaken in-house by the Senior Development Officer, Building and distributed to the Committee Members electronically for review. It is estimated that the Council's Senior Development Officer, Building contributes approximately twenty-five (25) hours per month to facilitate the operation and administration of the Committee, including inspections and follow up actions arising from Committee meetings and managing incoming and outgoing correspondence with stakeholders.

RISK MANAGEMENT

The establishment and operation of the *Building Fire Safety Committee* is necessary and required to ensure that the Council fulfils its statutory obligations under the *Planning, Development and Infrastructure Act 2016*, with respect to building fire safety. A properly functioning Committee is necessary to enable the Council to undertake the roles and fulfil the responsibilities of an 'Appropriate Authority', pursuant to Section 157 of the respective Act.

As Elected Members may be aware, the *Building Fire Safety Committee* has developed a risk assessment process which is intended to identify and select buildings of interest, based on risk assessment criteria contained in the Risk Assessment Process, which forms part of the Committee's Terms of Reference. The Risk Assessment Process specifies which buildings are of the highest risk, based on building classification, size and use.

The application of a Risk Assessment Process is important to ensure that the Council's *Building Fire Safety Committee* performs its duties under the *Planning, Development and Infrastructure Act 2016*, by prioritising matters based on an assessment of relative risk, rather than via random selection of buildings to review without defined reasoning for its investigations or prioritisation.

The Risk Assessment Process contained within the Terms of Reference, was endorsed by the Council at its meeting held on 18 January 2021.

CONSULTATION

- **Elected Members**
The Council considered and endorsed the current Terms of Reference at its meeting held 18 January 2021 and receives annual reports on the operation of the *Building fire Safety Committee*.
- **Community**
Not Applicable.
- **Staff**
General Manager, Urban Planning & Environment
Senior Development Officer, Building
- **Other Agencies**
Not Applicable.

DISCUSSION

Objects and Role of the Committee

The Committee essentially has an administrative function, established as a requirement pursuant to the *Planning, Development and Infrastructure Act 2016*, to administer building fire safety and acts as a compliance body in terms of enforcing the building fire safety provisions of the *Act*.

The focus of the *Building Fire Safety Committee* is to ensure that buildings and its occupants within the city are adequately protected against fire. The Committee's activities are prioritised to ensure that firstly, there is a reasonable standard of safety for the occupiers of buildings. Secondly, the Committee seeks to ensure that appropriate controls are in place so that there is a minimal spread of fire and smoke within buildings. Thirdly, the Committee seeks to ensure that there is an acceptable fire-fighting environment and infrastructure provided within buildings.

The Committee applies a Risk Assessment Process (included in Terms of Reference) to identify the types of buildings that require inspections in order of priority. The Risk Assessment Process specifies which buildings are of the highest risk, based on building classification, size and use having regard to industry best practice, the Building Code of Australia (BCA) and the experience of the Committee Members in dealing with building fire safety issues.

Review of the Committee's Activities for the period September 2022 to September 2023

In accordance with Part 3.10 of the Terms of Reference, an outline of the Committee's activities is provided in this report.

The Council's *Building Fire Safety Committee* met on five (5) occasions between September 2022 and September 2023. All Members attended all meetings of the Committee.

During the reporting period, ten (10) buildings were subjected to fire safety investigations within the City, some carried over from the previous reporting period and some newly added for investigation. Of these, three (3) fire safety matters were resolved and two (2) buildings are currently subject to an Aluminium Composite Panel Cladding audit. In total, five (5) inspections were undertaken by the Committee for the period of September 2022 and September 2023.

Table 1 below contains specific details on the number of inspections undertaken of each building type during the reporting period. It must be noted, that some buildings required more than one inspection during the reporting period but they have not been reported separately.

TABLE 1: TYPES OF BUILDINGS INSPECTED DURING 2022-2023

Building Type	Number of Inspections September 2022 – September 2023
Supported Residential Facilities	1
Accommodation Buildings	3
Office Buildings	0
Hotels	0
Assembly Buildings	0
Other	1
TOTAL	5

A summary of the key statistics of the operation of the building Fire Safety Committee during the period commencing September 2022 to September 2023, is set out below:

- the Committee has met on five (5) occasions;
- currently there are seven (7) outstanding matters on the Committee's agenda, including Aluminium Composite Panel Cladding (ACP) audit matters;
- there have been three (3) matters resolved in this reporting period;
- there were nine (9) outstanding matters in the previous reporting period; and
- there are two (2) buildings currently under investigation as a result of State wide Aluminium Composite Panel Cladding Audit.

Building inspections during the reporting period, focussed primarily on the environment (nature of the building use, floor layout, number of occupants, number of and distance to exits, etc.) and equipment provided within the buildings to facilitate the safe evacuation of occupants in the event of an emergency. Aspects such as fire and smoke compartmentalisation, exit provisions, smoke detection and alarm systems, emergency lighting and sprinkler protection systems were reviewed.

Currently, the Committee is dealing with fire safety matters associated with four (4) accommodation/residential buildings, one (1) mixed use (office, residential, shop etc) building, one (1) entertainment/restaurant building and one (1) warehouse building. Three (3) fire safety matters were resolved during the reporting period, without the need to pursue legal action. No Fire Safety Defect Notices were issued in this reporting period under Section 157 of *Planning, Development and Infrastructure Act 2016*. With respect to one (1) building containing Aluminium Composite Panel Cladding (ACP), the Committee is awaiting a report from a fire engineer to enable it to consider the fire safety standard of acceptability for the building.

A brief summary of the outstanding compliance matters currently being investigated by the Committee is set out below:

- two (2) storey accommodation building requiring alarm monitoring and fire separation in the roof space;
- four (4) storey residential building requiring maintenance of fire safety provisions and evidence of adequate water supply for firefighting purposes;
- a multi-storey apartment complex having ACP cladding continuous in vertical plane;
- entertainment venue requiring review of egress door hardware and exit and emergency lighting;
- three (3) storey mixed use building requiring a report by fire engineer due to presence of ACP cladding;
- four (4) storey residential unit complex requiring extensive fire safety upgrades; and
- warehouse building requiring exit signage, fire extinguishers, fire hose reels and emergency lighting.

The legislative requirement that allows a person two (2) months within which to provide a written response to the Committee regarding any Compliance Notices which are issued by the Committee, often makes it difficult to resolve issues within a short timeframe. Despite this limitation, the Committee continues to progress all enforcement matters with reasonable expediency and effectiveness.

In accordance with the 'Audit Methodology' contained within the current Terms of Reference, the Council's *Building Fire Safety Committee*, with the assistance and advice of qualified Council Staff, is required to undertake an annual audit of buildings by systematically auditing one (1) suburb per annum. All buildings within that suburb which are identified as warranting investigation due to potential fire safety deficiencies, are required to be listed and investigated by the Committee following the audit. The investigations are required to be prioritised in accordance with risk analysis and identification as determined during the audit. In the reporting period 2022-2023, the suburb of Norwood was audited and a four (4) storey residential unit complex which was constructed in the 1970's was identified and is being investigated due to an absence of building fire safety provisions.

Other Activities

Other than the responsibilities set out in Section 157 of the Act, the Committee has also been responsible for the recent audit of the buildings which contain a designated building product known as ACP (Aluminium Composite Panel). The audit, as initiated by the former State Government Department of Planning, Transport & Infrastructure ("DPTI"), (now PlanSA), has been primarily undertaken by the Senior Development Officer, Building and presented to the Committee for actioning.

The respective owners of all buildings which have been the subject of the Aluminium Composite Panel Cladding Audit, have received written correspondence and been advised of the audit and its outcomes. To date, the Committee is liaising with PlanSA regarding the progress of the audit and its outcomes. Two (2) matters arising from the audit and random investigation are ongoing.

OPTIONS

The update element of this report is provided for information purposes only.

With respect to the re-appointment of the Members, it is worth noting that the current term appointments of Committee Members expires in March 2024, and as such the Council does not have to consider Membership appointments at this time. However, given that only six months remain before the expiry of membership, it is open to the Council to consider extending existing membership arrangements. In this regard, the Council could choose from the following options:

- Option 1 – Defer consideration of membership arrangements until March 2024;
- Option 2 – Re-appoint the existing membership for the remainder of the Council's term (i.e. extend membership arrangements until November 2026); or
- Option 3 – Call for expressions of interest for Membership of the Committee and assess any candidates accordingly.

Option 2 is recommended. The current Committee functions effectively and efficiently. Experts in the fields of building fire safety are difficult to secure and accordingly, retention of the current membership will provide the Committee with the best opportunity to continue to undertake its functions to an appropriate standard.

If Option 2 is chosen, a minor update will be required to Clauses 2.2 and 2.3 of the Committee's Terms of Reference to reflect the new term of the Members. The Administration will update the Terms of Reference accordingly if the recommendation is endorsed. No further updates to the Terms of Reference are required nor recommended at this time.

CONCLUSION

The Committee has been very efficient and effective in diligently actioning a range of on-going and complex enforcement matters. The effectiveness of the Committee's activities is reinforced by the results which have been achieved within this reporting period, being the completion of three (3) longstanding matters.

A methodical risk-assessment based approach has been applied by the Committee for several years and this has ensured that building fire safety risks have been afforded an appropriate level of attention. Whilst such risks cannot be entirely mitigated, the Committee's role and function is crucial in ensuring that buildings with vulnerable occupants are adequately protected against fire.

RECOMMENDATION

1. That the report on the activity of the Council's *Building Fire Safety Committee* during the period commencing September 2022 and ending September 2023, be received and noted.
2. That the following persons be appointed to the City of Norwood Payneham & St Peters Building Fire Safety Committee for a period to align with the current Council term, from March 2024 to November 2026:
 - Mr Troy Olds as a Presiding Member of the Committee and a person with expertise in fire safety;
 - Mr Demetrius Poupoulas as a Member of the Committee;
 - A primary person nominated by the Chief Officer (CO) of the SAMFS;
 - An alternate person (proxy) nominated by the Chief Officer (CO) of SAMFS; and
 - Mr Mario Hlavati as a person with qualifications in Building Surveying.
3. That Clauses 2.2 and 2.3 in the Committee's Terms of Reference be updated to reflect the new term of appointment for the existing Committee Members, in accordance with part 2 of this recommendation.

Attachments – Item 11.3

Attachment A

Building Fire Safety Committee Annual Review



City of
Norwood
Payneham
& St Peters

**CITY OF NORWOOD PAYNEHAM & ST PETERS
BUILDING FIRE SAFETY COMMITTEE**
TERMS OF REFERENCE



City of
Norwood
Payneham
& St Peters

**1. ESTABLISHMENT OF THE CITY OF NORWOOD PAYNEHAM & ST PETERS
BUILDING FIRE SAFETY COMMITTEE**

Pursuant to Section 157(17) of the *Planning, Development and Infrastructure 2016*, the Council establishes a body to be known as the City of Norwood Payneham & St Peters Building Fire Safety Committee (“Building Fire Safety Committee”) for the purpose of acting as the “appropriate authority” (as the term is defined in the *Planning, Development and Infrastructure 2016*) in respect of all fire safety matters.

2. MEMBERSHIP

- 2.1 Membership of the Building Fire Safety Committee shall consist of –
- (i) Mr Troy Olds, being a person appointed by the Council as a person with expertise in the area of fire safety.
 - (ii) Mr Demetrius Poupoulas, being a person appointed by the Council as a Committee member;
 - (iii) a primary person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
 - (iv) a person nominated by the Chief Officer of South Australian Metropolitan Fire Service to act as a proxy to the primary person; and
 - (v) Mr Mario Hlavati being a person appointed by the Council and who holds prescribed qualifications in building surveying.
- 2.2 The Council has appointed Mr Troy Olds as the Presiding Member of the Building Fire Safety Committee for a term expiring 19 March 2024.
- 2.3 All members of the Building Fire Safety Committee are appointed for a term expiring 19 March 2024 or until Terms of Reference are varied under the PDI Act 2016 and endorsed by the Council.

- 2.4 The office of a member of the Building Fire Safety Committee will become vacant if the Member –
- (i) dies; or
 - (ii) completes a term of office and is not reappointed; or
 - (iii) resigns by written notice addressed to the Council; or
 - (iv) is removed from office by the Council for any reasonable cause.
- 2.5 The Building Fire Safety Committee as established pursuant to the *Planning, Development and Infrastructure Act 2016*, shall not meet until after the day on which the Council's Development Plan is revoked by the Minister by notice in the Gazette pursuant to Clause 9(7) of Schedule 8 of the *Planning, Development and Infrastructure Act 2016*

3. TERMS OF REFERENCE

The Terms of Reference for the Building Fire Safety Committee are as follows:

- 3.1 the Building Fire Safety Committee is charged with the responsibility for all matters arising under Section 157 of the *Planning, Development & Infrastructure Act 2016*, which are of a building fire safety nature;
- 3.2 a quorum for a meeting of the Building Fire Safety Committee shall be three (3) and one of those members shall be the person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
- 3.3 all decisions made by the Building Fire Safety Committee shall be made on the basis of a majority decision of the members present. In an event of a tied vote, the Presiding Member is entitled to and shall exercise a second (and casting) vote to determine the matter;
- 3.4 the Building Fire Safety Committee shall meet at the Council's offices at 175 The Parade, Norwood, or at such other places as determined by the Building Fire Safety Committee from time to time;
- 3.5 the Building Fire Safety Committee shall meet quarterly or alternatively may hold a special meeting at any other time, on a day and at a time nominated by the Presiding Member;
- 3.6 a member of the Building Fire Safety Committee who has a personal interest or a direct or indirect pecuniary interest in any matter before the Building Fire Safety Committee (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberations or decisions of the Building Fire Safety Committee in relation to that matter;
- 3.7 the following provisions apply to the call of meetings:
 - a) in the case of an ordinary meeting of the Building Fire Safety Committee, the Chief Executive Officer must give each member of the Building Fire Safety Committee notice of a meeting at least three (3) clear days before the date of the meeting;
 - b) in the case of a special meeting on the Building Fire Safety Committee, the Chief Executive Officer must give each member of the Building Fire Safety Committee notice of a meeting at least twelve (12) hours before the commencement of the meeting; and
 - c) notice may be given to a member of the Building Fire Safety Committee by one of the following ways:

- personally;
 - by posting it in an envelope addressed to the person at their usual or last known place of residence or business;
 - by facsimile transmission to a facsimile number known to be used by the person; and
 - by email transmission to an email address known to be used by the person.
- 3.8 each member of the Building Fire Safety Committee present at a meeting must, subject to that person having an interest in the matter, vote on a question arising from a decision at that meeting;
- 3.9 the Chief Executive Officer of the Council in respect to the Building Fire Safety Committee must keep, or arrange to be kept, minutes of every meeting of the Building Fire Safety Committee. The minutes of the proceedings and meetings of the Building Fire Safety Committee must include:
- a) the names of the members present;
 - b) in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting;
 - c) its motion or amendments, and the names of the mover and seconder;
 - d) whether a motion or amendment is carried or lost; and
 - e) any disclosure of interest made by a member; and
 - f) all matters considered by the Committee, including agendas and minutes will be recorded and stored electronically in the Council's Records Management System.
- 3.10 The Building Fire Safety Committee shall provide a report to the Council on an annual basis (by 31 September) outlining the Committee's activities, including the types of notices which have been issued, the outcomes of the respective notices, the number of inspections which have been undertaken and any outstanding matters that the Committee is currently pursuing.
- 3.11 The procedure to be observed at a meeting of the Building Fire Safety Committee insofar as the procedure is not prescribed by these Terms of Reference may be determined by the Committee.
- 3.12 The Committee shall follow a Risk Assessment Process (as contained in Appendix A), to assist in the selection and prioritisation of buildings which are to be inspected.
- 3.13 The Committee shall undertake an annual audit of buildings in accordance with the Audit Methodology specified in the Risk Assessment Process (contained in Appendix A) and include buildings identified in the audit within its inspection program.

APPENDIX A

City of
Norwood
Payneham
& St Peters

RISK ASSESSMENT PROCESS**CITY OF NORWOOD PAYNEHAM & ST PETERS****BUILDING FIRE SAFETY COMMITTEE**

August 2020

PREFACE

The City of Norwood Payneham & St Peters Building Fire Safety Committee operates under the powers delegated by the Council to the Committee pursuant to Section 157 of the *Planning, Development & Infrastructure Act 2016*. Section 157 of the Act outlines the Council's powers to investigate whether building owners are maintaining adequate fire safety provisions in their buildings for the protection of all occupants.

The Council has delegated their responsibility under Section 157 of the Act to the City of Norwood Payneham & St Peters Building Fire Safety Committee.

The purpose of this document is to establish criteria to determine which types of buildings require an inspection in order to ensure that they maintain an adequate level of fire safety provisions to protect occupants and to also set out a framework to assist the Committee to prioritize the requirement for building fire safety investigations within the council, based on a risk assessment.

To undertake its duties as a Committee established under the *Planning, Development & Infrastructure Act 2016*, the Committee must:

- a) consider any building fire safety matters which are brought to its attention;
- b) inspect any building that the Committee has reason to believe may not contain adequate building fire safety provisions;
- c) consider the appropriateness of any submitted fire safety completion timeframes and agree to the timeframes when, in its opinion, adequate fire safety is proposed to be achieved in a timely manner;
- d) initiate and undertake enforcement or other action to ensure a building owner complies with any notices issued under Section 157 of the Act; and
- e) keep appropriate Committee records including minutes and agendas of Committee meetings.

Note: *An adequate level of fire safety does not necessarily mean total compliance with the current Building Code of Australia or associated Australian Standards.*

The Building Fire Safety Committee has adopted a risk based inspection regime that sets out the basis for undertaking inspections. Inspections may be carried out as a result of the following:

- a) upon request of the South Australian Metropolitan Fire Service (SAMFS);
- b) on an audit basis pursuant to the Committee's risk assessment;
- c) if a complaint is received; or
- d) if advice is received from an authorised officer of the City of Norwood Payneham & St Peters that a fire safety of a building is or may be deficient.

In determining its inspection and investigation priorities, the Building Fire Safety Committee will have regard to the types of buildings and/or occupancies within its area of jurisdiction to identify those that may constitute a high fire safety risk and need to be systematically inspected. For instance, aged care, health care and accommodation buildings, that provide overnight accommodation for unrelated persons, or buildings where large crowds congregate during operating hours, such as shops or assembly buildings may be identified as a high risk priority.

The risk of fire in any building needs to be considered in the context of the Committee's Terms of Reference in that the objective of the committee is not to make the buildings safe from fire but to ensure adequate protection of all the occupants is provided when a fire occurs. This goal is typically achieved by a combination of ensuring that the following items being correctly maintained, or if required - upgraded, replaced or installed. The most commonly occurring essential safety provisions are listed below;

- fire resistance of building materials, to ensure that the building resists the spread of fire, both externally and internally to ensure that a complete evacuation of the building can safely be carried out;
- alarm systems, sprinkler systems to ensure that occupants receive adequate warning to evacuate the building;
- egress requirements, to ensure that occupants have an unobstructed and clear exit from the building;
- exit and emergency lighting, to provide clear directions to exit the building safely; and
- fire hydrants, hose reels extinguishers, to allow the occupants if appropriate and the fire service to fight fires.

The occupants of the buildings are the people deemed to be at risk. Their resilience to risk also contributes to the level of risk to which they are exposed. Elderly, infirmed and the young are the least resilient to risk, followed by people either disorientated by sleep, alcohol or drugs. Therefore, buildings containing these vulnerable groups of people will be given the highest priority by the Committee.

In addition, the maintenance of the essential safety provisions as determined by Regulation 76 of the *Development Regulations 2008*, helps to provide a guidance on building sizes and classifications. In relation to Class 2 buildings of more than 3 storeys and a floor area greater than 200 square meters and Class 3, 4, 5, 6, 7, 8 & 9a, 9b, 9c buildings with more than 2 storeys and a floor area greater than 500 square meters, generally, the owner is required to provide a return of a completed Form 3 of Essential Safety Provisions certifying that the maintenance and testing has been carried out each calendar year. On occasions, it may be the tenant which is required to provide the return.

ARRANGEMENT FOR RISK ASSESSMENT

In order to develop a risk based inspection regime for the Building Fire Safety Committee, the following elements need to be considered against the potential risk - the size of the building, the age of the building, the use of the building, the ability of the occupants to exit the building in the event of a fire and the maintenance of the building.

If a building is for residential use or has a residential usage component, the risk increases as the time to evacuate a building is significantly increased for people which may be asleep at time of fire. This time frame and associated risk is significantly further increased if the occupants are frail or infirm and may need assistance to evacuate the building. Another factor that influences the ability of people to evacuate a building is if their mental and physical condition is affected by drugs or alcohol.

RISK MANAGEMENT PROCESS ADOPTED BY THE BFSC

Risk management is a systematic method of identifying and evaluating the risks associated with any activity or function to minimise or avoid losses.

Councils have a responsibility for protecting the ongoing safety of building occupiers and users through the provisions of the *Planning, Development & Infrastructure Act 2016*. Section 157 of the Act establishes the powers of Councils to investigate whether a building owner is maintaining proper levels of fire safety in buildings for the protection of all occupiers, whether they be residents, workers or visitors.

The risk management process set out below has been developed in line with the Council's Strategic Plan, *City Plan 2030: Shaping Our Future* to foster a strong, health and resilient community and to ensure that public buildings are safe. In developing these guidelines, AS/NZS ISO 31000:2009 (Risk Management Standard) has been closely followed.

RISK IDENTIFICATION

The risks associated with building fire safety have been based on potential risks that come under the control of the Building Fire Safety Committee, based on the experience of its members. A review of risk priorities will be continually monitored as more statistical data is recorded in the future.

TABLE 1 below sets out some examples of the risks and impacts that these may have.

TABLE 1: – RISK SOURCES

RISK SOURCE	IMPACTS	POSSIBLE CAUSES
Accommodation buildings	personal injury and property damage	inadequate fire safety provisions
		lack of maintenance of fire safety equipment
Changes in use of buildings	longer evacuation times	changes in ambience of building occupants
	higher fire hazard	changes in nature of stored material
Changes in number of occupants	Longer evacuation times	Insufficient exits
Non-maintenance ESP's	Fire safety equipment not operational	Lack of regular maintenance
Civil liability claims	Personal injury or property damage	Incorrect advice
		Lack of resources to inspect
		Inadequate prioritisation
		Failure to follow up on referral

RISK ANALYSIS

Each issue that is brought to the attention of the Building Fire Safety Committee will be analysed to determine its urgency and assign a priority as reflected in the enclosed Building Fire Problem Flowchart based on risk analysis. Building fire safety matters which are initiated based on the risk audit process will be dealt with in the same process outlined in the Building Fire Problem Flowchart.

AUDIT METHODOLOGY

Implementing a proactive approach, the Building Fire Safety Committee with the assistance and advice of qualified Council staff, will undertake an annual audit of buildings and prioritise buildings of concern based on their use, classification and general fire safety in accordance with Council's risk analysis and identification. An audit will consist of a desktop or an

inspection based audit of buildings in each suburb of the City of Norwood Payneham & St Peters.

One (1) suburb will be systematically audited per annum, generally in January each year. All buildings of concern which are identified as warranting investigation due to potential fire safety deficiencies will be listed and investigated by the Committee following the audit. The investigations will be prioritised in accordance with risk analysis and identification as determined during the audit.

INSPECTION POLICY

The Building Fire Safety Committee has developed a risk based approach (as opposed to the random inspection approach) to Building Fire Safety Inspections. Such an approach is complementary to one of the main aims of the *Local Government Act 1999*, which is to provide an overarching framework that, amongst other matters, establishes a structure for accountability, transparency and autonomy in decision making. Additionally, a risk based approach is considered more appropriate than a random approach as it identifies the level of risk to life, safety and property in that order of importance.

The following Risk Matrix has been developed by the Committee to identify the types of buildings that require inspections in order of priority. The Matrix priority has been determined having regard to industry best practice, the Building Code of Australia (B.C.A.) and the experience of the Committee members in dealing with building fire safety issues.

TABLE 2 below identifies the priority ranking of inspections that will be undertaken by the Committee:

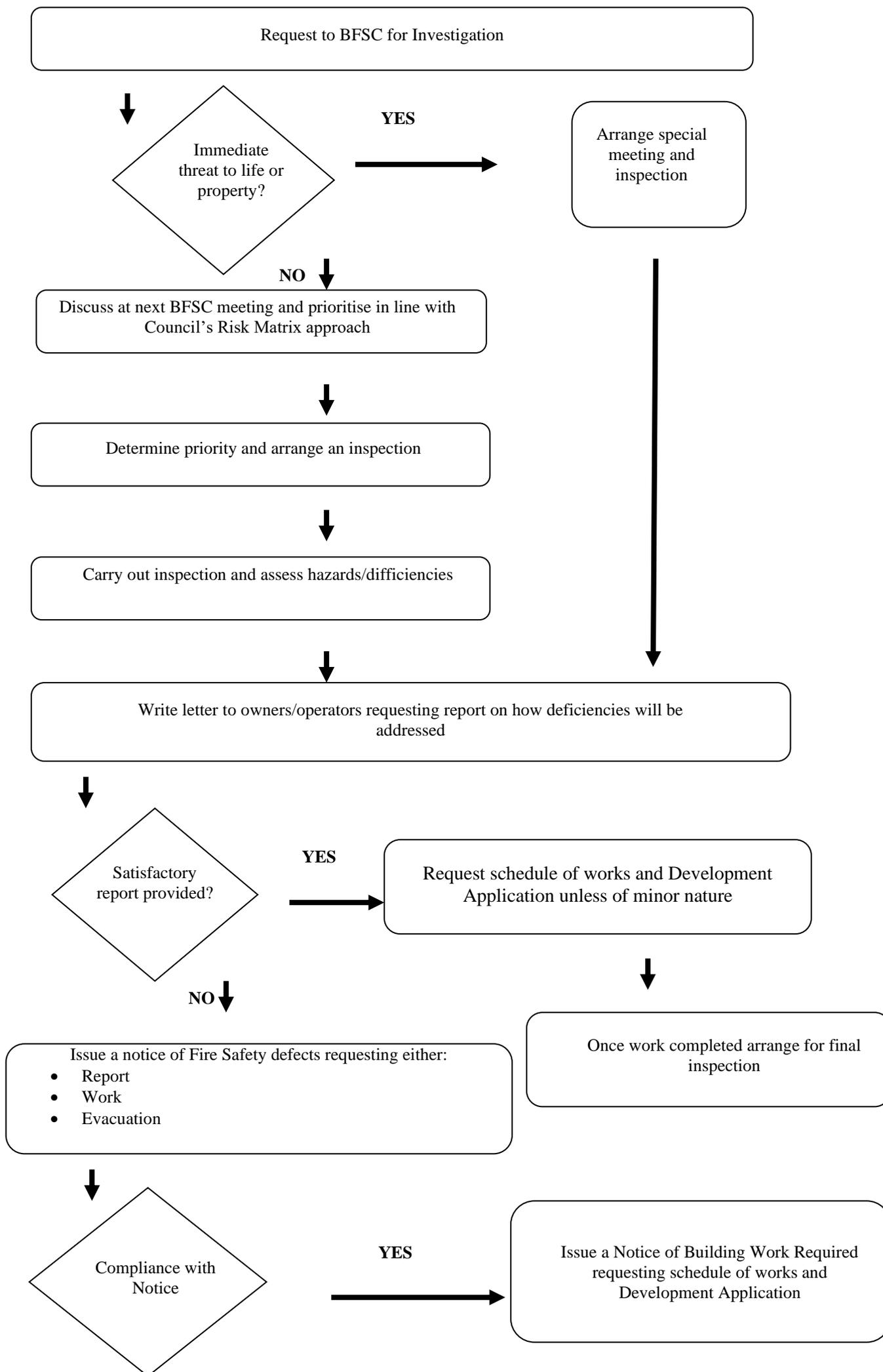
TABLE 2: PRIORITY RANKING BASED ON BUILDING USE AND CLASSIFICATION

Building Types (Class'n in accord with BCA)	B.C.A. Classification	Priority Ranking for Inspections (Risk to life and property)
Accommodation Buildings	Class 1b, 2 & 3	3
Caretakers Flat (In association with Class 5–9)	Class 4	5
Office Buildings	Class 5	9
Shop Buildings (re Note 1)	Class 6	8
Storage Type Buildings	Class 7a & 7b	6
Production (Workshop) Buildings	Class 8	7
Health Care Buildings	Class 9a	1
Assembly Buildings	Class 9b	4
Aged Care Buildings	Class 9c	2

- Notes:
1. Where shops are part of a large Shopping Centre Complex, a much higher priority will be given as determined by the Committee, similar to Assembly Buildings.
 2. Class 1a buildings (Domestic Dwellings) are generally not inspected as they are not accessible to the public and hence have a lower risk to life and property than other classes of buildings.
 3. The priority ranking system is based on a score of "1" representing the highest risk to life and property, and a score of "9" represents the lowest risk to life and property.

The Committee reserves the right to change the order of inspection priority on a case by case basis, but recognises that it will perform its duty on the basis of the risk based approach to its inspection regime.

BUILDING FIRE SAFETY PROBLEM FLOWCHART



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 – (15 August 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 15 August 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

15 August 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

Page No.

- 1. APPOINTMENT OF ACTING PRESIDING MEMBER 1

- 2. CONFIRMATION OF MINUTES OF THE TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE MEETING HELD ON 20 JUNE 2023 1

- 3. DEPUTATIONS 1
 - 3.1 DEPUTATION – TRAFFIC MANAGEMENT ISSUES – RICHMOND STREET, HACKNEY 2
 - 3.2 DEPUTATION – PEDESTRIAN WARNING SIGNS – PERCIVAL STREET, NORWOOD..... 3
 - 3.3 DEPUTATION – TRAFFIC MANAGEMENT ISSUES – RICHMOND STREET, HACKNEY 4
 - 3.4 DEPUTATION – RICHMOND STREET, HACKNEY AND PERCIVAL STREET, NORWOOD 5

- 4. PRESIDING MEMBER’S COMMUNICATION..... 6

- 5. STAFF REPORTS 6
 - 5.1 PETITION – RICHMOND STREET, HACKNEY – TRAFFIC MANAGEMENT 7
 - 5.2 PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS 14

- 6. OTHER BUSINESS 20

- 7. NEXT MEETING 20

- 8. CLOSURE..... 20

VENUE Mayors Parlour, Norwood Town Hall

HOUR 10.00am

PRESENT

Committee Members Cr Garry Knoblauch (Acting Presiding Member)
Cr Hugh Holfeld
Mr Nick Meredith (Specialist Independent Member)
Mr Shane Foley (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 Cr Kevin Duke (Presiding Member)
Mr Charles Mountain (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. APPOINTMENT OF ACTING PRESIDING MEMBER

Mr Nick Meredith moved:

That Cr Garry Knoblauch be appointed Acting Presiding Member for the duration of this meeting.

Seconded by Cr Holfeld and carried unanimously.

2. CONFIRMATION OF MINUTES OF THE TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE MEETING HELD ON 20 JUNE 2023

Cr Holfeld moved that the minutes of the Traffic Management & Road Safety Committee meeting held on 20 June 2023 be taken as read and confirmed. Seconded by Mr Nick Meredith and carried.

3. DEPUTATIONS

3.1 DEPUTATION – TRAFFIC MANAGEMENT ISSUES – RICHMOND STREET, HACKNEY

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 Marysia Marchant

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Ms Marysia Marchant has written to the Committee requesting that she be permitted to address the Committee in relation to traffic management 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 Committee.

Ms Marysia Marchant addressed the Committee in relation to this matter.

3.2 DEPUTATION – PEDESTRIAN WARNING SIGNS – PERCIVAL STREET, NORWOOD

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 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.

3.3 DEPUTATION – TRAFFIC MANAGEMENT ISSUES – RICHMOND STREET, HACKNEY

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 Evonne Moore (Vice President, St Peters Residents Association Inc.)

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

St Peters Residents Association Inc.

COMMENTS

Ms Evonne Moore has written to the Committee requesting that she be permitted to address the Committee in relation to traffic management issues in Richmond Street, Hackney.

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Ms Evonne Moore has been given approval to address the Committee.

Ms Evonne Moore addressed the Committee in relation to this matter.

3.4 DEPUTATION – RICHMOND STREET, HACKNEY AND PERCIVAL STREET, NORWOOD

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 Ian Radbone

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Norwood Payneham & St Peters' Bicycle User Group (BUG)

COMMENTS

Mr Ian Radbone has written to the Committee requesting that he be permitted to address the Committee, on behalf of the Norwood Payneham & St Peters' Bicycle User Group, in relation to cycling in Richmond Street, Hackney and traffic management issues in Percival Street, Norwood.

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Mr Ian Radbone has been given approval to address the Committee.

Mr Ian Radbone addressed the Committee in relation to these matters.

4. PRESIDING MEMBER'S COMMUNICATION
Nil

5. STAFF REPORTS

5.1 PETITION – RICHMOND STREET, HACKNEY – TRAFFIC MANAGEMENT

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA126030
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the committee”) of a Petition that was received by the Council at its meeting held on 3 July, 2023, regarding traffic Management concerns on Richmond Street, Hackney.

BACKGROUND

The petitioners are requesting that the Council consider measures to address their concerns regarding speeding and dangerous driving in Richmond Street, Hackney, between Torrens Street and Hatswell Street, which in their opinion, endangers children, pedestrians, cyclists and residents.

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 of this City. In accordance with the Council’s *Privacy Policy*, the personal information (street addresses) of the petitioners have been redacted from the Petition.

The petitioners have listed the following matters of concern:

- 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 Peters College and local residents with no action forthcoming; and
- proposed 40km/h speed limit will not address the dangerous driving.

The petitioners request that the Council undertake the following:

- position speed humps / road narrowing / bike path before the completion of the Botaniq development (‘re-development of the Hackney Hotel site on the corner of Hackney Road and Richmond Street’) which will further exacerbate the current hazards even further.

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

To progress the recommendations in contained in this report, further investigations and design work will be required and will be funded from the *2023-2024 Integrated Transport and Traffic Operating Budget*.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Excessive traffic volumes, speed and noise can reduce community liveability and safety of residential streets.

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, which may impact other traffic management projects that are already planned.

RISK MANAGEMENT

When vehicles, pedestrians and cyclists share a limited road space, there will be inherent risks. Pedestrians and cyclists are vulnerable road users and a collision between a vehicle and a pedestrian can result in a catastrophic impact. If safe infrastructure is provided and traffic speeds are moderate the residual risk can be reduced.

TABLE 1: RISK CATEGORY

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	A pedestrian or cyclist injury or fatality	People	Extreme 3	Safe road crossings, dedicated space for all road users and slow traffic speed.	People	Substantial 13

CONSULTATION

- **Committee Members**
Crs Duke, Knoblauch and Holfeld are aware of the petition as it was tabled to the Council at its meeting held on 3 July, 2023.
- **Staff**
General Manager, Governance & Civic Affairs
General Manager, Urban Planning & Environment
- **Community**
Not Applicable.
- **Other**
The South Australian Police (SAPOL)
St Peters College.

DISCUSSION

Richmond Street provides access between the suburbs of Hackney, College Park and St Peters, with the arterial road network at Hackney Road. The River Torrens forms a barrier to the north and St Peters College takes up a large parcel of land along the Hackney Road frontage. As such, Richmond Street is the only access road to Hackney Road for these suburbs.

Richmond Street forms part of the City's cycling network as well as the State Government *Bikedirect* route and provides an important link between the City and the Adelaide CBD for people who ride a bicycle. Cyclists can either cross Hackney Road into the Adelaide Park Lands via a pedestrian refuge in the centre of Hackney Road, or exit Richmond Street to enter the River Torrens Linear Park via the Old Mill Reserve, to access the grade-separated underpass of Hackney Road. There was an average of 170 cyclists per day riding along Richmond Street, counted in 2023.

As well as being a main connector route for vehicles and cyclists travelling *through* Richmond Street, there are a number of destinations that generate vehicle, foot and cycle traffic *to or close to*, Richmond Road, as set out below.

- Twelftree Reserve which includes play equipment, a bar-b-que and a basketball ring;
- Fix Specialty Coffee (café);
- Old Mill Reserve;
- Access point to River Torrens Linear Park shared path;
- Adelaide Caravan Park;
- St Peters College; and
- Bus stops on Hackney Road.

Traffic data for Richmond Street, between Hatswell Street and Torrens Street, was collected in July 2023 and is contained in Table 2 below.

TABLE 2: TRAFFIC DATA – RICHMOND STREET, HACKNEY (AVERAGE WEEK DAY)

2023 DATA	TWO-WAY	ONE-WAY
Bicycle volume (cyclists per day)	163	Not available
Traffic speed (85 th percentile)	47km/h	48km/h eastbound 45km/h westbound
Traffic volume (vehicles per day)	3,769	2,290 eastbound 1,479 westbound
Traffic volume (AM peak)	485	160 (7%) eastbound 325 (22%) westbound
Traffic volume (PM peak)	373	279 (12.2%) eastbound 128 (8.6%) westbound
2004 DATA (prior to O-Bahn extension on Hackney Road)		
Traffic speed (85 th percentile)	50km/h	Not available
Traffic volume (vehicles per day)	5,300	Not available

During the data collection period, there were some traffic diversions that were associated with the redevelopment of the Hackney Hotel property (the Botaniq development). To minimise potential errors in the data as a result of the diversions, the time/day schedule of detours was obtained from the Project Manager of the Botaniq development, the length of the survey period was extended, and the traffic data was analysed to ensure that the data quoted in this report did not include periods when the diversions occurred. In addition, the data was cross-referenced with data that was collected in 2020, which given its similarity, concluded that the data was accurate.

In summary, the 85th percentile traffic speed is 45km/h in a westbound direction and 48km/h in an eastbound direction, which are both below the default urban speed limit of 50km/h and as such, does not point to a technical deficiency in the operating speed of Richmond Street. For clarification, the 85th percentile speed is the speed that 85% of motorists travel at or below, and is used by traffic engineers universally to determine whether any traffic management interventions are required. However, a more in-depth assessment was undertaken to identify if there were instances of high-speed or hoon driving. This assessment found that the 95th percentile speed was recorded at 50.7km/h, which is still within the legal framework of the street.

The traffic volume is 3,769 vehicles per day which is high for a residential street, but is an outcome of the surrounding street network and lack of alternative streets that provide access to and from Hackney Road. The Council's *Local Area Traffic Management Policy* states that is acceptable for a *main collector street* to carry up to 6,000 vehicles per day. The eastbound traffic volume is higher across an entire day, but the westbound AM peak carries 22% of the daily traffic which is a high concentration of traffic between 8am and 9am.

Historical traffic data was also reviewed and it was identified that traffic volumes and speeds were considerably higher prior to the O-Bahn busway extension on Hackney Road, which included the removal of the right turn out onto Hackney Road. In 2004, Richmond Street carried an additional 1,650 vehicles per day and the 85th percentile speed was 3km/h faster, than in 2023.

Crash data was obtained from the Department for Infrastructure & Transport for the five (5) year period from 2017 to 2021. There were three (3) recorded crashes on Richmond Street, between Hackney Road and Torrens Street, as set out below:

- two (2) crashes, one resulting in an injury to a bicyclist and one hitting a fixed object, at the intersection of Richmond Street and Torrens Street; and
- one (1) crash as a result of hitting a fixed object, at the junction of Richmond Street and Eton Lane.

The Council has endorsed the implementation of a 40km/h speed limit in the residential streets in the suburbs of Hackney (including Richmond Street), College Park, St Peters, Joslin, Royston Park and Marden, if supported by the majority of residents. Community consultation for this new speed limit commenced on Friday 28 July 2023 and is currently underway at the time of writing this report. Evaluation of 40km/h speed limits throughout metropolitan Adelaide has identified that the speed limit reduction can improve road safety by reducing speeds by 3 to 4 km/h in some streets. If supported by the community, it is anticipated that a 40km/h speed limit would be implemented in the 2024-2025 financial year, subject to funding by the Council.

The width of Richmond Street varies and is predominantly 8.9 metres wide except for localised widening at Torrens Street. On-street car parking is permitted on the south side between Torrens Street and Regent Street. The footpaths are 1.5 metres wide (north side), and 1.8 metres wide, (south side) measured from property boundary to the kerb. This is considered narrow, particularly given that there is no buffer (i.e., verge), between the footpath and the moving traffic.

Kerb ramps are provided at each street junction to facilitate walking *along the length* of Richmond Street, but the narrow footpaths restrict the ability to provide compliant kerb ramp with landings to facilitate the *crossing* of Richmond Street. As such, there are no kerb ramp road crossings on Richmond Street, between Torrens Street and Hackney Road and the kerb ramps at Hackney Road do not meet the requirements of the Australian Standards. In addition, the ramps across the driveway access to the Old Mill Reserve car park, do not comply with the Australian Standards.

Although Richmond Street is a key cycling connection and carries approximately 170 cyclists a day, there is insufficient width for a bicycle lane, and as such, cyclists are required to either share the road with the traffic or ride on the footpaths which are too narrow for a cyclist to comfortably pass a pedestrian.

The Petition contained a comment that the traffic issues have '*been recognised for years by SA Police, St Peters College and local resident's*'. A previous email from the Convenor of the Petition stated that a Senior Sergeant from SAPOL informed her that, '*a design fault of the road makes it almost impossible to police and that the MP/council need to be contacted to address this ongoing issue*'.

The SAPOL Traffic Investigations Unit has been contacted to seek clarification on this comment and the response from SAPOL is that, it is not suitable to deploy a mobile traffic camera because Richmond Street is too narrow and includes a horizontal bend. In addition, SAPOL has a site selection criterion when determining locations for speed cameras that include four (4) weighted criteria that are; a history of casualty crashes, reports by the public, expiations exceeding the speed limit of 30km/h or more and other offences relating to road safety. Therefore, given that the recorded traffic speeds are below the current speed limit of 50km/h and that there are no recorded crashes, it would be unlikely that SAPOL would allocate resources to monitoring Richmond Street.

St Peters College was contacted to seek clarification on the schools understanding of road safety issues in Richmond Street, however no response had been received at the time of writing this report.

CONCLUSION

The investigations as set out in this report, have identified that the 85th percentile traffic speeds on Richmond Street are operating at a speed less than the current default speed limit of 50km/h. As such, the speeding and dangerous driving concern that is raised in the petition is not verified by evidence-based data.

However, the street has high levels of pedestrian activity, high cyclist volumes, high traffic volumes, three (3) crashes in a 5-year period, narrow footpaths, a lack of kerb ramps and a lack of dedicated space for cyclists. As such, the safety concerns for pedestrians and cyclists that were raised in the petition are acknowledged.

There is justification for traffic management measures to be investigated further with view to improving amenity and safety for pedestrians and cyclists travelling along and across Richmond Street, within the constraints of the width of the existing road reserve. Further investigations may identify a number of possible improvements for pedestrians and cyclists that could include new kerb ramps, a zebra crossing, road narrowing and footpath widening. These measures may include low-cost items that could be implemented in the short term and high-cost road reconstruction measures that would be longer-term measures incorporated into a future Capital Works Program. Any traffic management measures would also need to be prioritised taking into consideration the existing traffic management works program across the City.

COMMENTS

At the time of writing this report, community consultation is underway to ascertain if citizens support a speed limit of 40km/h in the residential streets of Hackney (including Richmond Street), College Park, St Peters, Joslin, Royston Park and Marden. If supported, it is anticipated that a 40km/h speed limit would be implemented in the 2024-2025 financial year, subject to funding by the Council.

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 given that a 40km/h speed limit is pending, there is no justification for the Council to undertake further road safety improvements in Richmond Street, Hackney.

This Option is not recommended on the basis of the traffic investigations identified in this report.

Option 2

The Committee can recommend to the Council that given the combination of high traffic volumes, narrow footpaths, lack of kerb ramps, lack of space for cyclists, and high level of pedestrian and cyclist activity, that traffic management improvements are warranted to improve the amenity and safety for pedestrians and cyclists, and that future investigations be undertaken to determine the most appropriate measures.

This option is recommended on the basis of the traffic investigations identified in this report

RECOMMENDATION

1. That the Petition (as contained in **Attachment A**), that was received by the Council at its meeting held on 3 July, 2023, be received and noted.
 2. That the Committee notes that the Council is currently consulting with citizens regarding the implementation of a 40km/h speed limit in the suburbs of Hackney (including Richmond Street), College Park, St Peters, Joslin, Royston Park and Marden, and that if supported, it is anticipated that a 40km/h speed limit would be implemented in the 2024-2025 financial year, subject to the allocation of funding by the Council.
 3. That the Committee notes that Council staff will engage a traffic engineering consultant to undertake detailed investigations and concept designs with the objective of improving road safety for all road users in Richmond Street, Hackney, and in particular the amenity and safety for pedestrians and cyclists.
 4. That the Committee notes that the funding for the investigations and the preparation of concept design will be funded from the 2023-2024 *Traffic and Integrated Transport Operating Budget*.
 5. That the Council notes that the traffic management outcomes from the investigations may include low-cost items that could be implemented in the short term and high-cost measures that may need to be longer-term measures incorporated into the future Capital Works Program. The timing of the implementation of the recommended works would be dependent on the complexity and cost of each measure, the potential to integrate these works with the future Capital Works Program priorities and taking into consideration other traffic management works that are currently planned.
 6. 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 Holfeld moved:

- 1. That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 3 July, 2023, be received and noted.*
- 2. That the Committee notes that the Council is currently consulting with citizens regarding the implementation of a 40km/h speed limit in the suburbs of Hackney (including Richmond Street), College Park, St Peters, Joslin, Royston Park and Marden, and that if supported, it is anticipated that a 40km/h speed limit would be implemented in the 2024-2025 financial year, subject to the allocation of funding by the Council.*
- 3. That the Committee notes that Council staff will engage a traffic engineering consultant to undertake detailed investigations and concept designs with the objective of improving road safety for all road users in Richmond Street, Hackney, and in particular the amenity and safety for pedestrians and cyclists.*
- 4. That the Committee notes that the funding for the investigations and the preparation of concept design will be funded from the 2023-2024 Traffic and Integrated Transport Operating Budget.*
- 5. That the Council notes that the traffic management outcomes from the investigations may include low-cost items that could be implemented in the short term and high-cost measures that may need to be longer-term measures incorporated into the future Capital Works Program. The timing of the implementation of the recommended works would be dependent on the complexity and cost of each measure, the potential to integrate these works with the future Capital Works Program priorities and taking into consideration other traffic management works that are currently planned.*
- 6. 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 Shane Foley and carried unanimously.

5.2 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 the final recommendations regarding the removal or retention of *pedestrian* warning signs which are located at each end of Percival Street, Norwood.

BACKGROUND

At its meeting held on 20 June, 2023, the Committee considered a staff report regarding a Petition submitted by residents of Percival Street, that requested the removal of two *pedestrian* warning signs. A copy of the report and Minutes is contained in **Attachment A**.

The Committee considered the investigations which were undertaken regarding this issue, but were unable to agree on a final determination. As such, the Committee unanimously agreed that determination of the matter should be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

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), refer to Table 1.

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.

TABLE 1: RISK RATING

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

CONSULTATION

- **Committee Members**
Crs Duke, Knoblauch and Holfield 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, Norwood, is a residential east-west street, located between Portrush Road and Queen Street, just south of Beulah Road. It carries low traffic volumes of 337 vehicles per day, low traffic speed of 40km/h, and there have been no recorded crashes in the last five (5) years. The majority of dwellings that have direct access onto Percival Street are retirement living dwellings, owned by Clayton Church Homes.

The pedestrian warning signs were originally installed in Percival Street prior to 2007 and have been removed and reinstalled several times in the last three years at the request of residents or the administration of Clayton Church Homes. One group of Clayton Church Homes residents would like the signs to remain and another group of Clayton Church Homes residents would like the signs removed.

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.

The reasons why the signs could be removed are set out below:

- this type of sign is typically used to warn of the presence of pedestrians on, or crossing the road where such activity might be unexpected;
- the sign is generally not installed at each end of a residential street because pedestrians can cross anywhere along the roadway, or alternatively use the designated crossing points (kerb ramps), at each end of the street;
- all of the Clayton Church Homes dwellings are separate and there is not a pedestrian “desire-line” at any point along the street where residents cross to access a community facility;
- traffic signs should only be installed where absolutely required, otherwise signs tend to lose their effectiveness if used unnecessarily or too frequently; and
- traffic data shows that there are no traffic-related safety concerns in terms of vehicular speeds and volumes.

The reasons why the signs could remain in place are set out below:

- 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; and
- 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.

At its meeting held on June 20, 2023, the Committee resolved that the reasons that the signs could be removed (as listed above), justified the removal of the signs. However, the Committee noted that there was a considerable volume of older pedestrians living in Percival Street and that if there was a high volume of older pedestrians crossing Percival Street on a regular basis, that there could be justification for the signs to remain.

Observations were undertaken in July and August 2023, over a number of days and are listed in Table 2. The observations were undertaken on fine days when weather conditions would not restrict the presence of pedestrians and at various times of the day to include the peak AM and PM periods when traffic volumes are at their highest, at also at mid-morning, midday and mid-afternoon. The aim of the observations was to count the number of pedestrians that crossed Percival Street mid-block. It did not count pedestrians who crossed at the kerb ramps at Queen Street or Portrush Road.

In summary, the pedestrians who crossed Percival Street, mid-block were predominantly either:

- people who parked their car on the north side of the street and crossed Percival Street as part of their journey to or from the direction of The Parade; or
- people entering or leaving a dwelling on Percival Street before walking toward Queen Street or Portrush Road.

Several pedestrians were observed to walk along the centre of Percival Street for a distance before crossing to the footpath which demonstrated their lack of concern with regard to traffic in Percival Street. There were no road safety issues observed and traffic volumes and speeds were suitable for the street environment.

TABLE 2: PEDESTRIAN OBSERVATIONS

DATE (2023)	TIME OF DAY	NO. OF VEHICLES	NO. OF PEDESTRIANS	COMMENTS
Tuesday 27 July	2:55pm to 3:25pm	15 cars 1 cyclist	4	
Wednesday 26 July	12:20pm to 12:50pm	15 cars	10	Included a group of four (4) Percival Street residents who crossed together.
	8:30am to 9:00am	13 cars	3	
Tuesday 1 August	10:40am to 11:10am	11 cars	2	Both movements were Percival Street residents.
	5:00pm to 5:30pm	18 cars 1 cyclist	4	Included two (2) Percival Street residents.
Thursday 3 August	12:45pm to 1:15pm	7 cars	5	None appeared to be Percival Street residents. One pedestrian was on a skateboard in the centre of the street.
Tuesday 8 August	12:45pm to 1:15pm	13 cars	4	Three (3) of these movements were the same pedestrian walking from his car to a dwelling to undertake gardening services.

CONCLUSION

Pedestrian warning signs were installed in Percival Street prior to 2007 and have been removed and reinstalled several times in the last three years at the request of residents or the administration of Clayton Church Homes. One group of Clayton Church Homes residents would like the signs to remain and another group of Clayton Church Homes residents would like the signs removed.

Site observations have been undertaken to determine whether there is justification for the pedestrian warning signs to remain or be removed. There was very little pedestrian activity observed.

COMMENTS

It is important to note that the determination by the Committee will bring this matter to a close and it will not be re-considered unless circumstances regarding the road and road user environment significantly change and or new evidence is provided that, in the opinion of the Council's Manager, Traffic & Integrated Transport, warrants a review of the need or otherwise for pedestrian warning signs on Percival Street.

OPTIONS

Option 1: Do nothing

The Committee could decide that the signs be left in place because there is a relatively high proportion of older residents living in Percival Street and the signs may improve road safety for these vulnerable pedestrians.

This option is not recommended because of the reasons set out below:

- pedestrian warning signs are typically used to warn of the presence of pedestrians on, or crossing the road where such activity might be unexpected;
- the sign is generally not installed at each end of a residential street because pedestrians can cross anywhere along the roadway, or alternatively use the designated crossing points (kerb ramps), at each end of the street;
- all of the Clayton Church Homes dwellings are separate and there is not a pedestrian desire-line at any point along the street where residents cross to access a community facility;
- traffic signs should only be installed where absolutely required, otherwise signs tend to lose their effectiveness if used unnecessarily or too frequently;
- traffic data shows that there are no traffic-related safety concerns in terms of vehicular speeds and volumes; and
- site observations did not identify that pedestrian activity is high.

Option 2: Remove the pedestrian warning signs

The Committee could decide to remove the signs because the signs are not used for their intended purpose and they are not required because traffic data and site observations do not identify that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

This option is recommended on the basis of the traffic investigations identified and set out in this report.

RECOMMENDATION

1. That based upon the results of the outcomes of the investigations that have been undertaken and as set out in this report, which included a pedestrian survey, the *pedestrian* signs at each end of Percival Street be removed.
 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.
-

Mr Nick Meredith moved:

- 1. That based upon the results of the outcomes of the investigations that have been undertaken and as set out in this report, which included a pedestrian survey, the pedestrian signs at each end of Percival Street be removed.*
- 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.*

The motion lapsed for want of a seconder.

Mr Shane Foley moved:

- 1. That the existing signage be retained.*
- 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.*

Seconded by Cr Holfeld and carried.

6. OTHER BUSINESS
Nil

7. NEXT MEETING

Tuesday 17 October 2023

8. CLOSURE

There being no further business, the Acting Presiding Member declared the meeting closed at 10.54am.

Cr Kevin Duke
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

13. OTHER BUSINESS
(Of an urgent nature only)

14. CONFIDENTIAL REPORTS

14.1 COUNCIL RELATED MATTER

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 information concerning the personal affairs of any person;

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 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, minutes and discussion to be kept confidential for five (5) years.

15. CLOSURE